



**Final Report of Project**

**Project No. : 2008/0624**

**Part A**

Project Title: Use of New Technology for School Administrative Work

Name of Organization/School: St. Francis Xavier's College

Project Period: From March 2010 (month/year) to April 2011 (month/year)

**Part B**

*Please read the **Guidelines to Completion of Final Report of Quality Education Fund Projects** before completing this part of the report.*

Please use separate A4-size sheets to provide an overall report with regard to the following aspects:

1. Attainment of objectives
2. Project impact on learning effectiveness, professional development and school development
3. Cost-effectiveness – a self-evaluation against clear indicators and measures
4. Deliverables and modes of dissemination; responses to dissemination
5. Activity list
6. Difficulties encountered and solutions adopted

*\* Final Report of Project prior to the 8<sup>th</sup> call should be signed by the supervisor of the school/the head of the organization or the one who signed the Quality Education Fund Agreement for allocation of grant on behalf of the organization.*

*\* Final Report of Project under the 8<sup>th</sup> and subsequent calls should be submitted via "Electronic Project Management System" (EPMS). Once submitted, these reports are regarded as already endorsed by the supervisor of the school/the head of the organization or the one who signed the Quality Education Fund Agreement for allocation of grant on behalf of the organization.*

## 1. Attainment of Objectives

Objective statement	Activities related to the objective	Extent of attainment of the objective	Evidence or indicators of having achieved the objective	Reasons for not being able to achieve the objective, if applicable
Reducing clerks' workload of selling stationery items	Students' use of smartcards for purchasing of stationery items	Fully achieved	Clerks' spending less time on handling charges imposed on each transaction	
Reducing teachers workload of collecting payments	Students' use of smartcards for various payments	Not attained		Technical problems related to accounting being under consideration
Reducing clerks' workload of taking attendance of non-teaching staff	Non-teaching staff's use of smartcards for attendance taking	Fully achieved	Non-teaching staff finding it convenient	
Reducing teachers workload of taking attendance of students	Students' use of smartcards for attendance taking	Partially achieved		Technical problems arising from the rial run on F.1 and F.6 students being under consideration
Raising security level of staff room	No unauthorized enter to staff room	Not attained		Technical problems being under consideration

## 2. Project Impact on

Both students and the clerk found it convenient since they did not need to handle the changes on purchasing stationery items, which shortened the purchasing time.

## 3. Cost-effectiveness

Upon the use of the digitalized purchasing system, the clerk could have more time to deal with the rapidly increasing amount of administrative work.

**Table of Budget Checklist**

Budget Items (Based on Schedule II of Agreement)	Approved Budget (a)	Actual Expense (b)	Change [(b)-(a)]/(a) +/- %
Staff Cost	\$40,000	\$30,800	-23.0%
Equipment	\$75,000	\$75,000	0.0%

## 4. Deliverables and Modes of Dissemination

Nil



## 5. Activity List

Nil

## 6. Difficulties Encountered and Solutions Adopted

Concerning

(a) reducing teachers workload of collecting payments:

The school... account of the Smartcard might have to take care of various payments; however, due to the service charge of... company, the school accountant stated that the balance sheet of the... account could be very complicated. However, a trial run might be taken in the next academic year.

(b) reducing teachers workload of taking attendance:

Unresolved problems arising from using smartcard reader for taking students attendance are firstly, some students might forget to put the card on the reader, some students might leave after registration on the reader and so on. However, a trial run for F.1 and F.6 students would be taken in May 2011. On the condition that the related technical problems could be solved, this measure would further extended.

(c) raising security level of staff room:

Concerning about the inconvenience caused by the Smartcard Door Access System to some female teachers, the system might be adopted in the next academic year.