

Final Report of Project

Project No. : 2013/0078

Part A

Project Title: Campus Smart Card System

Name of Organization/School: Carmel Secondary School

Project Period: From March/2014 to February/2015

Part B

1. Attainment of Objectives

Objective (i) To raise the accuracy and efficiency of handling students' attendance

The cards of all students were already registered in the system. Their photos and personal particulars were also captured into the system. They had also verified that their cards were associated correctly to their personal records. The response times of the card readers had been fine tuned to read cards efficiently. Students of various forms had tried to use the cards for attendance taking. The process of reading the attendance records of students is successful.

Objective (ii) To raise the accuracy and efficiency of fee collection

After inviting a tender for the provision of resources and services on the Campus Smart Card System in March 2014, there was incompleteness in stating the requirements concerned. This resulted in difficulties in comparing the responses from potential service providers. The school eventually decided to re-invite the tender after revising the requirements. This process also caused a delay of months. When the tender process was completed, the time for meetings with the selected service provider had to start in June 2014. The delivery and installation of hardware, cabling and software, as well as on-site training had to start in August 2014. This happened to crash with the preparation for the 50th Anniversary Celebration of the school in October 2014. All the staff were involved in one or more of the planning, operational and functional groups for the celebration works. They could hardly

prepare for the unpredictably complicated process of the setup procedures of Fee Collection. Most fees should be collected from students in August and September each year. As the fee collection could not be launched on time, there are rare needs for fee collection in the months that followed. As the cards of all students were registered, and all parents had been informed through notices about the system, fee collection will commence in September 2015.

Objective (iii) To increase the efficiency of the library system in lending books and collecting charges

The Library System was already installed and tested. It had been linked to the original library system as well as the server storing the students' particulars. The system can successfully read the cards of students for borrowing books. As this system involves the collection of charges and is directly linked to the system of Fee Collection, the service will also start in September 2015.

Objective (iv) To upgrade the security of various facilities in the campus

The Access Control System was completely installed at the doors in the rooms where most teaching staff and administration staff work. A lot of valuable resources are stored in these rooms. All staff already had their cards registered in the system. They can access these rooms with their registered cards and all other people are unable to access these rooms. This system brings both security to resources and convenience to staff concerned.

Several time settings for activating the Access Control System can also be scheduled for each individual day. This function has served to meet the school needs on days of different types, including normal school days, test and exam periods as well as school holidays. When there is a new staff member, the school need not tell him or her the password on the original door. When a staff member resigns from the school, there is no need to change the password on the original doors anymore. The only thing to do is to delete the corresponding card record of the staff member in the system. In addition, the access logs of the system are recorded and can be used for tracing purposes whenever necessary.

2. Project Impact

The goals of the Campus Smart Card System are streamlining administration procedures,

raising administration efficiency and reducing the workload of staff. These aspects are relatively irrelevant to project effects like learning effectiveness and professional development.

3. Cost-effectiveness

Please refer to Table 1 (Budget Checklist) in the appendix. There is no over-budget spending in the project. Only the essential hardware, software, infrastructure facilities and other related services were procured. The stakeholders in the school are all benefited in terms of the various functionalities provided. The overall administration efficiency is generally raised.

4. Deliverables

The deliverables, in the context of the Campus Smart Card System, are the System Handling Students' Attendance, the Fee Collection System, the Library System and the Access Control System as mentioned in Section 1 of this report (Attainment of Objectives). These systems are all installed and operated to provide a variety of internal services in the school campus. These outcomes are mainly administration oriented and less applicable for dissemination purposes.

5. Activity List

The activities are mostly the daily operations of the system in the context of the project. All hardware, cabling and software were delivered and installed. The testing of their functions was also performed. The on-site training on the system was conducted to the staff concerned. All staff already had their cards registered in the system. They are making use of their cards in accessing their rooms of office. The cards of all students were already registered in the system. All students had also verified that their cards were associated correctly to their personal records. The students can all use their cards for attendance taking.

6. Difficulties Encountered and Solutions Adopted

As the generation and printing of attendance reports in the mornings takes several minutes, the delivery of the reports to the class teachers for verifying the attendance records becomes a challenge. The morning assemblies are increasingly conducted through central broadcasting with the projector in the classrooms. The class teachers and

the students stay in the classrooms, instead of the playground, more frequently than the past. The generated reports have to be delivered to twenty-six classrooms located on five floors in two blocks of building in a few minutes. Various ways leading to higher efficiency are being sought to modify the current procedures.

Name of Project Leader: _____

Name of Grantee*: _____

Signature: _____

Signature: _____

Date: 01 June 2015

Date: 01 June 2015

Appendix:

Table 1: Budget Checklist

Budget Items <i>(Based on Schedule II of Agreement)</i>	Approved Budget (a)	Actual Expense (b)	Change [(b)-(a)]/(a) +/- %
Equipment	\$ 70,000	\$ 65,603.66	-6.28%
Staff Cost	\$ 40,000	\$ 39,928.88	-0.18%
General Expenses	\$ 5,000	\$ 4,700	-6%