Part B   **Project Summary**   2010/0249 (Revised)

Project Title:	**Use of New Technology in School Administration**
Project no:	**2010 / 0249**
Institution Name:	**ELCHK Lutheran Academy**

(1)   **Goal:**   Objectives:

(i)   to lessen teachers' workload by use of IT in handling administrative work

(ii)   to streamline administrative workflows with wise adoption of smart cards and the complementary administrative system

(ii)   to digitize and systemize administration, through using the administration system in an effective manner

(2)   **Targets:**   Expected number of beneficiary: 40 teaching staff, 400 students and their parents (2011-2012)
100 teaching staff, 1000 students and their parents (2015)

(3)   **Implementation:**

(i)   Period: From 2011 Sept to 2012 Aug

(ii)   Progress/Schedule:

Implementation Schedule	Description
2011 June	Receive approval for QEF application
2011 Sept	Purchase systems and other corresponding items from the supplier
2011 Oct	Test and lead in Resources Booking Management System & Parents' consultation management system.
2011 Dec	Review effectiveness and work on any necessary improvements
2011 Oct	Test and lead in Back-up and Recovery Solution
2011 Dec	Review effectiveness and work on any necessary improvements
2011 November	Test and lead in Parents' consultation Management System &
2012 Mar	Full launch the total solution of school administration systems & Resources Booking Management System
2012 Aug	Evaluation of the system and the uses

(4)   **Products:**

(i)   Products / Outcomes:

1.   Teachers' workload can be reduced

2..   Teachers and students can better use IT in administrative work and learning

(ii)   Products / Sharing of Outcomes:

1.   Conduct sharing sessions and share the experience of implementations with other schools

2.   Conduct parents' workshops, introducing the changes and the benefits after the use of Smartcard System or the Administration System

(5)   **Budget:**

	School Contribution		QEF Grant
	Amount	Source	
Facilities/Services Cost	HK$49,750	School Development Funding	HK$49,800
Staff Cost			HK$39,900
Total grant requested from the QEF			HK$89,700

(6)   **Evaluation:**

(i)   Performance Targets:

1.   The time that teachers of School Admin Group spend on processing parents' consultation booking, resources booking, and system recovery will become 50% less

(ii)   Quality Assurance:

1.   Conduct a survey before the implementation of the project, for collecting the data on the teachers' time proportion spent on each administrative item

2.   During the implementation, conduct the survey the second time to find out whether the performance targets have been achieved or not

3.   With the collected feedback, improve workflows if any. Conduct the survey again to check whether the performance targets have been achieved or not