

## Work Plan on the Use of Strengthening School Administration Management Grant

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 teachers.

### Objective

After reviewing the operation of the School, the measures below will be devised to enhance the communication with the School Sponsoring Body and various stakeholders, the management of information and the security and maintenance of the school campus.

### A. Collaboration Item Coordinated by School Sponsoring Body (SSB)

Area	Expected Result	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>	<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"> <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>

**B. Self-delivery Items**

Area	Expected Result	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Information Management	<ol style="list-style-type: none"> <li>1. Improving the administrative procedures of storing and retrieving of past student records</li> <li>2. Alleviating administrative staff's workload in record management</li> <li>3. Avoiding loss or damage of past records</li> <li>4. Saving space for storage of paper documents</li> </ol>	<ol style="list-style-type: none"> <li>1. Acquiring service or equipment for digitizing of past records and documents</li> <li>2. Setting up a record retrieving system</li> </ol>	<ol style="list-style-type: none"> <li>1. Completion of digitizing of all past student records</li> <li>2. Instant search of past records on computer made possible</li> <li>3. Freeing up storage space for other purposes</li> </ol>	\$75,000	Most of the student records of the recent years are in digit format already. Other printed records will be scanned and incorporated into the system established.
Communication	<ol style="list-style-type: none"> <li>1. Further enhancing communication between stakeholders and members of the School</li> <li>2. Allowing staff the flexibility of maintaining contact with work-related parties on their own mobile phones without having to disclose their personal contact number.</li> <li>3. Providing staff with personal voicemail boxes so that callers can leave messages when staff are away from their desk</li> </ol>	Installation of an IP Phone System	<ol style="list-style-type: none"> <li>1. Completion of the installation of the IP Phone System and all staff have a personalized number</li> <li>2. Staff using the system for communication with parents, students and other work-related parties</li> </ol>	\$50,000	Maintenance fee of the IP Phone System after the warranty period will be covered by the EOEBG.
Campus Management	<ol style="list-style-type: none"> <li>1. Improving safety in the School by automating the lighting of major pathways</li> <li>2. Saving on energy by automatically switching off lights of corridors and open areas when nobody is around</li> <li>3. Improving security of the School by detecting motion in the dark</li> </ol>	Installation of sensor LED lights in major pathways	<ol style="list-style-type: none"> <li>1. Completion of the installation of LED lights</li> <li>2. Positive feedback from users</li> </ol>	\$25,000	Maintenance of the sensor LED lights after the warranty period will be covered by the EOEBG.
Campus Management	<ol style="list-style-type: none"> <li>1. Improving access control to special rooms</li> <li>2. Solving problems in connection to management of keys of rooms</li> </ol>	Installation of a door access control system for special rooms	<ol style="list-style-type: none"> <li>1. Completion of the installation of the door access control system</li> <li>2. Full control of room access and use</li> <li>3. Positive feedback from users</li> </ol>	\$50,000	Maintenance fee of the door access control system after the warranty period will be covered by the EOEBG.