

**Part B Project Summary**  
**Project Title:** Use of New Technology in School Administration  
**Institution Name:** St. Paul's Secondary School

Project no. : 2011/0389  
 (Revised)

**(1) Goal:**

- Objective (i) to reduce teachers' workload by the use of 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, 1000 students

**(3) Implementation:**

(i) Period: 2013 February to 2014 January

(ii) Progress / Schedule:

| Implementation 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 improvements  |
| 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 |

**(4) Product:**

(i) Products / Outcomes:

- Systems with the functions of monitoring student's learning portfolio and administering students' activities

(ii) Products / Sharing of Outcomes:

- Conduct sharing sessions and share the experience of implementations with other schools
- Guideline posted in the school's intranet or website to notify parents of the changes of the school's administrative work

**(5) Budget:**

|   | School Contribution |                        | QEF Grant          |
|---|---------------------|------------------------|--------------------|
|   | Amount              | Source                 |                    |
| Facilities / Services Cost                | HK\$66,000          | School General Funding | HK\$66,000         |
| General Expenses                          |                     |                        | HK\$5,000          |
| Staff Cost                                | ---                 | ---                    | HK\$39,900         |
| <b>Total grant requested from the QEF</b> |                     |                        | <b>HK\$110,900</b> |

**(6) Evaluation:**

(i) Performance Targets:

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

(ii) Quality Assurance:

- 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 targets have been achieved or not.
- With the collected feedback, improve workflows if any. Conduct the survey again to check whether the performance targets have been achieved or not.