

Quality Enhancement Support Scheme

Progress Report	Project No. : 04/QESS/2013
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Reporting Period : From 03/2014 (month/year) to 08/2014 (month/year)

Part A

Project Title : Art Span - Online Research Platform

Name of Grantee : Hong Kong Art School (a division of Hong Kong Arts Centre)

Project Period : From 09/2013 (month/year) to 08/2015 (month/year)

Part B

Please use separate A4-size sheets to report the progress with regard to the following aspects:

1. Types and brief descriptions of Project activities held/completed during the reporting period (*the information may be presented in the form of a table*).
2. The dates, time, venues and number of participants / beneficiaries of Project activities held, and resources (e.g. equipment, manpower) used for the implementation of Project activities.
3. Project milestone(s) and deliverables attained at the end of the reporting period and evidence showing the attainment of milestones and deliverables.
4. The percentage, in terms of key tasks, of the Project completed at the end of each reporting period.
5. Project variation*, if any, during the reporting period, together with details and justifications

Signature of Authorised Person: 

Name of Authorised Person : Wylie Chan

Position of Authorised Person : Academic Head

Date : Nov. 13. 2014



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* A separate written application should be submitted to the Grantor for prior written approval.

Quality Enhancement Support Scheme

1. Project activities held/completed during the reporting period

Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
30 Apr 2014 3 to 5pm at HKAS Chai Wan Campus, Youth Square	Project Meeting - Collect more names of suggested academic books - Budget allocation for e-materials	6 - 8 (Academic, Administrative, Technical, Website constructor)
28 May 2014 3 to 5pm at HKAS Chai Wan Campus, Youth Square	Project Meeting - Quotations of e-materials - Follow-up on copyright issues	
3 Jun 2014 4 to 6pm at HKAS Chai Wan Campus, Youth Square	Kick-off Meeting with Website construction company - Detail discussion on Timeline, Design Direction, and Functional Requirements	
25 Jun 2014 3 to 5pm at HKAS Chai Wan Campus, Youth Square	Project Meeting - Investigation on e-material lists and More quotations of e-materials - Review of 1st Website design draft	
Jul 2014	On-going Website Review - Testing of core functions - Adjustments on layouts - Adjustments on Logo - Debugging	
30 Jul 2014 3 to 5pm at HKAS Chai Wan Campus, Youth Square	Project Meeting - Prioritize of schedule of Scanning physical materials - Update on e-materials quotations and book lists	
Aug 2014	Scanning - First batch of Physical materials Website Review - Pilot test of Website, Aesthetic Adjustments and Debugging	
* Evidence showing the attainment of milestones scheduled for completion during the reporting period should be attached (e.g. photos, learning materials, webpage screens, promotion leaflets / posters, relevant reports, etc.).		

2. The percentage, in terms of key tasks, of the project completed at the end of the reporting period

Milestones scheduled for completion during the reporting period **	% attained	Remarks
1. Confirmation on Framework of Online Platform: The final Site-map, content categorizing, and layout style have been confirmed. (Please refer to Appendix 1)	100%	
2. Construction of Online Art Resource Centre: The interface have been constructed, page layouts are also finalized. The back-end admin panel with full functionality has been completed. (Please refer to Appendix 2)	100%	*Future touch-ups and minor adjustments are expected to occur throughout the project to enhance or fix detectable problems, but will not affect the overall progress.
3. Testing and Pilot Run of Online Art Resource Centre: The first pilot run has been completed to test for smooth navigation and functions. Aesthetic touch-ups and ad-hoc function tweaks are currently undergoing.*	100%*	
Overall Project	50%	
** Please seek prior approval from the Education Fund Secretariat if the project milestones cannot be completed at the end of the reporting period.		

Quality Enhancement Support Scheme

3. Project variation (a separate written application should be submitted to the Education Fund Secretariat for prior written approval.)

Descriptions of variations (e.g. change of the project scope or duration, deferral of completion date, relocation of an amount exceeding 10% between items of expenditure in the budget)	Date of approval sought from Education Fund Secretariat
NIL	

4. Financial position as at the end date of the reporting period

Expenditure items	Approved budget (a)	Committed or actual expenditure (b)	Balance [(a)-(b)]
a. Manpower	475,200	241,342.95	233,857.05
b. Equipment / facilities	365,000	0	365,000.00
c. Services	660,000	117,210.76	542,789.24
d. General expenses	244,800	922.5	243,877.50
e. Others	12,000	0	12,000.00
Total	1,757,000	359,476.21	1,397,523.79
<i>Project Income (if any)</i>			0
<i>Total Balance</i>			1,397,523.79