

Part B Project Summary

Project Title: Supporting Effective School Management – Adopting New Technology for School Administrative Work

Project Number
2011/0125

Name of Organization: King's College

(1) Goals:

- Objectives: (i) to reduce teachers' workload by using IT in handling administrative work
(ii) to streamline administrative workflows with the adoption of smart cards and the complementary administrative systems

(2) Targets:

Expected number of beneficiaries: 76 staff members, 1140 students and the parents of the school

(3) Implementation Plan:

- (i) Duration: Jun 2012 to Mar 2013
(ii) Process / Schedule:

	Task
Jun 2012	Preparation work for installation, tendering exercise and liaison work within school and with the contractor
Jun 2012	Procedure for attendance taking and fee collection with the new system
June 2012	Organize briefing sessions for teachers
June-July 2012	Installation work
July 2012	Organize briefing sessions for students and trial run of the system
Sept 2012 – Jan 2013	Hiring of Computer Technician
Sept 2012	Collection of fees and attendance taking using the new system
Feb-Mar 2013	Evaluation on the administrative procedure and the effectiveness of the new system

(4) Products:**(i) Deliverables/outcomes:**

1. Reduce workload of teachers and office staff from the logistics of attendance recording and fee collection.
2. Produce student attendance and fee collection records effectively.

(ii) Dissemination of deliverables / outcomes:

1. Conduct sharing sessions to share with others.

(5) Budget:

Contribution Breakdown			
	School Contribution		QEF Grant Sought
	Amount	Source	
Facilities / Service Cost	\$71,050	Office furniture & equipment grant	\$71,050
Staff Cost	\$0	-	\$40,000
Audit Fee	-	-	\$3,950
Total grant requested from QEF:			\$115,000

(6) Evaluation:**a) Performance indicators**

- (i) Teacher's time spent on collecting and handling student fee payments to be reduced by at least 30%.
- (ii) The time for teachers responsible for processing the attendance record should be reduced by at least 30%.

b) Outcome measurement

- (i) Conduct a survey to find out whether the performance targets have been achieved, or not.
- (ii) Collect feedback from teachers concerned to enhance the effectiveness of the system.
- (iii) The logistics involved will be reviewed regularly to further streamline the administrative work.