



Final Report of Project

Project No. : 2011 / 0125

Part A

Project Title: Supporting Effective School Management – Adopting New Technology for School Administrative Work

Name of Organization/School: King’s College

Project Period: From Jun 2012 (month/year) to Mar 2013 (month/year)

Part B

Please read the Guidelines to Completion of Final Report of Quality Education Fund Projects before completing this part of the report.

Please use separate A4-size sheets to provide an overall report with regard to the following aspects:

1. Attainment of objectives
2. Project impact on learning effectiveness, professional development and school development
3. Cost-effectiveness – a self-evaluation against clear indicators and measures
4. Deliverables and modes of dissemination; responses to dissemination
5. Activity list
6. Difficulties encountered and solutions adopted

Name of Project Leader _____

Name of Grantee*: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

** Final Report of Project prior to the 8th call should be signed by the supervisor of the school/the head of the organization or the one who signed the Quality Education Fund Agreement for allocation of grant on behalf of the organization.*

** Final Report of Project under the 8th and subsequent calls should be submitted via “Electronic Project Management System” (EPMS). Once submitted, these reports are regarded as already endorsed by the supervisor of the school/the head of the organization or the one who signed the Quality Education Fund Agreement for allocation of grant on behalf of the organization.*

Guidelines to Completion of Final Report of Quality Education Fund Projects

Please elaborate the following items in your evaluation of the project. It is expected that the guide would provide a reference to the project leader/team in reflecting on the effectiveness of the project.

1. Attainment of Objectives

The following items should be included in the evaluation of the attainment of each of the project objectives stated in the project proposal (*the information may be presented in a table form in the format of Table 1 in this Annex or in short paragraphs*):

- objective statement
- activities related to the objective
- extent of attainment of the objective
- evidence or indicators of having achieved the objective
- reasons for not being able to achieve the objective, if applicable

2. Project Impact on

The project's effects on the learning effectiveness / professional development / school development should be evaluated, in evidence-based approach, with regard to:

- broadening students'/teachers' horizons
- increasing students'/teachers' sense of achievement
- fostering students' development in their potential and specific abilities
- training students to better meet social demands
- increasing training opportunities for teachers and enhancing their professional development
- improving learning atmosphere
- fostering team spirit and enhancing the overall image of the school
- inducing collaboration with other schools / professional organizations.

3. Cost-effectiveness

Grantees are required to complete the 'Budget Checklist' at Table 2 in this Annex and enclose it as an appendix of this report. Please adopt the classification of budget items in Schedule II of the Agreement.

The project's cost-effectiveness should be evaluated with regard to:

- utilization of available resources (e.g. equipment, human resources of applicant school/ participating school(s))
- unit cost for the direct beneficiaries
- sustainability of the learning programme and materials developed
- expenditure items which require no injection of resources when the project is replicated by other schools (including setup cost of the project, deliverables ready for use)
- alternative approaches for equivalent benefits at less cost

4. Deliverables and Modes of Dissemination

The following items should be included in the evaluation of each of the project deliverables and their value for dissemination (*the information may be presented in a table form in the format of Table 3 in this Annex*):

- description of the deliverable (e.g. type, title, quantity, etc.)



- evaluation of the quality and dissemination value of the deliverable
- the dissemination activities conducted (please state the date, mode, etc.) and the responses of the participants/recipients to such dissemination activities
- the value and feasibility for the deliverable to be widely disseminated by the QEF as well as suggested modes of dissemination.

A brief description of the elements/experiences contributing to the success of the project and feasibility of continuing the project should also be given.

5. Activity List

Particulars of activities conducted during the project period such as types of activities, brief descriptions of the activities, number of participants and feedback from participants should be reported (*the information may be presented in a table form in the format of Table 4 in this Annex or in short paragraphs*).

6. Difficulties Encountered and Solutions Adopted

The information here should explain why the actual project implementation (including the budget, schedule and process) differs from the original plan, if applicable.

Evaluation of the project

1. Attainment of Objectives

Please refer to table 1 in this Annex.

2. Project Impact on Supporting Effective School Management

The smart card system installed in the school helped to reduce the teacher's time spent on collecting and handling student fee payments by at least 30%. The time for teachers responsible for processing the attendance record was also reduced by at least 30%. The system can streamline administrative work, so that teachers can focus time and effort on enhancing teaching and learning effectiveness.

3. Cost-effectiveness

Please refer to table 2 in this Annex.

4. Deliverables and Modes of Dissemination

Please refer to table 3 in this Annex.

5. Activity List

Please refer to table 4 in this Annex.

6. Difficulties Encountered and Solutions Adopted

Nil

Table 1: Attainment of Objectives

Objective statement	Activities related to the objective	Extent of attainment of the objective	Evidence or indicators of having achieved the objective	Reasons for not being able to achieve the objective, if applicable
To streamline administrative workflows with the adoption of smart cards and the complementary administrative systems	New administrative procedure in School was implemented for the adoption of the new Smart Card system to take roll-call and collect fees.	Fully achieved	School adopted the Smart Card system to record students' attendance and collect fees. All the students' attendance records were recorded in the new system so that updating and checking can be done efficiently with the procedure laid down. Fees of students were collected by following the new procedure adopted throughout the year.	nil

To reduce teachers' workload by using IT in handling administrative work	Set up the Smart Card system and use it to help recording students' attendance and collecting fees.	Fully achieved	Teachers' time spent on collecting and handling students' fee payments to be reduced by at least 30%. The time for teachers responsible for processing the attendance record was reduced by at least 30%.	nil
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Table 2: Budget Checklist

Budget Items (Based on Schedule II of Agreement)	Approved Budget (a)	Actual Expense (b)	Change [(b)-(a)]/(a) +/- %
Staff Cost	\$30,855	\$30,651.91	-0.7%
Equipment and Work	\$142,100	\$120,120	-15.4%
Audit	\$3,950	\$3,000	-24.0%

Table 3: Dissemination Value of Project Deliverables

Item description (e.g. type, title, quantity, etc.)	Evaluation of the quality and dissemination value of the item	Dissemination activities conducted (e.g. mode, date, etc.) and responses	Is it worthwhile and feasible for the item to be widely disseminated by the QEF? If yes, please suggest the mode(s) of dissemination.
Nil			

Table 4: Activity List

Types of activities (e.g. seminar, performance, etc.)	Brief description (e.g. date, theme, venue, etc.)	No. of participants				Feedback from participants
		schools	teachers	students	others (Please specify)	
Briefing sessions for teachers on the implementation of the new system	27/8/2013 Staff meeting briefing		60			Teachers found the handout distributed to them helpful.

