

Immaculate Heart of Mary College
Plan on Strengthening School Administration Management (SAM) Grant 2017-2018

No.	Item	Income	Expense	Balance
1	Grant movement 2016-2017	\$249,950.00	\$74,100.00	\$175,850.00
2	Parent App, Teacher App and Virtual Storage System		\$67,500.00	\$108,350.00
3	Digital Routing System		\$27,500.00	\$80,850.00
4	Item Reader and Printer for Inventory System		\$15,000.00	\$65,850.00
5	Library Books Circulation System		\$25,850.00	\$40,000.00
6	School Portal with Single Sign On Service		\$40,000.00	\$0.00
Total		\$249,950.00	\$249,950.00	\$0.00

Major Area(s) of Concern	To enhance the overall effectiveness in communication with parents and teachers
Strategies / Tasks	Parent App, Teacher App and Virtual Storage System
Benefits Anticipated	<ul style="list-style-type: none"> • Parents can get immediate messages from teachers and school through Parent App. • Parents can check school notices and announcements through Parent App • Parents can check students' homework through Parent App. • It is easier for teachers to communicate with parents and teachers through Parent App and Teacher App. • Relevant data are stored in virtual storage to support the needs and reduce overall maintenance cost.
Time Scale	Aug 2016 to Aug 2018
Resources Required	\$7,500 (2016-2017) \$67,500 (2017-2018)
Success Criteria	<ul style="list-style-type: none"> • The maintenance cost of server is reduced. • Parents can get immediate messages from teachers and the school through Parent App. • Parents will use the Parent App to check the students' homework • Teachers will use Parent App and Teacher App to communicate with parents and teachers.
Method(s) of Evaluation	<ul style="list-style-type: none"> • Evaluate the effectiveness by feedback from teachers and parents • Check the frequency of using Parent App and Teacher App • Check the stability of the Cloud
People Responsible	Mr. Chan Tak Wang and Mr. Lei Wing Kuen

Major Area(s) of Concern	To enhance the efficiency of the inventory taking process
Strategies / Tasks	Item Reader and Printer
Benefits Anticipated	<ul style="list-style-type: none"> • To improve the workflow and speed of taking inventory. • To improve the accuracy of the inventory taking process.
Time Scale	Sep 2017 to Dec 2017
Resources Required	\$15,000
Success Criteria	<ul style="list-style-type: none"> • The speed of the inventory taking process is improved. • The accuracy of the process is increased
Method(s) of Evaluation	Feedback of staff and teachers
People Responsible	Mr. Chan Tak Wang and Mr. Lei Wing Kuen

Major Area(s) of Concern	To enhance the usages and performance of the library circulation system
Strategies / Tasks	Library Books Circulation System
Benefits Anticipated	<ul style="list-style-type: none"> • Build an online library books catalogue. • Allow teachers and students to reserve library books online. • Provide statistical analysis for the reading scheme. • Streamline the flow of overdue books retrieval.
Time Scale	Mar 2018 to Aug 2018
Resources Required	\$25,850
Success Criteria	<ul style="list-style-type: none"> • An online library books catalogue is built. • Online reservation system for library books is built. • Statistical analysis is provided. • A revised overdue books retrieval process is developed.
Method(s) of Evaluation	Feedback of staff, teachers and students
People Responsible	Mr. Chan Tak Wang and Mr. Lei Wing Kuen

Major Area(s) of Concern	To streamline the login process of different school-based online platform
Strategies / Tasks	School Portal with Single Sign On Service
Benefits Anticipated	<ul style="list-style-type: none"> • A portal is set up to allow students and teachers to log in different online platform using one set of account
Time Scale	Sep 2017 to Aug 2018
Resources Required	\$40,000
Success Criteria	<ul style="list-style-type: none"> • A portal is set up • Integrate with the school-based online platforms (e.g. Google Education, Microsoft Office 365, HKU iClass)
Method(s) of Evaluation	Feedback of staff, teachers and students
People Responsible	Mr. Chan Tak Wang and Mr. Lei Wing Kuen