

**Final Report of Project**

Project No. : **2010/0265**

**Part A**

Project Title: Use of New Technology in School Administration

Name of Organization/School: La Salle College

Project Period: From 01-Aug-2011 (month/year) to 31-Mar-2012 (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

*\*The report 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.*

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## Annex

### 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
The time that teachers of School Admin Group spend on inventories management, resources booking, and system recovery will become 50% less	1) Resource booking system 2) Inventories Management System	100% achieved	1. Clerk spending less time on handling room booking request from teachers 2. Teachers spending less time on handling room booking from students for ECA activities	Customization of the system to fit the "double week" timetable caused delay of the project. So training for all teachers was not enough
Effective management of school inventories	All school inventories were recorded in the system	Partially attained	Electronic records for all School Inventories	Depreciation of assets were not included

### 2: Budget Checklist

Budget Items <i>(Based on Schedule II of Agreement)</i>	Approved Budget (a)	Actual Expense (b)	Change [(b)-(a)]/(a) +/- %
Staff Cost	\$40,000	\$0	+100%
Equipment	\$113,400	\$54,685	+51.8%

### 3: Cost-effectiveness

Upon the use of the digitalized inventory and resource booking system, the clerk and teachers could have more time to deal with the rapidly increasing administrative work.

### 4: Dissemination Value of Project Deliverables

The project reduced much time for teachers on administrative work. Further development could be conducted among students for integration of booking school resources with their intranet login account and authentication with in-house developed Staff & Student smart ID card



### 5: Activity List Table

Types of activities (e.g. seminar, performance, etc.)	Brief description (e.g. date, theme, venue, etc.)	No. of participants				Feedback from participants
		clerk	teachers	students	others (Please specify)	
User Specification Survey	Aug-2012	1	6			Have to fit the "double week" timetable Integration to existing system
Survey on existing solution in the markets	Sep-Nov, 2012		2			There was only ONE solution in market which could be get within the budget and integrated into our existing system
Meeting to finalize the proposed solution	10-Feb-2012		3			Proposal from [redacted] was accepted
System Installation and customization	20-Feb-2012	1	2			System installation was smooth and efficient.
Briefing of the System	7-march-2012 16:15-16:30 Senior music room		62			Teachers felt the system could reduce their workload.
Training for staff by vendor	18-Apr-2012 16:00-17:00		2	n.a.		The system was easy to use.
Training for staff by vendor	25-Apr-2012 16:00-17:00		2	n.a.		Integration to school internet network was smooth and good.
Training for clerk by teacher	4-May-2012 13:40-14:20	2	1			The system was easy to use.

### 6: Difficulties encountered and solutions adopted

#### A) Time that teachers and clerk spend on room booking will be reduced

As this year our school has implemented a new timetable system, (double week). Project leader, teachers and admin staff had spend much more time to find and seek for customization on the system which could be integrated into our existing internal system. The launch of project was delayed. In the meantime, we had to use the old practice.

After the installation and customization of the solutions were completed, it was in second term already. So our school decided to use mixed mode in this academic year. i.e. Designated clerks and teachers to handle all booking request. Implementation to all teacher and may be club chairman in the coming academic year.

#### B) Effective management of school inventory records

As the new inventory system still could not calculate the assets depreciation automatically. Further and continuous development is recommended in the coming academic year. The original WebSAMS reports would be kept.