



Final Report of Project

Project No. : 2011 / 0130

Part A

Project Title: Use of New Technology for School Administrative Work

Name of Organization/School: St. Joseph's Primary School (A.M.)

Project Period: From June 2012 (month/year) to August 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.*

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
<p><u>Objective 1</u> To relieve teachers' workload by using IT in handling administrative work</p> <p><u>Objective 2</u> To digitize and systemize administration, through using the administration system in an effective manner</p>	<p><u>Activity 1</u> Lead in Intranet Administration System</p>	Processing	<ul style="list-style-type: none"> Teachers can use platform for communication 	
	<p><u>Activity 2</u> Lead in Inventory Management System</p>	Fully achieved	<ul style="list-style-type: none"> By using this system, it can also reduce teachers and clerical staff's workload in stock taking and enhance the effectiveness of the workflow of School Asset Records to a great extent. 	
	<p><u>Activity 3</u> Lead in Sports Day and Swimming Gala Management System</p>	Not achieved		<ul style="list-style-type: none"> The installation of this system has been cancelled as it is not yet ready for primary schools.
	<p><u>Activity 4</u> Install Door Access Control System</p>	Fully achieved	<ul style="list-style-type: none"> With this system, staff using the venues can be traced easily, so the system helps to increase the level of security. 	

2. Project Impact

a) Intranet Administration System

- All students can use ... platform for learning;
- Teachers can use ... platform for teaching and dealing with administrative work;
- Students, parents and teachers can also use this platform for communication.

b) Inventory Management System

- Teachers can enter information of school's inventory systematically, such as locations and categories. With these entries, inventory checking can be conducted online or by offline barcode scanner to achieve rapid inventory status update;
- The teachers will be able to preview and print different inventory reports for reference;
- This system increases the transparency of the school asset information to the school management while at the same time reduces teachers' workload in report preparation.

c) Door Access Control System

- Instead of using the traditional keys, our school will make use of the staff smartcard to manage and monitor the access control of some special rooms, such as staff rooms, library and computer rooms. This will increase the level of security at school.

3. Cost-effectiveness

Budget Checklist

Budget Items <i>(Based on Schedule II of Agreement)</i>	Approved Budget (a)	Actual Expense (b)	Change [(b)-(a)]/(a) +/- %
Services	\$70,000	\$69,500	-0.7%
Staff Cost	\$39,900	\$0	-100%
General Expenses (Audit Fee & Bank Charges)	\$5,000	\$4,500	-10%

- According to this project, a total grant of \$114,900 was approved. All the other expenses were subsidized by the School Improvement Fund.

4. Deliverables and Modes of Dissemination

- a) Upon completion of project, all assets, including both computer hardware and software, will be kept and maintained in the school. The school will use them as daily school administrative work.
- b) No dissemination of deliverables was held under this project.

5. Activity List

- a) Parents were informed about the new administrative system through circulars only. No seminars or activities were conducted during the project period.

6. Difficulties Encountered and Solution Adopted

- A teacher was assigned to take charge of the organization and implementation of the project. As some of her teaching duties were allocated to other teachers, it was not necessary for the school to employ a Part-time Technician to work on the project. Therefore, the staff cost of \$39,900 in the budget has not be used.
- The installation of the Sports Day and Swimming Gala Management System was cancelled as the system is not ready for use for primary schools.