

Part C Project Details

School Background

St. Joseph's Primary School (AM) is a government subsidized primary school. Currently, we have 745 students and 46 staff members. The mission of our school is to educate students in areas of moral, intellectual, physical, social, aesthetic and emotional development. This process will take place in an environment conducive to learning and in the context of interaction between staff and students.

With the purpose of promoting teaching effectiveness, our school has been using IT in enhancing teaching work and administration. Since the first 5-year IT plan initiated by the Government in 1998, our school has been actively developing our IT equipment. Our school started to use the school intranet system and an eLearning platform in 2003, and the purpose is to facilitate teaching and communication over the Internet.

Needs Analysis

In view of the rapid growth in the usage of IT and the increase of teacher's workload, our school has decided to make the best use of IT in daily administrative routines. The goal is to reduce the heavy workload on our teachers. Apart from WebSAMS, our school has been using an intranet system to operate our internal communication and resources sharing. Never still, the administration work within the school occupies a lot of teachers' and administrators' time.

Total Solution Integration

In choosing administration system, we strongly avoid adopting different systems at the same time so as to avoid confusion and additional workload to teachers. Therefore, we wish to have the Intranet and learning platform integrated together. In so doing, teachers, students and parents can use the same platform to teach and learn, and to deal with administrative work and communicate. Surely, this will help to promote and to fully use the system. Besides, the database on the system should be, to some extent, compatible with WebSAMS, or able to perform data import and export; otherwise, the administrators will have to repeat the steps of data entry.

Due to the large storage amount of equipment in our school's computer rooms, multimedia rooms and special rooms, we need to strengthen our security system and management. Currently, to access the different doors will need to have different keys. Keeping and managing keys has become a security issue. Therefore, we would like to use a smartcard door security system. With that system, teachers and other staff members will not need to get somebody to open or lock the rooms for them or to manage the large number of keys.

Workflow of School Asset Records

To effectively reduce the teachers' workload, we will need to make all the data, such as school asset data of different departments, interchangeable for generating reports. Therefore, we wish to enhance the inventory system in the hope that more complete and accessible information can be provided for the teachers to do stock taking and generate IMC report in the future.

Workflow of Handling Sports Day and Swimming Gala Records

Our school has been arranging both sports day and swimming gala in the past years in order to develop the body and soul of our students. We wish to enhance the sports day system in the hope that an automatic application, lane and management, and result management system can be provided for the teachers and students in the future, to reduce the teachers' administrative workload before and after these two big events.

Expected Functions with New Technology System***School Asset Management System***

It will be much easier for the future work of teachers if the complete school asset system can be adopted. Teachers can enter information of school's property, including types, source of funding, model, location, group-in-charge, and category systematically. With these entries, inventory checking can be conducted online or by offline barcode scanner to achieve rapid inventory status update. The teachers and staff-in-charge will be able to preview and print different types of reports, such as inventory progressive reports, write-off items report, fixed assets register report, status reports and warranty-expiring items report, according to custom rules. The system increases the transparency of the school asset information to the school management while at the same time saves a lot of teachers' time in the preparation of various reports, thus lessening their workload.

Sports Day and Swimming Gala Management System

If a well-functioning sports day and swimming gala system can be introduced at the same time, students will be able to fill in applications online anytime. Responsible teachers only need to input relevant information such as events into the system, and the system will then invite students to enroll automatically. The athlete list will be automatically generated after application is completed. With all the work completed on a single system, we expect the workload of teachers will be substantially reduced. During sports day and swimming gala, the system can automatically calculates results of all races, sums up the total points of houses, grades and individuals, and facilitates the award process. The system also provides different reports to facilitate the headmistress and administrative staff to examine the participations of the students in various activities.

Implementation Solutions

Our school will set up a task force to be responsible for implementing the administration system plan. The committee members are listed as follows:

	Position	Role
	Headmistress	Consultant
	Deputy Headmaster	Coordinator
	TSS	Technical Advisor
	WebSAMS Coordinator	Member
	ECA Coordinator	Member

To ensure the smoothness of the implementation, the task force will review the plan on a regular basis. Below is the draft of the implementation plan:

Implementation Schedule	Description
2012 June	Receive approval for QEF application
2012 July	Install door access control system
2012 September	Test and lead in e-Inventory System
2013 May	Review effectiveness and work on any necessary improvements
2013 June	Test and lead in Sports and Swimming Gala System
2013 Aug	Review effectiveness and work on any necessary improvements

Budget Plan

Expenditure on Equipment / Services			
	Unit Cost	Quantity	Amount (HK\$)
(a) Intranet Administration System	49,000	1	49,000
(b) Inventory Management System	22,800	1	22,800
(c) Sports Day and Swimming Gala Management System	32,800	1	32,800
(d) Door Access Control	7,000	6	42,000
(e) Server with Operating System	20,000	1	20,000
(f) Audit Fee	5,000	1	5,000
Total:			171,600

Human Resources Expenditure (Position: 1 Part-time Technician)	
HK\$4,750 Salary x 8 months + MPF HK\$1,900	HK\$39,900
Total:	HK\$39,900

	School Contribution		QEF Grant
	Amount	Source	
Facilities/Services Cost	HK\$96,600	School Improvement Fund	HK\$70,000
Staff Cost			HK\$39,900
General Expenses (Auditing)			HK\$5,000
Total grant requested from the QEF			HK114,900

Evaluation

(i) Performance Targets

- (1) The time that teachers of School Admin Group spent on school asset records & sports day and swimming gala records will become 50% less

(ii) Quality Assurance

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

Maintenance

The vendor tentatively selected by our school will provide software to integrate into our school intranet. Our school will not need to pay additional maintenance fee for the new system. In order to ensure the smoothness of the system operation, we will hire a technician certified with System Management. He will be responsible for the management of IT facilities and the maintenance work of the software.