

Part B. Project Summary

Project Title: <i>Use of New Technology for School Administrative Work</i>	Project Number: 2009/0086 (Revised)
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Name of Organization: Maryknoll Fathers' School

(1) **Goals:** To improve administrative efficiency and effectiveness by using information technology

Objectives: (i) To improve efficiency and reduce the administrative burden of teachers by upgrading the IT facilities and adopting new technology for school administrative work

(ii) To implement a more accurate and efficient method of fee collection and taking student attendance through the use of a smart card system.

(iii) To set up an IT enhanced campus environment in order to cultivate an IT culture in the school.

(2) **Targets/Expected number of beneficiaries:** 74 staff, 900 students and parents of students at the school

(3) **Implementation Plan:**

(i) **Duration:** February 2010 – January 2011

(ii) **Process/Schedule:**

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| (a) | Feb 2010 – Apr 2010 | Hardware and software procurement and installation |
| (b) | Apr 2010 – May 2010 | Data preparation |
| (c) | Apr 2010 | Hiring part-time staff for data input |
| (d) | May 2010 – June 2010 | Organizing briefing sessions and workshops for students and teachers |
| (e) | July 2010 – Aug 2010 | System testing |
| (f) | Sept 2010 | System implementation |
| (g) | Jan 2011 | Evaluation |

(4) **Products/outcomes:** Teacher workload for administration can be reduced.

(5) **Budget:**

	<i>School Contribution</i>	<i>QEF Grant Sought</i>
(a) Facilities / Service cost:	\$ 75,000	\$ 75,000.00
(b) Manpower cost:		\$ 40,000.00
Total grant requested from the QEF:		\$ 115,000.00

(6) **Evaluation:**

(i) **Performance indicators:**

- ◆ The frequency of the use of the smart card system for fee collection.
- ◆ Students' attendance record is taken systematically and automatically.

(ii) **Outcome measurements:**

- ◆ Survey of the students and staff on the effectiveness of the system