

Part C Project Descriptions

Project no. : 2011/0389 (Revised)

School Background

Founded in 1960, our school is an Anglo-Chinese Catholic School for girls sponsored by the Sisters of St. Paul de Chartres. The school aims to provide an all-round development for its students to be righteous, good and virtuous.

Our school mission is to provide a positive learning environment that enhances each student's opportunity to develop through a balanced educational program which recognizes the needs for growth in 7 areas of knowledge, skills and attitudes, namely moral, intellectual, physical, social, aesthetic, emotional and spiritual — known as the "Paulinian Spectrum".

There are five streams for each of Form 1 to Form 6 constituting a total of 30 classes, with approximately one thousand students.

Our school is currently using an e-learning platform called *SPSS e-Learning Platform*. It is a "virtual learning environment" in which teachers can find abundant IT resources which are fit for the curriculum. Through different systems like Google webmail, WiseNews, MediaShare, AeroDrive and iAssessment, teachers have the flexibility to decide the scope and depth of the usage of the platform. After understanding the properties of resources, teachers can then create a learning environment which is cooperative, collaborative, explorative, multimedia, thematic, authentic, up-to-date, and illustrative for students.

Needs Analysis

The administrative work within the school occupies a lot of teachers' and administrators' time. In view of the fast growth in the usage of IT and the increase of teachers' 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.

Total Solution Integration

In choosing administration system, we strongly avoid adopting different systems at the same time so as to avoid causing too much confusion and workload to teachers. Therefore, we wish to have the systems with full integration support. Teachers, students and parents can use the same platform for teaching, learning, administrative work and communication purposes. Surely, this will help to promote and to fully use the system. Besides, the database on the system should be able to perform data import and export; otherwise, the administrators will have to repeat the steps of data entry.

Workflow of Handling Student Learning Portfolio

To effectively reduce the teachers' workload, we will need to make all the data, such as activity, academic results, self-reflection, etc., in portfolio system for generating reports, etc. Due to the implementation of the

3-3-4 NSS curriculum, processing other learning experiences has been occupying a lot of teachers' and administrators' time. Therefore, we wish to enhance the student portfolio management system in the hope of providing a more comprehensive student learning portfolio for the students.

Workflow of Handling Activity Records

Our school organises hundreds of extra-curricular activities every year in order to develop our students in an all-round manner. Teachers are required to spend a lot of time on organizing the student enrollment information and student participation record. Therefore, we wish to have an activity management system to process the activity records, and integrate it with the student portfolio management system to avoid duplicated workload.

Expected Functions with New Technology System

Student Learning Profile System

It will be much easier for the future work of teachers if the complete student learning profile system can be adopted. Teachers can enter the score value of every area into the system. With these entries, the system can merge the students' marks and their related information, including attendance records, ECA records, teachers' comments and other relevant information. The staff member who is responsible for producing the learning profiles will be able to preview and print different reports with the collaboration with different administrative departments. Parents and students can go online anytime to look at their information and records and parents can also be informed of the student's overall performance any time. The system increases the transparency of the student information to the parents while at the same time saves a lot of teachers' time in the preparation of various reports, thus lessening their workload.

Student Activity Administration & Management System

If a well-functioning student activity administration 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 remarks and fee into the system, and the system will then invite students to enroll automatically. The enrolled name list will be automatically generated after application is completed. With all the work completed in a single system, we expect the workload of teachers will be substantially reduced. The system also provides different reports to facilitate the principal and administrative staff to understand the participation 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
Principal	Consultant
Vice Principal	Consultant
2 Teachers	Coordinators
2 Teachers	Technical Coordinators
Technical Supporting Staff	Technical Support
OLE Assistant	Supporting Staff

To ensure a smooth implementation, the task force will review the plan regularly. Below is the draft of the implementation plan:

Schedule	Description
2013 January	Receive approval for QEF application
	Vendor provides related software and hardware and system installation
2013 February	Training service provided by vendor
2013 March	Test and implement the School Administration System and Student Portfolio Management System
2013 March	Review effectiveness and work on any necessary improvement
2013 April	Test and implement the Student Activity Management System
2013 June to December	Evaluate the results and conduct related improvement, and start to use the total integrated system

Budget Plan

Expenditure on Equipment / Services			
	Unit Cost	Quantity	Amount (HK\$)
(a) School Administration System Upgrade	28,000	1	28,000
(b) Student Learning Portfolio System	40,000	1	40,000
(c) Student Learning Portfolio School-Based Report Customization	10,000	1	10,000
(d) Student Activity Management System	30,000	1	30,000
(e) Server with Operating System	24,000	1	24,000
		Total:	132,000

General Expenses	
Auditing Fee	5,000
Total:	5,000

Human Resources Expenditure (Position: Part-time Technician)	
HK\$7,600 x 5 Months + MPF HK\$1,900	39,900
Total:	39,900

	School Contribution		QEF Grant
	Amount	Source	
Facilities / Services Cost	HK\$66,000	School General Funding	HK\$66,000
General Expenses	-	-	\$5,000
Staff Cost	-	-	HK\$39,900
Total grant requested from the QEF			HK110,900

Assets Usage Plan

Category (in alphabetical order)	Item/ Description	No. of Units	Total Cost	Proposed Plan for Deployment(<i>Note</i>)
Computer hardware	Server with Operating System	1	24,000	To be used by school for educational purposes
Computer software	School Administration System Upgrade	1	28,000	
	Student Learning Portfolio System	1	40,000	
	Student Learning Portfolio School-Based Report Customization	1	10,000	
	Student Activity Management System	1	30,000	

Evaluation

(i) Performance Targets:

1. The time that teachers of School Administrative Group spent on processing student records & ECA records will be reduced around 50%.

(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 selected by our school will provide software with full integration. Our school will only need to pay a one-off maintenance fee for the new system. In order to ensure the system operation and to assist the process the input of data, we will hire a technical support staff. He will be responsible for the management of the IT facilities of the system and the clerical work of the program.

Report Submission Schedule

My school commits to submit proper reports in strict accordance with the following schedule:

Project Management		Financial Management	
Type of Report and covering period	Report due day	Type of Report and covering period	Report due day
Final report 1/2/2013-31/1/2014	30/4/2014	Final report 1/2/2013-31/1/2014	30/4/2014