Part C (Project Descriptions)

School Background

Our school is a government-aided secondary school for boys. Currently, we have 1104 students and our staff numbers 85. Founded in 1958, it is one of the renowned secondary schools in the district, and our school enjoys a good reputation in various aspects.

Our school has adopted school-based administration as the operation framework of internal management. Various functional groups, each responsible for a specific domain, are set up, and multiple channels are created to enhance overall internal communication and to let voices of staff be heard by the top management.

With the purpose of promoting teaching effectiveness, our school has been using IT in enhancing teaching work and administration. Since the first 5-year IT plan initiated by the Government in 1998, our school has been actively developing our IT equipment. Our school started to use a school intranet and an eLearning platform in 2003, and the purpose is to facilitate teaching and communication over the Internet.

Needs Analysis

In view of the fast growing in the usage of IT and the increase of teacher's workload, our school has decided to make the best use of IT in daily administrative routines. The goal is to resolve the heavy workload of our teachers. Apart from WebSAMS, our school has been using an intranet system to operate our internal communication and share resources. With the introduction of NSS and the increasingly diversified student profile, the administration work within the school is increasingly occupying more teachers' and administrators' time. The increased amount of time and resources spent on student support, such as, the creation of channels for homework submission and follow-up, the systematized guidance and disciple work flow, the need for an internalized resource-sharing platform, are, but to name few, examples of the increased time-resources spent on administrative work.

In addition, our school holds many different kinds of activities throughout the year. Collection of related fees from students is often necessary. What is more, there are other expenses including catering, transportation and other miscellaneous items. All these have created some pressure on the teachers. It can turn out to be even more stressful especially when there is any late submission of fees from students or the payment is not balance. Together with all other administrative duties, teachers need to devote approximately 1.5 hours per working day of the working time on these non-teaching duties, straining further the pressurized time of our staff and administrators.

Therefore, if a payment system can be introduced, it will definitely reduce the workload of teachers and the pressure alongside.

In choosing administration system, we strongly avoid adopting different systems at the same time so as to avoid causing too much confusion and workload to teachers. Therefore, we wish to have the Intranet and learning platform integrated together. In so doing, teachers, students and parents can use the same platform to teach and learn, and to deal with administrative work and communicate. Surely, this will help to promote and to fully use the system. Besides, the database on the system should be, to some extent, compatible with WebSAMS, or able to perform data import and export; otherwise, the administrators will have to repeat the steps of data entry.

Our school has been arranging for many extra-curricular activities in the past years in order to develop the body and soul of our students. Due to the rapid increase of student enrolment in extra-curricular activities, the teacher's workload has been increased after school hours. (Please roughly estimate time spent with administration work of teacher)

Expected functions with New Technology system

It will be much easier for the future work of teachers if the complete report card system and iportfolio can both be adopted at the same time. Teachers can enter the score value of every test, exam and part of the assignments into the system directly, and our school can also self preset the weighting of every assessment to the all results.   With these entries, the system can merge the students' marks and their related information, including attendance records, ECA records, teachers' comments and other relevant information. The staff who is responsible for producing the report cards or learning profiles will be able to preview and print different reports with the collaboration with different administrative departments. Parents and students can go online anytime to examine the personal learning files and parents can stay informed of the student's whole performance in school any time. The system increases the transparency of the student information to the parents while at the same time saves a lot of teachers' time in the preparation of various reports, thus lessening their workload.

If a well-functioning administration system can be introduced at the same time of using the smart card system, students will be able to fill in applications online anytime. Responsible teachers only need to input relevant information such as requests and fees into the system, and the system will then invite students to enroll automatically. The enrolled name list will be automatically generated after application is completed. Meanwhile, teachers can use the smartcard system to collect associated fees The SmartCard Attendance System can be used for taking attendance so as to provide us with the most accurate and complete attendance record. With all the work completed on a single system, we expect the workload of teachers will be substantially reduced. The system also provides different reports to facilitate the principals and administrative staff to examine the participations of the students in various activities.

