

Project Title: 使用資訊科訊支援有效學校管理 Using IT to Support Effective School Management	Project Number 2011/0454 (revised)
---	---

Name of Organization: *SKH Bishop Mok Sau Tseng Secondary School*

- (1) **Goal:** Improving the school's administrative work and reducing teachers' workload by installing discipline, asset, electronic payment, resource booking and attendance management systems

Objectives:

- (i) To reduce teacher's workload by the use of IT in handling administrative work
- (ii) To streamline administrative workflows in the school
- (iii) To facilitate the use of school data effectively and efficiently by digitization of school management systems

- (2) **Targets: Expected number of beneficiaries:** Teachers (80), students (1,020) and their parents

(3) **Implementation Plan:**

- (i) Duration: January 2013 – December 2013
- (ii) Progress/Schedule:

August 2012	Submit QEF application
November 2012	Receive approval for QEF application
January 2013	Purchase systems and other corresponding items from the supplier
March 2013	Test and lead in staff attendance and asset management system with training for teachers
August 2013	Test and lead in discipline, electronic payment and resource booking management system with training for teachers
Novemeber 2013	Review effectiveness and work on any necessary improvements
December 2013	Full launch the total solution of school administration systems

(4) **Products:**

- (i) Deliverables / outcomes:
 - Teachers' workload can be reduced
 - School administrative works can be simplified
- (ii) Dissemination of deliverables / outcomes:
 - Conduct parents' seminar to let them know the changes and the benefits after the use of IT in school management and administrative work
 - Share our experience of implementations on the school website

(5) **Budget:**

Contribution Breakdown	School Contribution		QEF Grant Sought
	Amount	Source	
Equipment Cost	HK\$80,000	School fund (CFEG)	HK\$70,000
General Expenses			HK\$5,000
Staff Cost			HK\$39,900
Total grant requested from the QEF			HK\$114,900

(6) **Evaluation:**

- (i) Performance indicators:
 - The time required on processing staff attendance, inventories handling, payment, discipline, and resources booking will become 50% less
- (ii) Outcome measurements:
 - Conduct a survey before the implementation of the project, for collecting the data on the teachers' time proportion spent on each administrative item
 - During the implementation, conduct the survey the second time to find out whether the performance indicators have been achieved or not
 - With the collected feedback, improve workflows if any. Conduct the survey again to check whether the performance indicators have been achieved or not