

Project Number:  
2009/0086 (Revised)

## Part C. Project Details

### (a) Background

Maryknoll Fathers' School is a co-educational catholic school founded in 1957. Our school is an Anglo-Chinese school with 24 classes from form 1 to form 7. We have 54 teaching staff plus the principal and about 20 non-teaching staff. Our school has a good academic reputation with a majority intake of Band 1 students. It is our mission to enhance the students' holistic growth and development in accordance with Christian values through a balanced educational program relevant to a rapidly changing world. We aim to educate our students to be self-realizing, creative, rational and responsible individuals characterized by the motto of the school – "Truth and Loyalty". The major emphasis in the coming three years will be: **Morality, Faith and Service.**

With the purpose of promoting teaching effectiveness, our school has been using IT to enhance teaching and administration. Since the first 5-year IT plan was initiated by the Government in 1998, our school has been actively developing our IT capabilities. Our school started to use an intranet in 2002 with the purpose to facilitate teaching and communication over the Internet.

### (b) Needs Assessment

In view of the fast growth 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 reduce the heavy workload of our teachers. Apart from WebSAMS, our school has been using an intranet system for internal communication and resource sharing. However, the existing intranet system functions only like a forum. It is no longer fulfilling the needs of students and parents. We need a more interactive and functional e-Learning platform. Moreover, the New Senior Secondary curriculum requires us to promote whole-person development and enhance the students' life-long learning capabilities. Teachers can provide more self-learning resources through the e-Learning platform in order to enhance independent learning among students.

Currently, the taking of attendance and registering of homework, reply slips and various payments take a considerable amount of time from teacher's daily work schedule. The management of various non-teaching tasks, such as the "Attendance Book" takes up a significant amount of class teaching time. Moreover, the clerks in the school general office, and also the

teachers on the disciplinary team will need to spend a considerable amount of time handling records for lateness, absence and daily attendance data. Therefore, it is necessary for our school to have a complete attendance administration system to reduce the workload burden of teachers and office staff.

In addition, our school holds various activities throughout the year which necessitates the collection of related reply slips and fees from students. Throughout the year, there are additional expenses including catering, transportation and miscellaneous items, all of which create pressure on the teachers and the office staff. It is often very stressful when there are late submissions of fees or the payments do not balance. Therefore, an electronic notice and payment system would definitely reduce the workload and pressure on teachers.

In choosing an administration system, we would strongly avoid adopting different systems at the same time so as to avoid causing too much confusion and extra workload for 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. This will certainly help to promote and fully integrate the system. Moreover, the database of the system should be, to some extent, compatible with WebSAMS, or at least be able to perform data import and export. This will save the administrators unnecessary duplication of data entry.

We have a large campus with much furniture and equipment stored in different locations around the school. It takes quite a lot of administrative work to update the inventory regularly. We need an Inventory Management System to help manage different items in order to maximize the use of the existing resources.

**(c) Expected functions of the new technology system**

The system will be installed in the school to help reduce the workload of teachers. It will include the following functions:

☞ **Student Attendance Record**

- ◆ Recording the data and time record of student attendance by using a smart card
- ◆ Providing a variety of student attendance reports for analysis purposes
- ◆ Distinguishing different types of student attendance time slots
- ◆ Updating of the school database via export features

☞ **Administration Management**

- ◆ Managing the data of all students and staff
- ◆ Generating automatic statistical information from the Electronic Notice System
- ◆ Handling of monetary transactions for various school fees

☞ **Inventory Management**

- ◆ Managing the data of school furniture and equipment in an organized way, including category, funding, specification, location, and group
- ◆ Updating of users' asset information for convenient checking
- ◆ Providing reminders of maintenance due dates to ensure effective maintenance

**(d) Implementation Plan with Time-line**

Time	Task
Feb 2010 – Apr 2010	Hardware and software procurement and installation
Apr 2010 – May 2010	Data preparation
Apr 2010	Hiring part-time staff for data input
May 2010 – June 2010	Organizing briefing sessions and workshops for students and teachers
July 2010 – Aug 2010	System testing
Sept 2010	System implementation
Jan 2011	Evaluation

## (e) Budget

Expenditure on Equipment / Services	Unit Cost	Quantity	Amount (HK\$)
1. Student/Staff Attendance System	35,000	1	35,000
2. Administration Management System	20,000	1	20,000
3. Smart card reader	3,000	3	9,000
4. School Integrated Platform	36,000	1	36,000
5. Inventory Management System	20,000	1	20,000
6. Server with operating system	24,000	1	24,000
7. Cabling and installation work	6,000	1	6,000
<b>Sub-Total:</b>			<b>150,000</b>

Human Resources Expenditure	Amount (HK\$)
One Technician Fixed salary + MPF contribution	40,000
<b>Sub-Total:</b>	<b>40,000</b>

Sharing of Expenditure	School Contribution	QEF Grant Sought
Facilities / Services Expenditure	HK\$75,000	HK\$75,000
Human Resources Expenditure		HK\$40,000
<b>Total grant request from the QEF</b>		<b>HK\$115,000</b>

## (f) Asset Usage Plan

Category (in alphabetical order)	Item / Description	No. of Units	Total Cost	Proposed Plan for Deployment (Note)
audio and video equipment	<i>NIL</i>			
book & VCD	<i>NIL</i>			
computer hardware	<ul style="list-style-type: none"> <li>• Smart Card Reader</li> <li>• Server</li> </ul>	<p style="text-align: center;">3</p> <p style="text-align: center;">1</p>	<p style="text-align: right;">\$ 9,000</p> <p style="text-align: right;">\$ 24,000</p>	To be used at school upon project completion.
computer software	<ul style="list-style-type: none"> <li>• Integrated Platform</li> <li>• Student/Staff Attendance System</li> <li>• (Administration Management System) Payment System</li> <li>• Inventory Management System</li> </ul>	<p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p>	<p style="text-align: right;">\$ 36,000</p> <p style="text-align: right;">\$ 35,000</p> <p style="text-align: right;">\$ 20,000</p> <p style="text-align: right;">\$ 20,000</p>	
musical instrument	<i>NIL</i>			
office equipment	<i>NIL</i>			
office furniture	<i>NIL</i>			
sports equipment	<i>NIL</i>			
Others	<i>NIL</i>			

**(g) Report Submission Schedule**

My school commits 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
Final Report 1/2/2010 - 31/1/2011	30/4/2011	Final Financial Report 1/2/2010 - 31/1/2011	30/4/2011

**(h) Evaluation**

- ◆ Opinions of all teachers will be collected through questionnaires to evaluate the administrative efficiency and effectiveness of using the system.
- ◆ System usage will be recorded and monitored.
- ◆ Student opinions on the system will be collected regarding taking attendance and fee collection at the end of the project.

**(i) Maintenance Plan**

On the expiry of the warranty, our school will use our routine funding to pay for the associated maintenance fees.