



Final Report of Project

Project No. :2008 /0321

Part A

Project Title: Using IT for School Administration Work

Name of Organization/School: Buddhist Sin Tak College

Project Period: From 07/2009 (month/year) to 08/2010 (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

Table 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
To reduce the workload of teachers on administrative work by using IT	Purchase of hardware and related software: 1. smart card e-attendance system for students and staff 2. smart card e-payment system 3. 1 smart card reader 4. 3 smart card kiosks 5. Intranet system 6. Server for Intranet system 7. E-enrollment system I-mail	75% achieved	Completed in August 2009	Teachers prefer using register for taking the attendance of students rather than using computer. Since the time during morning assembly is tight, there is not enough time to turn on the computers for confirmation of student attendance record. Teachers responsible for extra-curricular activities find the e-enrollment function very useful in easing their workload.
	Installation of server, card readers and software for the smart card system		Completed in December 2009	We believe that e-payment can reduce teachers' workload as teachers do not need to collect money from students. Instead, students will pay by their smart cards. However, the effectiveness can only be evaluated later when the function is in use.
	Printing of smart cards for students and staff		Completed in December 2009	
	Setting up of student e-attendance system		Completed in December 2009.	
	Testing of the student e-attendance system		Trails completed in September 2010. All students must use their smart cards for e-attendance starting from September 2010.	
	Testing of other functions like e-enrollment, e-payment and SMS function		Use of e-enrollment in September 2010 for choosing extra-curricular activities. The system was stable and the enrollment process was smooth. E-payment will start in the second term of the academic year 2010-11.	



			SMS function was easy to use but some parents complained that they couldn't receive the SMS. The company said it was due to a change of SMS service provider.	
	Employing a part-time staff member		A full-time staff member was employed instead of a part-time staff member due to difficulty in recruitment. His contracts was from 1 st Dec 2009 to 31 st July 2010.	The part-time staff member can help with the setting up of the system and solving other technical problems. He can ease the workload of teachers, especially IT team members.
To simplify administrative process by using a Smart Card system and related administration system	Training for staff on the use of the new Intranet and smart card system	75% attained	Training was provided by the service provider on 22 January 2010.	Teachers find the Smart Card System and Intranet useful. They can simplify the administrative process of taking attendance, payment and enrollment. However, since the e-booking function does not meet our expectations, our school is still using the old e-booking system.
	Training for administrators		Training was provided by the service provider on 22 January 2010.	
	Setting up of the Intranet		Students started to use the E-mail and E-notice functions on 1 March 2010. Other functions including e-booking, assignment records or e-circulars will be tested in the 2010-1011 school year.	
To store administrative data in an organized and effective way with the help of IT		90% attained		All the information about students' attendance, payment and enrollment can be saved systematically in the server for the eClass Intranet. Reports on related information can be generated easily.

2. Cost-effectiveness



Budget Checklist

Budget Items (Based on Schedule II of Agreement)	Approved Budget (a)	Actual Expense (b)	Change [(b)-(a)]/(a) +/- %
Staff Cost	\$39,900.00	\$39,900.00	0%
Equipment	\$75,000.00	\$215,200.00	1.87%

3. Difficulties Encountered and Solutions Adopted

- Due to difficulty in recruiting a part-time staff member to assist the implementation of the project, a full-time staff member has been employed instead. Our school will top-up the monthly staff cost until the termination of contract.
- Since there were problems with the installation of server and the setting up of the Intranet system, the completion date of the installation process was delayed to December. The recruitment of staff and the implementation of the project were then affected. As a result, we applied for an extension of our project to 31 August 2010 and approval was granted.
- As there were difficulties in opening a separate account for the project, we applied for an exemption for doing so and it was approved.

4. Self-evaluation of project effectiveness

- The e-attendance system was effective. Most students remember to use their smart cards for taking attendance. New school rules concerning the misuse of cards and students failed to take attendance with their smart cards have been added. The use of smart cards for taking attendance is expected to become a habit in the new school year.
- Other functions like emails, e-notices are quite useful. Besides, the eClassroom function which enables teachers to share teaching materials with students will be tested in 2010-11 academic year. It is believed that the function can promote e-learning and facilitate student learning.
- e-enrollment is useful as it is an effective way for students to enroll in extra-curricular activities. This as a result can save the time of teachers on managing the enrollment process and information.
- Other functions like e-payment will be used in the 2010-11 academic year. We believe that they can help relieve the workload of staff.
- SMS function has been added. Most parents welcome the new function as they can be better informed of important messages from the school. However, some parents complained that they could not receive the SMS. The company has been informed of the problem and improvement is expected.
- The contract staff member has helped with the set up of the systems, the implementation of different modules in the system and trouble shooting. He has greatly reduced the workload of teachers and clerical staff. We find his help important to the success of the project.