

Final Report of Project

Project No. : 2009 / 0086

Part A

Project Title: Use of New Technology for School Administrative Work

Name of Organization/School: Maryknoll Fathers' School

Project Period: From February 2010 (month/year) to July 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.*

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
(1) To improve efficiency and reduce the administrative burden of teachers by upgrading the IT facilities and adopting new technology for school administrative work (2) To implement a more accurate and efficient method of fee collection and taking student attendance through the use of a smart card system.	Student Attendance system	Fully achieved	<ul style="list-style-type: none"> - By using the student attendance system, the office clerk can save time on taking attendance and generating reports. - Parents can check whether their children are still in the school or not. - The attendance record can be imported to WebSAMS, so as to save time on inputting data. 	
	Staff Attendance System	Fully achieved	The principal and the administrative staffs can check on the staffs and teachers attendance record easily.	
(3) To set up an IT enhanced campus environment in order to cultivate an IT culture in the school.	Inventory Management System	60% achieved	The inventory management system was successfully installed in the school intranet system. Most of the school inventories have been inputted into the system.	More time is needed to input all the school inventories into the system.



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
	Payment System	10% achieved	Only the payment system was installed.	Since the parents, students and staffs are still learning to use the new intranet system, we planned to implement the payment system one year after the launched of the school intranet.
	School Intranet (eLearning Platform)	Fully achieved	<ul style="list-style-type: none">- Some teachers reported that they can provide more learning resources through the eLearning Platform.- The computer teachers reported that they can collect homework (softcopy) efficiently.	

2. Project impact on learning effectiveness, professional development and school development

The system provides students attendance taking, staff attendance taking, eLearning Platform, inventory management and payment management. It can help the school to handle the administrative works more effective and provide an eLearning platform to the students so as to enhance independent learning among students.

The student attendance system helps the office clerk to take attendance and generate the attendance report in a more effective way. Teachers can use the eLearning platform to provide more self-studies resources, e.g. question banks, learning resources, in order to enhance the students' life-long learning capabilities.

3. Cost-effectiveness

Budget Items <i>(Based on Schedule II of Agreement)</i>	Approved Budget (a)	Actual Expense (b)	Change [(b)-(a)]/(a) +/- %
Staff Cost	\$40,000	\$19,970.37	-50%
Equipment	\$75,000	\$75,000	0%

Only half of the staff cost budget has been used because the preparation and setup works have been done by the IT teacher. We only employ a data entry clerk to input the inventory records into the system.

4. Deliverables and modes of dissemination

Item description (e.g. type, title, quantity, etc.)	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.
Student card	The student cards are not only used for taking attendance, they can also be used as a library card and accessed the photocopier.	The student cards were delivered to the students in April 2011.	
Staff card	The staff cards are not only used for taking attendance, they can also be used as a library card, accessed the photocopier and opened the main gate during holiday.	The staff cards were delivered to the students in April 2011.	
eClass Integrated Platform	The platform supports Students and teachers can	The intranet has been launched in March 2011.	

5. Activity list

Types of activities (e.g. seminar, performance, etc.)	Brief description (e.g. date, theme, venue, etc.)	No. of participants				Feedback from participants
		schools	teachers	students	others (Please specify)	
Admin training	August 2010	2	5			Positive
eClass training for teachers	March 2011 (1.5 hr)		38			Positive
Parents' training workshop	April 2011				Parents: 20	Positive
Students' training	March 2011 (trainings was conducted during the computer lesson)			460		Positive

6. Difficulties encountered and solutions adopted

Difficulties encountered	Solutions adopted
Inventory management system is not fully achieved.	More time is needed to record all the inventory record into the system.
Project evaluation	Verbal feedback has been collected from the teachers.