

Part B (Project Summary)

Project Title: Use of New Technology in School Administrative work
 Institution Name: Munsang College

Project Number
 2007/0466 (Revised)

1. Goals and Objectives

- To streamline administrative workflows with wise adoption of smart cards and the integrated administrative system using information technology to handle matters related to students' attendance, merit and demerit records, report cards and extra-curricular activities (ECA).
- To lessen teachers' administrative workload in system maintenance and development.
- To digitize and systemize administration in an effective manner with the integrated platform.

2. Targets

Expected number of beneficiary: Around 80 staff members, 1400 students and their parents of the school.

3. Implementation

- Period: September 2008 – August 2010
- Progress/Schedule

Schedule	Description
2008 October – November	<ul style="list-style-type: none"> Receive approval for QEF Application Purchase smart card solution, the related software and hardware from vendors and install the new administrative system
2008 November – 2009 January	<ul style="list-style-type: none"> Testing and Trial-run of the new Report Card System and Merit and Demerit Record Management System
2009 February	<ul style="list-style-type: none"> Testing and Trial-run of the new ECA Management System
2009 March – August	<ul style="list-style-type: none"> Install smart card readers and Student Attendance System Testing and Trial-run of Smart Card Attendance System
2009 September	<ul style="list-style-type: none"> Full launch of the new integrated platform for administrative work
2010 January & July	<ul style="list-style-type: none"> Review effectiveness and work on any necessary improvements

4. Outcomes

The new computerized system is expected to bring about the following outcomes:

- The administrative work of the school can be streamlined and more effectively implemented with an integrated platform using information technology.
- Teachers' workload of administrative work can be reduced in system maintenance and development.
- Teachers and other staff members can make better use of the school data and students' records with the assistance of an integrated platform so as to provide timely and effective support for students' development.

5. Budget Plan

Contribution Breakdown			
	School Contribution		QEF Grant Sought
	Amount	Source	
Facilities / Services Expenditure	HK\$125,000	School Development Funding	HK\$75,000
		Total :	HK\$75,000

6. Evaluation

- Performance Targets
 - Teacher's workload in system maintenance and development will be reduced by 50%.
 - At least half of teachers consider the integrated platform effective in handling administrative work.
- Quality Assurance
 - Interview and collect feedback from staff members who are responsible for the maintenance and development of administrative system at the end of each school term in school year 2009 – 10.
 - In school year 2009 – 10, conduct a survey at the end of each school term to find out whether the performance targets have been achieved or not, and review effectiveness and work on any necessary improvements, if any.