

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

No.	Item	Income	Expense	Balance	Remark
1	SAM Grant	\$249,950.00			
2	Parent App, Teacher App and Virtual Storage System		\$51,249.00		Completed in 2017-2018
3	Mobile Device Management System		\$13,200.00		Completed in 2016-2017
4	Resources Booking System		\$16,500.00		Completed in 2016-2017
5	Forms Reading and Processing System		\$36,900.00		Completed in 2016-2017
6	Digital Routing System		\$27,500.00		Completed in 2017-2018
7	Item Reader for Inventory System		\$2,580.00		Completed in 2017-2018
8	Library Books Circulation System		\$30,314.00		Completed in 2017-2018
9	Single Sign On System		\$6,490.00		Completed in 2017-2018
10	Electronic Attendance Taking System		\$35,200.00		Completed in 2017-2018
11	ESDA Server		\$28,097.00		Completed in 2017-2018
	Total	\$249,950.00	\$248,030.00	\$1,920.00	

Major Area(s) of Concern	To enhance the overall effectiveness in communication with parents and teachers
Strategies / Tasks	Parent App, Teacher App and Cloud Storage system
Benefits Anticipated	<ul style="list-style-type: none"> • All data are stored in Cloud instead of our own server in order to reduce the maintenance cost of server. • Parents can get immediate messages from teachers and school through Parent App. • Parents can check school notice and announcement 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.
Time Scale	Aug 2016 to Aug 2018
Expense	\$51,249.00
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.
Evaluation	<ul style="list-style-type: none"> • 82.9% of the total parents (F.1 – F.6) have installed the Parent app (As at Aug, 18) • All staff has installed the Teacher App • 678 push messages have been sent to parents • 52 push messages have been sent to teachers • Stability of the storage system was not as good as expected. Continuous fine-tuning of the system would be carried out with the vendor.
People Responsible	Mr. Chan Tak Wang and Mr. Lei Wing Kuen

Major Area(s) of Concern	To enhance the effectiveness of the management of iPad or other mobile devices
Strategies / Tasks	Mobile Device Management System
Benefits Anticipated	<ul style="list-style-type: none"> • Remote Installation of Apps or software into mobile devices. • Enable or disable restrictions of mobile devices. • Reduce the workload of teachers for the implementation of e-learning using iPad or other mobile devices.
Time Scale	Aug 2016 – Jul 2017
Expense	\$13,200
Success Criteria	The workload of teachers can be reduced
Evaluation	<ul style="list-style-type: none"> • Remote installation of Apps was enabled and could be completed within the same day of request • Tailor-made restrictions of mobile devices were deployed within 10 minutes after receiving the request. • Successful rate of sending the restrictions was improved from ~ 50% to ~95%.
People Responsible	Mr. Chan Tak Wang and Mr. Lei Wing Kuen

Major Area(s) of Concern	To enhance the effectiveness of collecting data and analysis
Strategies / Tasks	Forms Reading and Processing System
Benefits Anticipated	<ul style="list-style-type: none"> To speed up the processing time of the data collected from application forms / questionnaires To analyze the results so as to have a better understanding of the issues concerned / views of different stakeholders.
Time Scale	Jan 2017 to Dec 2017
Expense	\$36,900
Success Criteria	The processing time is reduced
Evaluation	<ul style="list-style-type: none"> The processing time of the data collected was reduced from ~ 2 days to within the same day. Accuracy of the data was improved, and less manual adjustment was required.
People Responsible	Mr. Chan Tak Wang and Mr. Lei Wing Kuen

Major Area(s) of Concern	To streamline the workflow of resources booking
Strategies / Tasks	Resources Booking System
Benefits Anticipated	To reduce the workload of staff and teachers on booking resources such as Tablets, Computers, Projectors and Audio-Visual equipment
Time Scale	Jan 2017 to Aug 2017
Expense	\$16,500
Success Criteria	<ul style="list-style-type: none"> Workflow can be streamlined Workload of teachers can be reduced
Evaluation	<ul style="list-style-type: none"> Teachers can now book the tablets using the system at any time. It also reduces the time needed for IT staff to handle the booking manually. Booking records can be kept for further analysis. Teacher can view the available slot from the system, instead of asking the IT staff every time. Notebooks and Audio-visual equipment will be added into the system in 2018-2019. Projectors would be excluded due to lack of demand in such booking requests.
People Responsible	Mr. Chan Tak Wang / Mr. Lei Wing Kuen

Major Area(s) of Concern	To enhance the efficiency of the inventory taking process
Strategies / Tasks	Item Reader
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 Jun 2018
Expense	\$2,580
Success Criteria	<ul style="list-style-type: none"> The speed of the inventory taking process is improved. The accuracy of the process is increased
Evaluation	<ul style="list-style-type: none"> Item was purchased in Jun 2018. Trial run would be taken place in 2018-2019.
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 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.
Time Scale	Mar 2018 to Aug 2018
Expense	\$30,314
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.
Evaluation	<ul style="list-style-type: none"> Students and teachers could search the library books, renew borrowed books and reserve books online. Monthly books borrowing report and the most popular books report were deployed from 2018-2019. Students found that it is easier to know whether the books needed are available through the online platform.
People Responsible	Mr. Lei Wing Kuen and Ms. Lau Suet Fong

Major Area(s) of Concern	To streamline the login process of different school-based online platform
Strategies / Tasks	Single Sign On System
Benefits Anticipated	Allow students and teachers to log in different online platforms using one set of account
Time Scale	Sep 2017 to Aug 2018
Expense	\$6,490
Success Criteria	Able to use a single account to login most of the online platforms at school (e.g. Google Education, HKU iClass, School Intranet)
Method(s) of Evaluation	Feedback of staff, teachers and students
Evaluation	<ul style="list-style-type: none"> • Order was placed in Jun 2018. • Technical issues were found during the setup in Jul, and waiting for a better solution. • Trial run would start once the solution were successfully deployed.
People Responsible	Mr. Chan Tak Wang and Mr. Lei Wing Kuen

Major Area(s) of Concern	To streamline the student attendance taking process
Strategies / Tasks	Electronic Attendance Taking System
Benefits Anticipated	Reduce the workload of the office staff / janitors in attendance taking process
Time Scale	Before Aug 2018
Expense	\$35,200
Success Criteria	<ul style="list-style-type: none"> • Attendance taking can be done electronically. • Time spent on taking attendance is reduced.
Method(s) of Evaluation	Feedback of staff, teachers and students
Evaluation	<ul style="list-style-type: none"> • Most of the attendance could be done electronically. • Paper attendance taking are still required in major school events, UT and exams, due to the limitation of the system and also to ensure the data can be compatible with webSAMS. • More fine-tuning would be carried out with the vendor.
People Responsible	Mr. Chan Tak Wang and Mr. Lei Wing Kuen

Major Area(s) of Concern	To reduce the workload of inputting the data needed for the stakeholder survey and APASO using ESDA system
Strategies / Tasks	Setup a new server for ESDA
Benefits Anticipated	Students and teachers can take the surveys using computer and the data can be stored in ESDA system automatically
Time Scale	Sep 2017 to Aug 2018
Actual Expense	\$28,097
Success Criteria	<ul style="list-style-type: none"> • A new server is setup. • Effort required in data entry is reduced.
Method(s) of Evaluation	Feedback of teachers and students
Evaluation	<ul style="list-style-type: none"> • Server is set up. • Computerized survey would be taken place in the coming stakeholder and APASO survey.
People Responsible	Mr. Chan Tak Wang and Mr. Lei Wing Kuen