

Part B (Project Summary)

[Project No.: 2008/0307 revised]

(1) Title: Use of New Technology in School Administration

Goals and Objectives

- i) Help teachers and non-teaching staff to reduce the workload of the administration work especially in attendance & payment and students' learning records.
- ii) Standardize the workflows of administrative work through computer systems.
- iii) Speed up the process of handling administrative work through computerization.

(2) Expected Number of Beneficiaries and Duration

Teachers: 85; Non-teaching staff: 35; Students (families): 1178

The duration of the project is from July 2009 to June 2010.

(3) Implementation Method, Process and Schedule

1. Procurement & Purchase	July 2009
2. Installation of the Attendance & Payment Systems & Testing	Aug-Sep 2009
3. Training seminars for teachers, students and parents	Sep-Oct 2009
4. Implementation, Evaluation & Improvement	Oct-Nov 2009
6. Installation & testing of the Students' Learning Profiles System	Dec 2009-Jan 2010
7. Training workshops for the staff	Feb 2010
8. Implementation, Evaluation & Improvement	Mar-June 2010

(4) Products

- i) Products / Outcomes:
 - a. The administrative workload of teaching and non-teaching staff can be reduced.
 - b. The process of handling administrative work can be speeded up.
 - c. Information gathered from the above systems is more accurate and consistent.
- ii) Products / Sharing of Outcomes
Sharing the experiences of using the above systems to other schools will be conducted.

(5) Budget:

Sharing of Expenditure	School's Share		QEF Grant
	Amount	Source	
Facilities / Services Expenditure	75,000	School Development Funding	75,000
Staff Expenditure			39900
Total		HK\$75,000	HK\$114,900

(6) Evaluation:

- i) Performance Targets:
 - a. One fourth of the time will be reduced in handling attendance & payment records compared with the current situation.
 - b. Students' Learning Profiles can be kept systematically.
- ii) Quality Assurance
 - a. A survey will be conducted to measure the time of handling attendance & payment records before and after implementation.
 - b. Student Learning Profiles will be checked periodically.