優質教育基金
Quality Education Fund

M:FR/E

Final Report of Project	**Project No. : 2011 / 0093**

Part A

Project Title: Use of New Technology in School Administration

Name of Organization/School: Creative Secondary School

Project Period: From May 2012 *(month/year)* to Jun 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:

Signature: _____

Date: _____

Name of Grantee*:

Signature: _____

Date: _____

**The report 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.*

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Section I

Quality Education Fund Project
Interim / Final*
Financial Report

Project No. : 2011-0093

Project Title : Use of New Technology in School Administration

For the period from 01/05/2013 to 30/06/2013

Income and Expenditure Items	Approved Budget [1]	Actual		
		Opening balance [2]	Amount for the period	Closing balance
		i	ii	iii = i + ii
Income				
- QEF Grant	$114,800.00	$114,800.00	$0.00	$114,800.00
- Interest Earned	$0.00	$0.00	$0.00	$0.00
- Other Income	$0.00	$63,195.00	$0.00	$63,195.00
Total Income :	$114,800.00	$177,995.00	$0.00	$177,995.00
Less : Expenditure [3]				
- Staff Cost	$39,900.00	$11,034.00	$0.00	$11,034.00
- General Expenses	$5,000.00	$0.00	$0.00	$3,000.00
- Equipment	$69,900.00	$126,390.00	$0.00	$126,390.00
- Service	$0.00	$0.00	$0.00	$0.00
- Works	$0.00	$0.00	$0.00	$0.00
- Others (Please specify) :				
Total Expenditure :	$114,800.00	$137,424.00	$0.00	$140,424.00
Fund balance as at period end			Surplus [4] / (Deficit)	$37,571.00

1. Total approved budget of the project.
2. There is no opening balance in the first Financial Report. For subsequent Financial Report(s), last financial report's closing balance has to be brought forward correctly in this column.
3. List out expenditure items in accordance with the approved budget.
4. Return any surplus at the end of the project (ie, unused fund) to the QEF.

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Evaluation of the Project

1. Attainment of Objectives

Please see table 1 below:

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 lessen teachers' workload by use of IT in handing administrative work	All students use smart card to check in	Fully achieved	- Students can use their smart card to take attendance via the system. - Teachers' time spent on handling attendance matters has become less than 2 minutes every day.	Not Applicable
To streamline administrative workflows with wise adoption of smart cards and the complementary administrative system	The school office can generate attendance reports shortly after students have checked in	Fully achieved	- School office staff does not need to collect and count up paper-based attendance registers. - School office staff can produce attendance reports of students effectively. - Teachers and Office staff can get latest student attendance record instantly.	Not Applicable
To digitize and systemize administration, through using the administration system in an effective manner	Student Data is now entered once into the school admin system, without the need to re-input the data manually	Fully achieved	- All the electronic data can be stored in the school server, which can be used in student report cards	Not Applicable

Table 1: Attainment of Objectives

2. Project Impact on supporting effective school management

After the implementation of the system, this has reduced the workload of teachers in taking the attendance of students manually, and the attendance record of students has become more accurate and reliable. The office administration staff can now produce relevant reports faster than before. In particular, daily reports of lateness and absences can now be produced by the office staff at least one hour earlier than before, when the manual

system was in operation.

Across other areas of the school, the student smartcard is now also used by the school caterer to manage students' school meals more effectively, and by the school library to manage students borrowing books. The school may in future also use this system to manage students' photocopying.

After the introduction of the smartcard, students and teachers have developed a greater awareness of how information technology can positively affect their daily life and help them to apply this knowledge into the society.

3: Cost-effectiveness

Please see table 2 below:

Table 2 - Budget Checklist

Budget Items *(Based on Schedule II of Agreement)*	**Approved Budget (a)**	**Actual Expense (b)**	**Change [(b)-(a)]/(a) +/- %**
Equipment	$69,900	$63,195	-10%
Staff Cost	$39,900	$11,034	-72%
General Expense	$5,000	$3,000	-40%
Total	$114,800	$77,229	-32%

4. Deliverables and Modes of Dissemination

There is no dissemination value of project deliverables, as this implementation is already commonly adopted in many schools throughout Hong Kong.

Training Workshop for Teachers	Training of daily operations for Teachers –	1	80	0	0	Welcomed by teachers as this may reduce their work load.
Briefing for students	Introduction to students of using smart card	1	750	0	0	Highly appreciated by students

6. Difficulties and Solutions

Initial teething problems of a technical nature had to be addressed, mainly related to small numbers of cards not being read accurately and the time taken to replace lost cards. Other problems related to occasional inconsistent human behaviour and the clarity of procedures newly introduced. After clarification and fine-tuning of school procedure and policy and keeping a sufficient stock of spare cards, the system is now working smoothly.