

Part C Project Descriptions

School Background

Our school is a government direct subsidy scheme secondary school. Currently, we have 1220 students and 104 teaching staff.

Our school operates on the principles of Christianity. The motto of the Schools is "Faith, Hope and Love". We are committed to developing in our students a positive outlook on life and mutual respect and concern for each other.

We stress integrity, scholarship and excellence, and also modesty and simplicity of life. We are dedicated to making the Schools a loving and caring community where students from different social backgrounds can interact, learn and pursue academic excellence together so that they may lead responsible and fulfilling lives.

In the spirit of "Faith, Hope and Love", our vision is to nurture our students as future leaders by instilling in them a culture of excellence, high moral values, an altruistic spirit, a passion for lifelong learning and a global perspective.

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. On top of the government provision, we had extended the school Local Area Network to connect all classrooms and staff rooms, and all teachers are provided with a laptop for use in school, so that teachers and students could access the Internet in their teaching and learning. Our school started to use a school intranet system in the year 2000, and an eLearning platform in 2004, and the purpose is to facilitate teaching and learning, as well as communication among teachers, students and administrative staff.

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 on our teachers. Apart from WebSAMS, our school has been using an intranet system to operate our internal communication and resources sharing. Never still, the administration work within the school occupies a lot of teachers' and administrators' time. The time spent with administration work of teachers is roughly $90\text{min} \times 190 = 285$ hours per year.

Total Solution Integration

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.

Workflow of Handling Student Learning Profile

To effectively reduce the teachers' workload, we will need to make all the data, such as in portfolio system interchangeable for generating reports etc. Therefore, we wish to enhance the learning profile management system in the hope that a more comprehensive learning profile can be provided for the students in the future. It is estimated that the time spent with administration work of teacher in this area would be about 180 hours per year.

Workflow of Handling Activity Records

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. It is estimated that the time spent with administration work of teacher in this area would be about 60 hours per year.

Expected Functions with New Technology System**Student Learning Profile System**

It will be much easier for the future work of teachers if the complete student profile can be adopted. Teachers can enter the score value of every subject into the system. 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 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.

Student Activity Administration & Management System

If a well-functioning student activity administration system can be introduced at the same time, 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. 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 administration system plan. The committee members are listed as follows:

Position	Role
Principal	Consultant
Vice Principal	Coordinator
Computer Penal Head/ITC	Technical Advisor
Coordinator of Extra-curricular activities (also in charge of OLE and SLP)	Member

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 June	Receive approval for QEF application
2010 June	Test and lead in Student Portfolio Management System
2010 July	Review effectiveness and work on any necessary improvements
2010 July	Test and lead in Student Activity Administration & Management System

2010 September	Review effectiveness and work on any necessary improvements
2010 September	Conduct the full set of training, introducing the system operation details
2010 November	Full launch the total solution of school administration systems

Budget Plan

Expenditure on Equipment / Services			
	Unit Cost	Quantity	Amount (HK\$)
(a) Student Learning Profile System	51,800	1	51,800
(b) Student Activity Administration & Management System	30,800	1	30,800
(c) System Training Course	20,000	1	20,000
(d) Disaster Recovery Back-up Solution	12,000	1	12,000
(e) Server with Operating System	20,000	1	20,000
(f) Intranet Administration Upgrade Module	24,000	1	24,000
Total :			158,600

Human Resources Expenditure (One Technician)	
Fixed Salary + MPF contribution	40,000
Total :	40,000

	School Contribution		QEF Grant
	Amount	Source	
Facilities/Services Cost	HK\$83,600	School Development Funding	HK\$75,000
Staff Cost			HK\$40,000
Total grant requested from the QEF			HK115,000

Asset usage plan

Category (in alphabetical order)	Item / Description	No. of Units	Total Cost	Proposed Plan for Deployment (Note)
computer hardware	(e) Server with Operating System	1	20,000	<i>for use by school</i>
	(d) Disaster Recovery Back-up Solution	1	12,000	<i>for use by school</i>
computer software	(a) Student Learning Profile System	1	51,800	<i>for use by school</i>
	(b) Student Activity Administration & Management System	1	30,800	<i>for use by school</i>
	(f) Intranet Administration Upgrade Module	1	24,000	<i>for use by school</i>

Note: for use by school / organization / in other projects (please provide details of the department / centre to which the asset will be deployed and the planned usage of the asset in activities upon project completion).

Report submission schedule

My school commits to submit proper reports in strict accordance with the following schedule :

Project Management 計劃管理		Financial Management 財政管理	
Type of Report and covering period 報告類別及涵蓋時間	Report due day 報告到期日	Type of Report and covering period 報告類別及涵蓋時間	Report due day 報告到期日
Final Report 計劃總結報告 1/6/2010 - 30/11/2010	28/2/2011	Final Financial Report 財政總結報告 1/6/2010 - 30/11/2010	28/2/2011

Evaluation

- (i) Performance Targets
 - (1) The time that teachers of School Admin Group spend on processing student records & ECA records will become 50% less
- (ii) Quality Assurance
 - (1) Conduct a survey before the implementation of the project, for collecting the data on the teachers' time proportion spent on each administrative item.
 - (2) During the implementation, conduct the survey the second time to find out whether the performance targets have been achieved or not.
 - (3) 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. In order to ensure the smoothness of the system operation, we will hire a technician certified with System Management. He will be responsible for the management of IT facilities and the maintenance work of the software.