

Part B (Project Summary)

2009/0085

Revised

Project Title : Use of New Technology in School Administration

Institution Name: St Joseph's Anglo-Chinese School

- (1) 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 beneficiary : 85 staff members, 1104 students and their parents

(3) Implementation : Period: 2010 Mar – 2011 April

Schedule	Description
2010 Mar – 2010 May	Purchase the related software and hardware from vendors; Vendor provides a server and system installation services; Installation and construction work for smart card readers and other components
2010 June	Testing Student Portfolio System
2010 July – 2011 Apr	Conduct the second parents' seminar, introducing the details in payment operation Start using the payment system Test and lead in School Inventory Management system

(4) Products :

Outcomes	Teachers' workload can be reduced
	Teachers and students can better use IT in administrative work and learning
Sharing of Outcomes	Conduct sharing sessions and share the experience of implementations with other schools
	Conduct parents' workshops, introducing the benefits of Smartcard / Administration system

(5) Budget: TOTAL: HK\$114,100

Facilities / Services Expenditure	HK\$74,100	(Another HK\$74,100 will be provided by school)
Staff Expenditure	HK\$40,000	

(6) Evaluation :

Performance Targets	Teacher's time spent on collecting and handling students' payments will become around 30 minutes in a month
	The time that teachers of School Admin Group spend on processing school records, ECA records, inventory records, will become 50% less
Quality Assurance	Conduct a survey before the implementation of the project, for collecting the data on the teachers' time proportion spent on each administrative item.
	During the implementation, conduct the survey
	With the collected feedback, improve workflows if any. Conduct the survey again to check whether the performance targets have been achieved or not.