

Part B Project Summary**Project Title:** Use of New Technology in School Administration**Institution Name:** La Salle College**(1) Goal: Objectives:**

- (i) to lessen teachers' workload by use of IT in handling administrative work
- (ii) to digitize and systemize administration, through using the administration system in an effective manner

(2) Targets: Expected number of beneficiary: 91 teaching staff, more than 1500 students and their parents**(3) Implementation:**

- (i) Period: From 2011 August to 2012 March
- (ii) Progress/Schedule:

Implementation Schedule	Description
2011 August	Receive approval for QEF application
	Purchase systems and other corresponding items from the supplier
2011 September	Test and lead in Inventories Management System
2011 October	Review effectiveness and work on any necessary improvements
2011 October	Test and lead in Resources Booking Management System
2011 December	Review effectiveness and work on any necessary improvements
2011 December	Test and lead in Disaster Recovery Solution
2012 March	Full launch the total solution of school administration systems

(4) Products:**(i) Products / Outcomes:**

- 1. Teachers' workload can be reduced
- 2.. Teachers and students can better use IT in administrative work and learning

(ii) Products / Sharing of Outcomes:

- 1. Conduct sharing sessions and share the experience of implementations with other schools
- 2. Conduct parents' workshops, introducing the changes and the benefits after the use of Smartcard System or the Administration System

(5) Budget:

	School Contribution		QEF Grant
	Amount	Source	
Facilities/Services Cost	HK\$73,400	School Development Funding	HK\$73,400
Staff Cost			HK\$40,000
Total grant requested from the QEF			HK\$113,400

(6) Evaluation:**(i) Performance Targets:**

- 1. The time that teachers of School Admin Group spend on inventories management, resources booking, and system recovery 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