

Part C Project Descriptions

2010 /0249 (Revised)

School Background

Opened last year, our school is a new government direct subsidy scheme school that provides 12-year through train education. Currently, we have 220 students and 22 teaching staff members. Our school operates on three core values as our school's foundation: Christian Faith, Global mindedness and continuously striving for excellence.

With the advantages of offering a through-train curriculum, our teachers and parents can grasp a more comprehensive understanding of the twelve-year schooling, and we can be in a better position to help students develop and grow in the areas of coherent and continuous learning experience, flexible and effective coordination of resources for quality teaching-learning, catering for learners' multiple intelligence and diversities, cross-stage ' learning environment and atmosphere, and understanding of how to collaborate between the school and the parents.

Our school has been adopting IT to enhance inquiry-based teaching and learning and the effectiveness of school administration. On top of the government's provision, we have School Area Network with wired and wireless network for the whole campus. All teachers are provided with a Laptop for uses in school, so that teachers and students can access the internet in their teaching and learning. Our school also uses intranet, e-learning platform and other subject online platforms.

Needs Analysis

In view of the fast growing in the usage of IT and the increase of teacher's workload, our school has decided to make the best use of IT in daily administrative routines. The goal is to resolve the heavy workload on our teachers. Our school has been using an intranet system to operate our internal communication and resources sharing. Never still, the administration work within the school occupies a lot of teachers' and administrators' time.

Total Solution Integration

In choosing administration system, we strongly avoid adopting different systems at the same time so as to avoid causing too much confusion and workload to teachers. Therefore, we wish to have the Intranet and learning platform integrated together. In so doing, teachers, students and parents can use the same platform to teach and learn, and to deal with administrative work and communicate. Surely, this will help to promote and to fully use the system. Besides, the database on the system should be, to some extent, compatible with WebSAMS, which we are planning install, or able to perform data import and export; otherwise, the administrators will have to repeat the steps of data entry.

Workflow of Handling Parents' Consultation

Our School has been arranging for parents' consultations throughout the year in order to develop a close relationship with parents, as well as to realize the learning progress of students. However, due to the increase of parents' enrolment in consultation, the teachers' workload have been increased after school hours for arranging booking and confirmation of parents' consultations. Also, it's inconvenient for the parents to make a phone call for booking the time slot without confirmation.

Workflow of Handling School's Resources Booking

Due to the rapid increase of the extra-curricular activities for students and the school meetings, rooms and equipments booking process becomes more complex and essential. Therefore, the administrators will have to mark the booking status frequently in order to have the updated information of the items booking status. Since there is no centralized system for the booking process, teachers can hardly check the booking status in real-time, which cause the confusion of the booking process. Therefore, a centralized calendar is also important for the school to check the booking and activity status.

Management of Server and Data Back-up

We have been handling administrative work by electronic means. Due to the importance and the rapid increase of data amount in the school server, the school admin group teachers may be under big pressure if the server breaks down. Thus, it is critical to restore the system operation after the server is in malfunctioning. Our school would like to purchase a back-up server and introduce an effective recovery solution to minimize the time for system recovery.

Expected Functions with New Technology System***Parents' Consultation Management System***

Comprehensive functions are expected to be included in the parents' consultation management system, therefore teachers and parents can easily arrange for consultations throughout the year. First, the system can provide a timetable-like interface for parents and teachers to make booking. Also, there should be a real-time update of the booking status shown in the system. Besides, print function should be included so that teachers can view the booking schedule in a more convenient way.

Resources Booking Management System

To improve the resources booking process, a centralized booking system and an electronic calendar are needed. First, booking schedule and rules can be set by the booking system easily, and the records will then be transferred to the centralized calendar. Moreover, the group administration right can be set by the system to have the better allocation on the resources. If the event reminder and notification functions can be included in the calendar, the checking time of the booking status can be lessened.

Back-up and Recovery Solution

If a well-functioning recovery and back-up solution can be introduced at the same time, the school admin group teachers will be able to effectively restore the system when the server is malfunctioning. The master server will perform synchronization to the slave server daily. Therefore, when the master server breaks down, the system can be switched to run through the slave server. The down-time can be reduced to a minimum.

Implementation Solutions

Our school will set up a task force to be responsible for implementing the administration system plan. The committee members are listed as follows:

Positions	Role
ICT Convener	Project coordinator
School Executive officer	School administration support (IT)
School Executive officer	School administration coordinator
Senior technician	Technical support
Technician	Technical support

To ensure the smoothness of the implementation, the task force will review the plan on a regular basis. Below is the draft of the implementation plan:

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

Budget Plan

Expenditure on Equipment / Services			
	Unit Cost	Quantity	Amount (HK\$)
(a) Parents' Consultation Management System Online platform system for parents to select different sessions to attend the school events (eg. Parents day, interview, seminar, etc)	40,500	1	40,500
(b) Resources Booking Management System Online platform for teachers to teachers to reserve rooms & facilities for use.	22,000	1	22,000
(c) Server with Operating System	25,000	1	25,000
(d) Back-up and Recovery Solution	12,000	1	12,000
Total :			99,500

Human Resources Expenditure	
Fixed Salary + MPF contribution	39,900
Total :	39,900

	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

Asset Usage Plan

Category (in alphabetical order)	Item / Description	No. of Units	Total Cost	Proposed Plan for Deployment (Note)
Computer hardware	1. Server	1	\$25,000	Continue to be used at school for educational purpose
	2. NAS & Harddisk	1 3		Continue to be used at school for educational purpose
computer software	Backup system Recovery software & Sever OS with cal	1 1 1	12,000	Continue to be used at school for educational purpose
Others	1. Online platform system (Parent's consultation management system)	1	\$40,500	Continue to be used at school for educational purpose
	2. Resources Booking Management system	1	\$22,000	Continue to be used at school for educational purpose

Report Submission Schedule

My school commits to submit proper reports in strict accordance with the following schedule:

Project Management 計劃管理		Financial Management 財政管理	
Type of Report and covering period 報告類別及涵蓋時間	Report due day 報告到期日	Type of Report and covering period 報告類別及涵蓋時間	Report due day 報告到期日
Final Report 計劃總結報告 1/9/2011 - 31/8/2012	30/11/2012	Final Financial Report 財政總結報告 1/9/2011 - 31/8/2012	30/11/2012

Evaluation

Schedule 1 P. 2

- (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

Maintenance

The vendor tentatively selected by our school will provide software to integrate into our school intranet. Our school will not need to pay additional maintenance fee for the new system. In order to ensure the smoothness of the system operation, we will hire a technician certified with System Management. He will be responsible for the management of IT facilities and the maintenance work of the software.