SUMMARY

The Housing and Development Board (HDB) is the largest developer and estate manager in Singapore. The Contracts and Administration Department (CAD) within the HDB has been tapping information technology (IT) as one of the means to improve the productivity and efficiency of the department.

This dissertation covers the application of IT in the administration of contracts by the HDB. In particular, it examines the use of IT in the Construction and Development Section within the Contracts and Administration Department of the HDB by highlighting the areas of contract administration that are computerised. A case study was undertaken on the Project Funds Management System (PFMS) which is a system used in funds/cost management in the Construction and Development Section.

Works relating to IT, contract administration and the HDB are reviewed. The in-house application software used for contract administration in the Construction Development Section are highlighted and the benefits discussed. The development and implementation of the Project Funds Management System is presented. The shortcomings of the manual method of PFMS and the benefits of the computerised PFMS are compared.
It was found that the computerised PFMS could effectively overcome most of the shortcomings of the manual system. The PFMS is easy to understand and use. The co-operation of the staff and management endorsement of the project are important ingredients for the successful development and implementation of the system. The PFMS could be improved, widened and integrated with other systems such as the progress payment system.