

Part B (Project Summary)

Project Title: Use of New Technology to increase School Administration Efficiency	Project Number 2008/0101(revised)
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Name of Organization: TRUE LIGHT GIRLS' COLLEGE

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

(2) **Targets:**

Expected number of beneficiaries: 64 staff members, 932 students and their parents of the whole school

(3) **Implementation Plan:**

(i) Duration: Apr., 2009 to Feb., 2010

(ii) Process / Schedule:

Schedule	Description
2009 Apr.	Purchase & install the related software and hardware
2009 Jun.	Dry runs of door access system, staff attendance system and disaster recovery services Review effectiveness and full launch of the above attendance and door system.
2009 Jul.	Test and lead in Student Portfolio Management System and Student Activity Administration and Management System
2009 Oct.	Review effectiveness and work on any necessary improvements
2009 Dec. – 2010 Feb.	Full launch the Student Portfolio Management System and Student Activity Administration and Management System

(4) **Products:**

(i) Deliverables / outcomes:

1. Teachers' workload can be reduced
2. Teachers and students can better use IT in administrative work and learning

(ii) Dissemination of deliverables / 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 and the Administration System.

(5) **Budget:**

Contribution Breakdown			
	School Contribution		QEF Grant Sought
	Amount	Source	
Equipment	HK\$73,000	School Development Funding	HK\$73,000
Staff Cost			HK\$39,900
Total grant requested from the QEF			HK\$112,900

(6) **Evaluation:**

(i) Performance indicators:

1. Teachers' time spent on accessing updated student portfolios within 5 minutes each time.
2. Teachers' time spent on door access control & processing ECA records on taking and processing attendance data will become 50% less.

(ii) Outcome measurements:

- Conduct surveys before, during and after the implementation of the project, for collecting data on the teachers' time proportion spent on each administrative item.