Implementation Solutions

Our school will set up a task force to be responsible for implementing the smartcard and administration system plan. The committee members are listed as follows:

Position	Role
Principal	Consultant
Vice Principal	Coordinator
ITC	Technical Advisor
General Manager	Member
Student Activity Master	Member
Student Learning Profile Coordinator	Member

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To ensure the smoothness of the implementation, the task force will review the plan on a regular basis. Below is the draft of the implementation plan:

Schedule	Description
2010 April	Purchase the related software and hardware from vendors; Vendor provides a server and system installation services
2010 May	Vendor provide the implementation consultation services to the responsible staff Vendor provide the training of the systems to the responsible staff Test the smartcard system
2010 June	Test and introduce Student Portfolio System / Student Activity Management System
2010 July	Administrative Team fully use Student Portfolio System / Student Activity Management System
2010 August-September	Review the effectiveness of using the Student Portfolio System / Student Activity Management System
2010 October-November	Conduct a Parent Seminar, introducing the parents to payment operation details
	Define the payment items and input the payment detail
2010 November	Test and introduce School Inventory Management system
2010 December	Administrative Team fully use School Inventory Management system
2011 February	Review the effectiveness of using the School Inventory Management system
	Review the effectiveness and implement any necessary improvement work Full use the payment system

Budget Plan:

Expenditure on Equipment / Services	Unit Cost	Quantity	Amount (HK$)
a) School Integrated Platform	36,000	1	36,000
b) Student Payment System	22,800	1	22,800
c) Student Portfolio System	43,800	1	43,800
d) Student Activity Administration and Management System	22,800	1	22,800
e) School Inventory Management system	22,800	1	22,800
		Total :	148,200

Human Resources Expenditure : Position Part-time technician	
Salary + MPF	40,000
Total :	40,000

Sharing of Expenditure			
	School's Share		QEF Grant
	Amount	*Source*	
Facilities / Services Expenditure	HK$74,100	School Development Funding	HK$74,100
Staff Expenditure	▓▓▓▓▓▓▓▓▓▓▓▓		HK$40,000
TOTAL :			HK$114,100

Asset management

Category (in alphabetical order)	Item Description	No. of Units	Total Cost	Proposed Plan for Deployment
computer hardware	School Integrated Platform	1	36000	Department of general administration
computer hardware/software	Student Payment System	1	22800	Department of general administration
computer software	Student Portfolio System	1	43800	Department of general administration
Computer software	Student Activity Administration and Management System	1	22800	Department of general administration
computer software	School Inventory Management system	1	22800	Department of general administration

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Report Submission Schedule

My school commit(s) to submit proper reports in strict accordance with the following schedule :

Project Management		Financial Management	
Type of Report and covering period	Report due day	Type of Report and covering period	Report due day
Progress Report 1/3/2010 - 28/2/2011	31/3/2011	Interim Financial Report 1/3/2010 – 28/2/2011	31/3/2011
Final Report 1/3/2010 - 31/3/2011	30/6/2011	Final Financial Report 1/3/2011 - 31/3/2011	30/6/2011

Evaluation

1. Performance Targets

    i. Teacher's time spent on collecting and handling students' payments will become around 30 minutes in a month

    ii. The time that teachers of School Admin Group spend on processing school records, ECA records, inventory records, will become 50% less

2. Quality Assurance

    i. Conduct a survey before the implementation of the project, for collecting the data on the teachers' time proportion spent on each administrative item.

    ii. During the implementation, conduct the survey the second time to find out whether the performance targets have been achieved or not.

    iii. With the collected feedback, improve workflows if any. Conduct the survey again to check whether the performance targets have been achieved or not.

Maintenance

The vendor tentatively selected by our school will provide software to integrate into our school intranet. Our school will not need to pay additional maintenance fee for the new system. Apart from the software, the vendor will provide 3-year warranty for the smartcard readers and smartcards. On the expiry of the warranty, our school will use our routine funding for paying the associated maintenance fees.

In order to ensure the smoothness of the system operation, we will hire a technician certified with SmartCard Management. He will be responsible for the management of IT facilities and the maintenance work of the software.