

Part B Project Summary**Project Title:**

Use of New Technology in School Administration

Project Number

2008/0200 (Revised)

Name of Organization:

(1) Goals: to set up an on-line school administration system

Objectives: (i) to lessen teachers' workload by use of IT in handling administrative work

(ii) to digitize and systemize administration, through using the administration system in an effective manner

(2) Targets:

Expected number of beneficiaries: 80 staff members, 1200 students and their parents of the whole school

(3) Implementation Plan:

(i) Duration: From 2009 September to 2011 July

(ii) Process / Schedule: refer to detail of description report

(4) Products:

(i) Deliverables/outcomes:

a) Teachers' workload can be reduced

b) Conduct sharing sessions and share the experience of implementations with other school

(5) Budget:

Contribution Breakdown	<i>School Contribution</i>	<i>QEF Grant Sought</i>
	<i>Amount</i>	<i>Amount</i>
Facilities / Service Cost	HK\$74,500	HK\$74,500
Staff Cost		HK\$39,900
Total grant requested from the QEF		HK\$114,400

(6) Evaluation:

(i) Performance indicators: Teacher's time spent on handling attendance matters will become less than 2 minutes every day

(ii) Quality Assurance: Conduct a survey before the implementation of the project, for collecting the data on the teachers' time proportion spent on each administrative item.