

Project Title: Use of New Technology in School Administration

Institution Name: Creative Secondary School

(1) Goal:

- (i) to lessen teachers' workload by use of IT in handling administrative work
- (ii) to streamline administrative workflows with wise adoption of smart cards and the complementary administrative system
- (iii) to digitize and systemize administration, through using the administration system in an effective manner

(2) **Expected number of beneficiary** : 100 staff members, 750 students and their parents(3) **Implementation and Schedule:**

Schedule	Description
2012 May	● Purchase a smart card solution and the related software and hardware from vendors;
2012 June	● Start trial runs of smart card tapping with the attendance system with small group of students and staff ● Test and lead in Student Discipline and Inventory Management System
2012 July	● Review effectiveness and work on any necessary improvements
2012 Sept	● Full launch the smartcard attendance system to all teachers and students ● Review effectiveness and work on any necessary improvements
2013 Jun	● Review effectiveness and work on any necessary improvements

(4) **Products :**

(i) Products / Outcomes :

1. Teachers' workload can be reduced
2. Teachers and students can better use IT in administrative work and learning

(ii) Products / Sharing of Outcomes :

1. Conduct sharing sessions and share the experience of implementations with other schools
2. Conduct parents' workshops, introducing the changes and the benefits after the use of Smartcard system and/or the Administration System.

(5) **Budget:**

Expenditure on Equipment / Services	Amount (HK\$)
a) Software System	99,200
b) Workstation, Server and Hardware	35,500
c) Cabling and Installation Work	5,000
d) Account Audit Fee	5,000
Total :	144,700

Human Resources Expenditure : Position 1 Part-time technician	
HK\$4,750 Salary x 8 months + MPF HK\$1,900	39,900
Total :	39,900
QEF Grant: (144,700 – 5,000 (Audit Fee)) / 2 + 39,900 + 5,000 = 114,800	

(6) **Evaluation:**

Performance Targets:

- i. Teacher's time spent on handling attendance matters will become less than 2 minutes every day
- ii. School Office time spent on handling attendance matters will become less than 30 minutes every day
- iii. The time that teachers of School Admin Group spend on processing report cards, school records, discipline record, will become 50% less

Quality Assurance:

- i. Conduct a survey before the implementation of the project, for collecting the data on the teachers' time proportion spent on each administrative item.
- ii. During the implementation, conduct the survey the second time to find out whether the performance targets have been achieved or not.
- iii. With the collected feedback, improve workflows if any. Conduct the survey again to check whether the performance targets have been achieved or not.