

Name of School: **Marymount Secondary School** (District: **Wan Chai District**)

Work Plan on the Use of Strengthening School Administration Management Grant

(To be uploaded on the school's homepage before end-October 2016)

We (the School) have read and understand the stipulations stated in the EDB Circular Memorandum No.21/2016 on Strengthening School Administration Management (SAM) Grant. The following work plan on the use of the SAM Grant is drawn up after consultation with the staff:

Objectives:

After reviewing the operation of the school, the following measures can make use of the SAM Grant to enhance and improve the efficiency and productivity of the administrative work:

1. enhancements to the logistics of the **students attendance** procedures by implementing an electronic attendance system;
2. installing an electronic **door security system** to enhance greater security to the Staff Room, school office, and rooms of the Supervisor, Principal, and Vice-Principals;
3. **digitization of all records** of the past students, so that records of alumna could be searched efficiently, and more storage spaces could be freed;
4. converting all forms in paper format into **electronic fillable forms** of PDF format;
5. installation of an **electronic payment system** for students to pay fee without the need of the tedious task of counting cash and collecting and depositing cheques. Also, the electronic system will have detail records of all the transactions; and
6. installation of an **electronic booking system** for booking various resources, equipment and venues to minimize paper work, and to record and centralize all bookings.


The above six areas could make use of this funding, either by procurement of products or hire of service in order to improve the productivity and to streamline the administrative work of the school.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
<ul style="list-style-type: none"> ▪ Student support, teaching-related administrative work 	<ul style="list-style-type: none"> ▪ To enhance the logistics of recording student attendance and to reduce the workload of the teachers and office staff in this daily procedure. 	<ul style="list-style-type: none"> ▪ Procure and install an electronic attendance system so that enhancements are made to the logistics of the students attendance procedures. 	<ul style="list-style-type: none"> ▪ Procedural guidelines will be developed for students, teachers and staff on how to use the electronic attendance system, door security system, and electronic booking system. 	\$33855.00	<ul style="list-style-type: none"> ▪ The following systems are all purchased as “one-time” buy off procurements. Hence, there is no need to make any payments beyond the initial purchase.
<ul style="list-style-type: none"> ▪ school premises management + ▪ administrative procedure and framework / mechanism + ▪ teaching-related administrative work 	<ul style="list-style-type: none"> ▪ To reduce the workload of the office staff from monitoring the security of the Staff Room, school office and rooms of the Supervisor, Principal and Vice-Principals. ▪ To reduce the need for filling in paper forms and making copies for different departments in the booking of venues or resources. It would centralize all 	<ul style="list-style-type: none"> ▪ Procure and install an electronic door security system which requires entrance with Staff ID cards. 	<ul style="list-style-type: none"> ▪ Half-yearly evaluations will be taken in the first 18 months to evaluate the feedbacks from the school community on the usage of the new systems, and appropriate adjustments will be made, as necessary. 	\$51770	<ul style="list-style-type: none"> ▪ The school will continue to use all six functions, and will maintain, update and enhance the systems, accordingly.
		<ul style="list-style-type: none"> ▪ Procure and install an electronic booking system for booking various resources, equipment and venues in order to minimize paper work, and to centralize all bookings records. 	<ul style="list-style-type: none"> ▪ It would be considered a successful product for the school, if 75% or more of the staff/students agreed that the electronic attendance, the door security system, and the electronic booking system are useful from the evaluations. 	\$16500	<ul style="list-style-type: none"> ▪ The maintenance cost of the electronic systems will be supported from the regular school funds, i.e.

¹ Examples: Administrative procedure and framework / mechanism, financial management, student support / teaching-related administrative work, information management and communications, and school premises management.

	booking records and be more eco-friendly.				the CITG, IT Maintenance fee, and administrative grants, as necessary.
<ul style="list-style-type: none"> ▪ Administrative procedure and framework / mechanism + ▪ information management and communication 	<ul style="list-style-type: none"> ▪ To reduce the workload and enhance the efficiency of the administrative staff in accessing, searching and retrieving records of past students 	<ul style="list-style-type: none"> ▪ Hire service from an IT company to digitize all the records of the past students, so that records of alumna could be indexed and searched efficiently, and more storage spaces could be freed. 	<ul style="list-style-type: none"> ▪ Procedural guidelines will be developed for staff on how to search for the past student records, and how to complete and submit electronic fillable forms. ▪ Trainings will be held for office staff to continue to support these electronic filing system and to make proper updates to the electronic fillable forms. ▪ Evaluation on the success in digitizing all the old records and proper indexing of the files will be taken within the first year. Also, the satisfaction and usefulness of the electronic fillable forms will be evaluated. If more than 75% of staff agreed that they were useful, then these items would be considered successful. 	\$70000	
	<ul style="list-style-type: none"> ▪ To enhance the staff in filling out forms to the office or vice-versa, and to be more eco-friendly in using electric forms, instead of paper forms. 	<ul style="list-style-type: none"> ▪ Hire an administrative assistant for 3 months to convert all forms from paper format into electronic fillable forms of PDF format. 		<p style="text-align: center;">\$37800 (hiring assistant) \$4875 (software)</p>	

<ul style="list-style-type: none"> ▪ teaching-related administrative work + ▪ financial management 	<ul style="list-style-type: none"> ▪ To enhance the process of the collection of fees from students, and to reduce the need of the tedious task of counting cash and collecting and depositing cheques. Also, to automate the recording system in keeping detail records of all the transactions. 	<ul style="list-style-type: none"> ▪ Procure and install an electronic payment system for students to pay fee without the need of the tedious task of counting cash and collecting and depositing cheques. Also, the electronic system will have detail records of all the transactions. 	<ul style="list-style-type: none"> ▪ Procedural guidelines will be developed on how to use the electronic payment system ▪ Half-yearly evaluations will be taken in the first 18 months to evaluate the feedbacks from the school community on the usage the new system. ▪ It would be considered a successful product for the school, if 75% or more of the staff and students agreed that the electronic payment system is useful from the evaluations. 	\$35200	
			Total	\$250000	

Signature of Supervisor : 
 Name of Supervisor : Dr. Eadaoin Hui
 Date : October 25 2016