

Part B Project Summary

Project Title:	Use of New Technology in School Administration	Project Number 2011/0129
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Name of Organization: St. Joseph’s Primary School P.M.

- (1) Goals & Objectives:
- (i) to lessen teachers’ workload by using 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 beneficiary: 80 staff members, 500 students and their parents of the whole school

- (3) Implementation Plan:
- (i) Period: From 2012 June to 2013 Aug
 - (ii) Progress/Schedule:

Implementation Schedule	Description
2012 June	Receive approval for QEF application
2012 July	Install door access control system
2012 Sept	Test and lead in staff and student attendance System
2013 Jan	Review effectiveness and work on any necessary improvements
2013 Mar	Test and lead in Student Payment System / ECA management and document management System
2013 Aug	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 parents’ workshops to introduce the Smartcard System

- (5) Budget:

	School Contribution		QEF Grant
	Amount	Source	
Facilities/Services Cost	HK\$102,800	School Improvement Fund	HK\$70,000
Staff Cost			HK\$39,900
General Expenses (Auditing)			HK\$5,000
Total grant requested from the QEF			HK\$114,900

- (6) Evaluation:
- (i) Performance Indicators:
 - 1. The time that teachers of School Admin Group spent on processing attendance records, payment records, document archive, and ECA records will become 50% less
 - (ii) Outcome Measurements:
 - 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