

Name of School: La Salle College (District: Kowloon City )

## 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 teachers, the Finance Committee and the IMC:

### Objective

After reviewing the operation of the school, the measures below have been devised to enhance the overall efficiency and effectiveness of student management and associated teacher and office staff administrative duties.

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
1. eAttendance recording, reporting and tracking.	The eAttendance software package will save teacher time in recording period attendance and provide pastoral care staff with comprehensive reporting for counseling and/or other purposes.	A customized period attendance software and reporting tool	<ol style="list-style-type: none"> <li>1. Completion and implementation of the eAttendance system</li> <li>2. Reporting that is easily retrievable and helpful to pastoral care staff</li> </ol>	\$69,500.00	A one-off development cost that requires no further development costs – part of eClass maintenance package.
2. Office Systems	New office hardware and software including a document management system will mean that office staff can utilize the same version of software fast and effectively to improve office staff efficiency	New office software and hardware	<ol style="list-style-type: none"> <li>1. All office staff working of the same platform and version of software</li> <li>2. New standardized systems for filing, storing and retrieving office documents that may be commonly shared.</li> </ol>	\$36,280.00	A one-off upgrade.
3. Single Sign On (SSO)	The SSO will save time and provide convenience to different users of our online platforms, by allowing them to access several platforms without passing through the front end access control of various platforms.	An integrated network linking all the online platforms (those supporting SSO), connecting them to the school authentication system.	<ol style="list-style-type: none"> <li>1. Completion and implementation of the Single Sign On module.</li> <li>2. Users are able to access different platforms without passing through the front end access control of various platforms.</li> </ol>	HKD49,500	If the school adopts new online platforms in the future, and these new platforms support SSO, they can be further added to the built integrated network.
4. Daily Announcement System	An integrated system which allows different students and teachers to post messages onto the daily announcement centralized platform for approving and publishing.	A platform which the admin can create clubs/groups and assign students and teachers into these clubs/groups. With access rights, students and teachers can post messages, approve them accordingly. The super	<ol style="list-style-type: none"> <li>1. Completion and implementation of the Daily Announcement platform.</li> <li>2. Different level of users, approvers are able to be created and perform their functions accordingly.</li> </ol>	HKD26,000	A one-off development cost, updating of the users accounts and creation of groups / clubs will be done once per year.

5. Responsive Website	The Responsive Website will provide visitors with different presentations of the website contents by adjusting layouts automatically according to the devices being used.	admin or principal will have the final approval and publish rights. New page layouts will be built for the website for displaying different contents on different mobile devices.	1. Completion and implementation of the Responsive website. 2. With the existing website Content Management System, admin is able to edit the contents once and the responsive website is able to reflect the changes.	HKD49,500	A one off development cost
6. Assistant Admin role for updating school website	The assistant admin role will provide assistant to the school web admin to update the school news at the school website with limited functions.	A new administrative role will be created for updating the information on the school website with limited functions.	1. Creation of a new assistant admin role of the school website. 2. Only limited functions can be accessed by the assistant admin role.	HKD\$19,220	A one off development cost

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 : 22 MAR 2018  
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Signature of Supervisor

Name of Supervisor

Date