

Final Report of Project

Project No. : 2011 / 0129

Part A

Project Title: Use of New Technology for School Administrative Work

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

Project Period: From June 2012 (month/year) to October 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>	<u>Activity 1</u> Lead in Student & Staff Attendance System	Fully achieved	<ul style="list-style-type: none"> During school days, students and staff wave their smartcards over the readers for attendance taking. It helps the general office to monitor students and teachers' attendance efficiently. 	
	<u>Activity 2</u> Lead in Student Payment System	Not achieved		<ul style="list-style-type: none"> The school is still undergoing the testing phase.
	<u>Activity 3</u> Install Door Access Control System	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. 	
	<u>Activity 4</u> Lead in ECA Management System	18%	<ul style="list-style-type: none"> For the preliminary stage, only P.5 parents and students were allowed to enroll into ECA through eClass. Parents and students of other levels will use this system in the next school year. 	
	<u>Activity 5</u> Lead in Document Management System	Processing	<ul style="list-style-type: none"> The teachers have archived useful or decades-old documents systematically and put them into this system. 	

2. Project Impact

a) Student and Staff Attendance System

- Since the data of the Student and Staff smartcards can be stored and processed, the administrative work for attendance can be simplified. Hence, it becomes more effective and efficient;
- Parents can also monitor their child's attendance and status online;
- The use of the staff smartcards not only helps the general office in monitoring teachers' attendance, it also helps staff to make substitution arrangements.

b) 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.

c) ECA Management System

- The teachers only need to input relevant information into the system such as requests and fees of the ECA, and then parents and students are able to apply for the ECA classes online;
- This helps to save time for teachers in processing ECA data and other administrative work.

d) Document Management System

- Since the teachers can scan and upload useful or decades-old documents to this system, they can search them easily by typing the file names.
- By using this system, the school will not have to use a lot of space in keeping all decades-old documents.

3. Cost-effectiveness

Budget Checklist

Budget Items (Based on Schedule II of Agreement)	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 the project, all assets, including both computer hardware and computer 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 (eClass) 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.
- As the fees were collected in the first term of the school academic year, it was quite difficult to arrange fees collection in the second term. Furthermore, the smartcards were not ready until April 2013. Therefore the Student Payment System is still undergoing the testing phase.
- As the Incorporated Management Committee of the school was set up on 31st August 2013, the teachers were busy in compiling the school documents and assets by using the Inventory System. Therefore, the Management Document System is still undergoing the processing phase.