

# Quality Enhancement Support Scheme

<b>Progress Report</b>	<b>Project No. : 04/QESS/2013</b>
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Reporting Period : From 09/2014 (month/year) to 02/2015 (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 : MARCH 24 2015



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

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## 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)
17 Dec 2014 3 - 5pm HKAS Chai Wan Campus, Youth Square	<p><b><u>Project Meeting</u></b></p> <p>A meeting was held to update involved members about the current progress. The attendance list and items discussed are listed in <i>Appendix 1</i>. No meetings were held thereafter until February 2015 since the project has entered the technical stage of web construction and digitization.</p>	Six HKAS Staff (Management, Administrative, Lecturer)
Dec 2014 – Feb 2015	<p><b><u>Material Digitalization (Physical Books)</u></b></p> <p>The items for digitization were picked up by the service provider in December 2014, samples were received in January 2015, completed files were received in February 2015 and screened for image quality and OCR accuracy. Digitized materials were <b>uploaded to the database in Feb 2015</b>. The full list of 164 items is attached as <i>Appendix 2</i>.</p>	Service Provider
Dec 2014 - Feb 2015	<p><b><u>Digital Materials (e-books / e-magazines subscriptions)</u></b></p> <p>Subscription providers reported that very few of our shortlisted titles of 37 items (<i>Appendix 3</i>) are available. We therefore decided to send our full list of potential items to enquire for their availability. Manpower was allocated to search ISBN of 592 potential items (<i>Appendix 4</i>) for subscription providers to locate in their database. The plan for subscription is planned to be in July since subscriptions are on an annual basis. Purchasing prior to the launch date would put resources to waste.</p>	Potential Service Providers
Nov 2014 – Feb 2015	<p><b><u>Website Construction</u></b></p> <p>The service provider has <b>set-up the website in Nov 2014 on their testing server</b> for the ease of paralleling their construction and our end-user testing. An online <b>log was also created</b> between the provider and us to note down bugs and follow-up actions (<i>Appendix 5</i>).</p> <p>In Dec 2014, our team has given further aesthetics comments on page layouts, the Logo, element placements, etc. The site was then <b>migrated to the production server</b>, along with a purchased domain name. <b>Major bugs and logical errors were found in Jan 2015</b> after the migration, followed by <b>unforeseen server problems</b> (excessive CPU and network usage) in Feb 2015.</p>	Service provider's team and 2 HKAS Staff (Administrative, Technical)

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	<p>The <b>pilot run in Feb 2015 was done in parallel with debugging and server fixes</b>, which covers <b>Navigation</b> (Links and Logic flow) and <b>All major functions</b> (Quick Search, Advanced Search, Permission Levels, Log-in, Media Viewer, Data Import/Export, File uploading, etc). We have spent more time than expected since we <b>cannot proceed to test on certain functions before the bugs of another function are cleared</b> (e.g. Search function cannot be tested when File uploading has failed, File uploading cannot be tested when Data import has a bug). However, all <b>bugs have been cleared and server is stabilized after the pilot run</b>, and is currently under monitoring as of the reporting date.</p> <p><i>*There is no documentation for pilot run since bugs and errors are immediately logged online and fixed according to provider's manpower allocation. The raw log is attached as <u>Appendix 5</u> for your record.</i></p> <p><i>*Screen captures of the current website's appearance is attached as <u>Appendix 6</u>, along with descriptions of functions and features. The domain name of the website is <b>www.artspan.hk</b>, but will not be accessible by the public until the launch date. Please do not attempt in accessing at this stage as it may cause our monitoring system to misdiagnose suspicious network activities.</i></p>	
<p><b>* 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.).</b></p>		

## 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. Testing and pilot run of the online art resource centre	100	*e-book subscriptions
2. Testing and pilot run of the online school library	100	will be scheduled for
3. Completion of catalogue for the online school library	100	June-July 2015, to gain
4. Uploading of publications to the online school library	100*	longer "shelf-life" since the website is set to launch in Aug 2015.
<b>Overall Project</b>	<b>75</b>	
<p><b>** Please seek prior approval from the Education Fund Secretariat if the project milestones cannot be completed at the end of the reporting period.</b></p>		

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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	475,200.00	361,482.20	113,717.80
b. Equipment / facilities	365,000.00	119,350.00	245,650.00
c. Services	660,000.00	118,101.76.00	541,989.24
d. General expenses	244,800.00	922.50	243,877.50
e. Others	12,000.00	0.00	12,000.00
<b>Total</b>	<b>1,757,000.00</b>	<b>599,765.46</b>	<b>1,157,234.54</b>
<i>Project Income (if any)</i>			<i>0.00</i>
<i>Total Balance</i>			<i>1,157,234.54</i>