

Shun Lee Catholic Secondary School (Kwun Tong)

Work Plan on Strengthening School Administration Management Grant

Year : 2016/17 and 2017/2018

HL

Prepared by Mr Chan

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

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

					homepage
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School document Management	<ol style="list-style-type: none"> Enhancing the efficiency in the issue student career-related documents Alleviating the workload of clerical staff 	<ol style="list-style-type: none"> Purchase a high-speed scanner Employ a short-term(2 months) clerical staff to scan the past student record Install a digital archive system to manage the scanned documents 	<ol style="list-style-type: none"> The time for the issue of student career-related document is shorten for 30% The clerical staff agree that system can reduce their workload 	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"> explore the possibility of further digitalization of other school documents
School activities information and premises management	<ol style="list-style-type: none"> Alleviating the workload of staff Facilitating the arrangement of activities 	<ol style="list-style-type: none"> Install a system to link up digital school calendar with booking system 	<ol style="list-style-type: none"> Clash in location and time of activities are avoided 70% of the staff agree that the system improve their working efficiency 	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"> Explore the enhancement of the digital school calendar
Total				\$250,000	