

Part C Project Descriptions

School Background

Our school is a government **granted** school. Currently, we have more than 1500 students and 91 teaching staff.

Faithful to the spirit of our Founder, St. John Baptist De La Salle, we are committed to providing high quality education for the whole person infused with Christian values.

In our caring community, we value each boy as a child of God with an eternal destiny. We pay special attention to those who need extra care in the cognitive, affective and social domains.

We commit ourselves to this mission in the Lasallian Spirit of Faith, Zeal and Community

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.

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.

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 School's Inventories

Due to the rapid increase of inventories, the handling and stock-take process becomes more complex and essential. Such workload creates a heavy burden towards our staff. Also, allocation of resources effectively and efficiently is very important, thus a system that concerns the workflow of handling school's inventories is a must.

Workflow of Handling School's Resources Booking

Due to the rapid increase of the extra-curricular activities for students and the school meetings, rooms and equipments booking process becomes more complex and essential. Therefore, the administrators will have to mark the booking status frequently in order to have the updated information of the booking status. Since there is no centralized system for the booking process, teachers can hardly check the booking status in real-time, which cause the confusion of the booking process. Therefore, a centralized calendar is also important for the school to check the booking and activity status.

Management of Server and recovery solution

We have been handling administrative work by electronic means. Due to the importance and the rapid increase of data amount in the school server, the school admin group teachers may be under big pressure if the server breaks down. Thus, it is critical to restore the system operation after the server is in malfunctioning. Our school would like to purchase a back-up server and introduce an effective recovery solution to minimize the time for system recovery.

Expected Functions with New Technology System***Inventories Management System***

Inventories can be managed well in a centralized system. Teachers and staff can check the item list based on category, location, management group or other criteria online for the ease of resources allocation. Using bar-code scanning can fasten the stock-take process and related history will be saved for records. Also, reports can be viewed or generated to cater the needs of the school.

Resources Booking Management System

To improve the resources booking process, a centralized-booking system and an electronic calendar are needed. First, booking schedule and rules can be set in the booking system easily, and the records will then be transferred to the centralized calendar. Moreover, the group administration right can be set by the system to have the better allocation on the resources. If the event reminder and notification functions can be included in the calendar, the checking time of the booking status can be lessened.

Recovery Solution

If a well-functioning recovery solution can be introduced at the same time, the school admin group teachers will be able to effectively restore the system when the server is malfunctioning. The master server will perform synchronization to the slave server daily. Therefore, when the master server breaks down, the system can be switched to run through the slave server. The down-time can be reduced to a minimum.

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
IT In-charge	Coordinator
ICT panel head	Technical Advisor
SAMS administrator	Technical Advisor
Teacher	Technical Advisor
School Bursar	Treasurer

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
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 Recovery Solution
2012 March	Full launch the total solution of school administration systems

Budget Plan

Expenditure on Equipment / Services			
	Unit Cost	Quantity	Amount (HK\$)
(a) Inventories Management System	22,800	1	22,800
(b) Resources Booking Management System	22,000	1	22,000
(c) Bar-code readers, printer, ink and labels	20,000	1	20,000
(d) Server with Operating System	40,000	1	40,000
(e) Disaster Recovery Solution	12,000	1	12,000
(f) Integrated platform upgrade	30,000	1	30,000
Total :			146,800

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

	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			HK113,400

Asset Usage Plan

Category (in alphabetical order)	Item / Description	No. of Units	Total Cost	Proposed Plan for Deployment <i>(Note)</i>
computer hardware	Bar-code readers, printer, ink and labels	1	20,000	To be used by school for educational purposes
computer hardware	Server with Operating System	1	40,000	To be used by school for educational purposes
computer software	Disaster Recovery Solution	1	12,000	To be used by school for educational purposes
computer software	Integrated platform upgrade	1	30,000	To be used by school for educational purposes
computer software	Inventories Management System	1	22,800	To be used by school for educational purposes
computer software	Resources Booking Management System	1	22,000	To be used by school for educational purposes

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 1/8/2011 - 31/3/2012	30/6/2012	Final Financial Report 1/8/2011 - 31/3/2012	30/6/2012

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

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.