



Final Report of Project

Project No. : 2008 /o200

Part A

Project Title: Use of New Technology in School Administration

Name of Organization/School: St. Joseph's College

Project Period: From 9/2010 (month/year) to 7/2011 (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

** 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.*

Guidelines to Completion of Final Report of Quality Education Fund Projects

Please elaborate the following items in your evaluation of the project. It is expected that the guide would provide a reference to the project leader/team in reflecting on the effectiveness of the project.

1. Attainment of Objectives

The following items should be included in the evaluation of the attainment of each of the project objectives stated in the project proposal (*the information may be presented in a table form in the format of Table 1 in this Annex or in short paragraphs*):

- 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

- Objectives : (i) to lessen teachers' workload by use of IT in handling administrative work
 (ii) to digitize and systemize administration, through using the administration system in an effective manner

Table 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
Objective (i)	-	Fully achieved	<ul style="list-style-type: none"> - Form teachers did not need to handle students' payment records. Most payments were settled by ePayment system; - Teachers spent on handling attendance matters become less than 2 minutes every day 	
Objective (ii)	-	Fully achieved	<ul style="list-style-type: none"> - The attendance records of students can be checked by teachers and parents through the intranet system (eClass) any time any 	



			<p>where.</p> <ul style="list-style-type: none">- All school asserts can be checked by SMC, staff through the intranet system (eClass)- All students' disciplinary problem records were recorded and checked by staff and parents through the intranet system- All students' payment records are kept in the intranet system.	
--	--	--	---	--

2. Project Impact on

The project's effects on the learning effectiveness / professional development / school development should be evaluated, in evidence-based approach, with regard to:

- broadening students'/teachers' horizons
- increasing students'/teachers' sense of achievement
- fostering students' development in their potential and specific abilities
- training students to better meet social demands
- increasing training opportunities for teachers and enhancing their professional development
- improving learning atmosphere
- fostering team spirit and enhancing the overall image of the school
- inducing collaboration with other schools / professional organizations.

3. Cost-effectiveness

Grantees are required to complete the 'Budget Checklist' at Table 2 in this Annex and enclose it as an appendix of this report. Please adopt the classification of budget items in Schedule II of the Agreement.

The project's cost-effectiveness should be evaluated with regard to:

- utilization of available resources (e.g. equipment, human resources of applicant school/ participating school(s))
- unit cost for the direct beneficiaries
- sustainability of the learning programme and materials developed
- expenditure items which require no injection of resources when the project is replicated by other schools (including setup cost of the project, deliverables ready for use)
- alternative approaches for equivalent benefits at less cost

Table 2: Budget Checklist

Budget Items <i>(Based on Schedule II of Agreement)</i>	Approved Budget (a)	Actual Expense (b)	Change [(b)-(a)]/(a) +/- %
Staff Cost	39,400	0	-100%
Equipment	\$74,500	\$74,270	-0.309%

4. Deliverables and Modes of Dissemination

The following items should be included in the evaluation of each of the project deliverables and their value for dissemination (*the information may be presented in a table form in the format of Table 3 in this Annex*):

- description of the deliverable (e.g. type, title, quantity, etc.)
- evaluation of the quality and dissemination value of the deliverable
- the dissemination activities conducted (please state the date, mode, etc.) and the responses of the participants/recipients to such dissemination activities
- the value and feasibility for the deliverable to be widely disseminated by the QEF as well as suggested modes of dissemination.

A brief description of the elements/experiences contributing to the success of the project and feasibility of continuing the project should also be given.

Mr. Ip Kit Keung was involved to be one of speaker of a talk which was organized by QEF on 18th May 2010. The place was old hall of St. Joseph's College.

Table 3: Dissemination Value of Project Deliverables

Item description <i>(e.g. type, title, quantity, etc.)</i>	Evaluation of the quality and dissemination value of the item	Dissemination activities conducted (e.g. mode, date, etc.) and responses	Is it worthwhile and feasible for the item to be widely disseminated by the QEF? If yes, please suggest the mode(s) of dissemination.
None			

5. Activity List

Particulars of activities conducted during the project period such as types of activities, brief descriptions of the activities, number of participants and feedback from participants should be reported (*the information may be presented in a table form in the format of Table 4 in this Annex or in short paragraphs*).

Table 4: Activity List

Types of activities <i>(e.g. seminar, performance, etc.)</i>	Brief description <i>(e.g. date, theme, venue, etc.)</i>	No. of participants				Feedback from participants
		schools	teachers	students	others <i>(Please specify)</i>	



Seminar	18-Sept 2010 Introduction to EClass and PPS system School New Hall	3	20	200	500 parents	The feedback from parents were very good and they appreciated the arrange of PPS terminal and the student helpers.

6. Difficulties Encountered and Solutions Adopted

The information here should explain why the actual project implementation (including the budget, schedule and process) differs from the original plan, if applicable.

As there were no open recruitment procedure made for the recruitment of Part-time Project Assistant, no staff cost can be claimed to QE Fund. The school should pay the fee of Part-time Project Assistant.