

**Part B (Project Summary)**

2008/0217 (revised)

**Project Title:** Use of New Technology for School Administrative Work**Name of Organization :** Queen's College**(1) Goals :** To utilize new technology to streamline the administrative work**Objectives :** (i) To develop personal Student Portfolios.

(ii) To analyze statistics reflecting the effectiveness of the learning from students so as to adjust the teaching pedagogy.

(iii) To let students' parents understand their kids' profile in the school.

(iv) To reduce the workload of teachers from managing the students' profile.

**(2) Targets / Expected number of beneficiaries :** 62 teachers , 1100 students**(3) Implementation Plan :** (i) Duration : August, 2009 – January, 2010

(ii) Process / Schedule:

Time	Task
August 2009	<ul style="list-style-type: none"> <li>● Contacting system providers to provide hardware quotations.</li> <li>● Selection process</li> <li>● Rearranging manpower of the school to cope with the document system in the early stage of implementation in order to release the workload of teachers.</li> </ul>
September 2009	<ul style="list-style-type: none"> <li>● System setting, management and training for teachers.</li> <li>● Selecting some classes to input and manage the student profiles.</li> <li>● Training teachers to use the system platform and photocopier and also to manage the flowing of documents.</li> </ul>
October – December 2009	<ul style="list-style-type: none"> <li>● Management of data of other learning areas, subject data &amp; subject related data.</li> <li>● Management of structure of student learning process and documents of profiles.</li> </ul>
January 2010	<ul style="list-style-type: none"> <li>● Training teacher to use the searching facilities of the platform.</li> <li>● Uploading of student academic results in WebSAMS to the system.</li> <li>● Self-evaluation of performance by students.</li> <li>● Formal use of the system platform by students and parents</li> </ul>

**(4) Products / outcomes :**

1. Minimizing teachers' workload.
2. Simplifying teacher's administrating process.
3. Letting students and teachers able to utilize the computerized system in learning and administration.
4. Enhancing the communication channel between student and students' parent as well as the school
5. Generating a personal learning portfolio.

**(5) Budget :**

Contribution Breakdown			
	School Contribution		QEF Grant Sought
	Amount	Source	
Facilities / Service Cost	HK\$50,000	SBM Supplementary Grant	HK 50,000
Staff Cost	HK\$0	SBM Supplementary Grant	HK\$ 0
<b>Total School Contribution :</b>	<b>HK\$50,000</b>		
<b>Total grant requested from the QEF :</b>			<b>HK\$50,000</b>

**(6) Evaluation :**

- (i) Performance indicators : Positive feedback from teachers after using this system.
- (ii) Outcome measurement : By survey.