

## Shun Lee Catholic Secondary School (Kwun Tong)

### Work Plan on Strengthening School Administration Management Grant

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Information Management and Communications	<ol style="list-style-type: none"> <li>1. Enhancing the communication between the SSB and diocesan schools as well as among member schools;</li> <li>2. Enhancing the information exchange among member schools;</li> <li>3. Enhancing the professional sharing among teachers of member schools;</li> <li>4. Helping member schools keep good record of important events &amp; activities;</li> <li>5. Improving the enrollment procedures of joining activities and courses organized by CEO;</li> <li>6. Providing member schools with templates of various contracts and agreements;</li> <li>7. Alleviating teachers' administrative workload</li> </ol>	<p>The SSB employs a consultant to help devise an Intranet System and select a software company to finish the project via tendering.</p> <p>The functions of the Intranet System include:</p> <ol style="list-style-type: none"> <li>1. Intranet Mail</li> <li>2. Discussion Forum</li> <li>3. E-circulars</li> <li>4. Record of Activities</li> <li>5. Enrolment of Courses</li> <li>6. Enrolment of Activities</li> <li>7. Templates of Contracts</li> <li>8. Templates of Service Agreements</li> <li>9. Management of Centralised Tendering Items</li> <li>10. Sharing of Administrative Resources</li> <li>11. Opinion Collecting and Statistical System</li> </ol> <p>Other Modules:</p> <ol style="list-style-type: none"> <li>1. Data Collecting and Analyzing Module</li> <li>2. Central Recruitment Module</li> <li>3. Data Management Module</li> </ol>	<ol style="list-style-type: none"> <li>1. The successful establishment of an Intranet System which can serve the various needs of the member schools.</li> <li>2. 70% of the administrative staff of the member schools agrees that their daily workload related to CEO and other diocesan schools has been alleviated.</li> </ol>	Deploy \$50,000 to SSB for coordinating this project.	<p>Upon completion of the Project, all member schools should:</p> <ol style="list-style-type: none"> <li>1. share the cost for maintaining the new Intranet System and hiring of storage from a data centre;</li> <li>2. continue to assist the optimization of the System.</li> <li>3. further explore the possibility of digitizing some other documents of the schools.</li> </ol>

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Teaching-related administrative work	<ol style="list-style-type: none"> <li>1. Enhancing the administrative effectiveness and reduce administrative workload in students' academic performance</li> <li>2. Helping teachers and students tailor learning &amp; teaching materials and strategies.</li> <li>3. Alleviating teachers' administrative workload</li> <li>4. Comparing academic performance of students in internal and external assessments</li> </ol>	<ol style="list-style-type: none"> <li>1. Establish an e-platform which staff can follow the longitudinal academic development of students the system should provide information of students in <ul style="list-style-type: none"> <li>•TSA</li> <li>•Internal examinations</li> <li>•HKDSE</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. The successful establishment of an e-platform which staff can follow the longitudinal academic development of students</li> <li>2. School administrators can compare the academic performance of different class.</li> </ol>	Deploy \$50,000 to buy an e-platform	<p>Upon completion of the platform, the school should:</p> <ol style="list-style-type: none"> <li>1. encourage staff to adjust their teaching strategies according to the analysis from the e-platform</li> <li>2. make good use of information in planning the development plan</li> </ol>
School security	<ol style="list-style-type: none"> <li>1. Ensuring the security of the school office and some important rooms</li> <li>2. Alleviating supporting staff's administration workload</li> </ol>	<ol style="list-style-type: none"> <li>1. Install digital access system in school office and some important rooms</li> </ol>	<ol style="list-style-type: none"> <li>1. The successful installation of digital access system</li> <li>2. Only authorized persons can access defined rooms</li> </ol>	Deploy \$10,000 for purchase and installation of digital access system	<p>Upon completion of the access system, the school should:</p> <ol style="list-style-type: none"> <li>1. consider the needs for further expansion of the system</li> <li>2. evaluate the access the right of staff and students in various locations</li> </ol>
Information and communication with parents and the public	<ol style="list-style-type: none"> <li>1. Enhancing the liaison with the parents and the public</li> <li>2. Alleviating the workload of IT staff</li> </ol>	<ol style="list-style-type: none"> <li>1. Rewrite the school homepage with Content Management functions</li> <li>2. Obtain website hosting service</li> </ol>	<ol style="list-style-type: none"> <li>1. 70% of the parents and students agrees that the new school homepage is more user friendly</li> <li>2. 90% of IT supporting staff agrees that the workload in school homepage maintenance is lower</li> </ol>	Deploy \$40,000 for the service	<p>Upon completion of the access system, the school should:</p> <ol style="list-style-type: none"> <li>1. Train up IT staff to main the school homepage</li> </ol>

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School document Management	<ol style="list-style-type: none"> <li>1. Enhancing the efficiency in the issue student career-related documents</li> <li>2. Alleviating the workload of clerical staff</li> </ol>	<ol style="list-style-type: none"> <li>1. Purchase a high-speed scanner</li> <li>2. Employ a short-term(2 months) clerical staff to scan the past student record</li> <li>3. Install a digital archive system to manage the scanned documents</li> </ol>	<ol style="list-style-type: none"> <li>1. The time for the issue of student career-related document is shorten for 30%</li> <li>2. The clerical staff agree that system can reduce their workload</li> </ol>	Deploy \$18,000 for the purchase of scanner, \$25,000 for the installation of digital archive system, \$10,000 for digital transcript customization and \$30,000 for salary + MPF of the short-term clerical staff	<p>Upon completion of the access system, the school should:</p> <ol style="list-style-type: none"> <li>1. explore the possibility of further digitalization of other school documents</li> </ol>
School activities information and premises management	<ol style="list-style-type: none"> <li>1. Alleviating the workload of staff</li> <li>2. Facilitating the arrangement of activities</li> </ol>	<ol style="list-style-type: none"> <li>1. Install a system to link up digital school calendar with booking system</li> </ol>	<ol style="list-style-type: none"> <li>1. Clash in location and time of activities are avoided</li> <li>2. 70% of the staff agree that the system improve their working efficiency</li> </ol>	Deploy \$17,000 for the purchase of the system	<p>Upon completion of the access system, the school should:</p> <ol style="list-style-type: none"> <li>1. Explore the enhancement of the digital school calendar</li> </ol>
<b>Total</b>				<b>\$250,000</b>	