

Quality Enhancement Support Scheme

Progress Report	Project No. : 03/QESS/2015
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Reporting Period : From September 2015 (month/year) to February 2016 (month/year)

Part A

Project Title : Setting up a Digital Teaching and Learning Enhancement Platform

Name of Grantee : Chu Hai College of Higher Education

Project Period : From September 2015 (month/year) to August 2017 (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 : Professor CHANG Chung Nan

Position of Authorised Person : President

Date : 11 April 2016




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

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)
14-30 Sep 2015 (Campus)	<p>First Round Recruitment of members Recruiting students across college to join the project, who will work in groups and be guided by teachers in producing news stories, relating to political, financial and social issues, which will then be uploaded to the digital platform. (Annex 1)</p>	30 members were recruited
10 Oct 2015 (Sham Po Kong) Time: 10am-12pm	<p>Visit: View of 3-D Images Around 30 students and teachers visited Midas Innovative Production Ltd and viewed the groundbreaking technology on stage performance-3D mapping and hologram-with their bare eyes. The company claims to have the largest hologram stage in Hong Kong and its showroom is in Sham Po Kong. This fascinating 3-D mapping technology has the ability to take a real-world object and projects it onto the hologram stage without any distortion. Audiences can even go onto the stage and enjoy a funny and dynamic interactions with the 3-D graphics! (See Annex 2)</p>	30 students and teachers
 <p>12 Oct 2015 (Campus-Hall) Time: 5:00-6:30pm</p>	<p>Seminar: China's Share market Prof. Francis T. Lui, Director of the Center for Economic Development, HKUST was invited to give a seminar on the topic of "How Does Macro/Microeconomics Affect the Share Market in China?" (See Annex 3)</p>	Around 140 teachers and students

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<p>30 Oct 2015 (Campus)</p> <p>Time: 7:00-8:30pm</p>	<p>Workshop: Basic concepts of video shooting and editing</p> <p>Mr. John Chan was invited to conduct a workshop about the basic concepts and knowledge of video shooting and editing, in which he shared many great tips for shooting a good video. (See Annex 4)</p>	<p>24 students</p>
<p>2 Nov 2015 (Campus-Hall)</p> <p>Time:5:00-6:30pm</p>	<p>Seminar: Weave Your Safety Net, Knit Your Dreams</p> <p>Mr. Shiu Siu Tao, Managing Director of China Frontier Capital Investment Limited and ex- Vice President of ECM functions at DBS Asia Capital Ltd, was invited by CHC Online to give a seminar on 2nd November. The topic of the seminar was about property purchasing and life planning. (Annex 5)</p>	<p>Around 90 students and teachers</p>
<p>9 Nov 2015 (Campus)</p> <p>Time: 7:00-8:30pm</p>	<p>Workshop: cross-media news writing</p> <p>Edward, Li Ka Chung, chief news editor of <i>Apple Action News</i>, was invited to run a workshop on “Cross-media news writing”, in which students can learn the specific requirements of different media channels in presenting news to audiences. (See Annex 6)</p>	<p>About 30 students</p>
<p>27 Nov 2015 (Campus)</p>	<p>Workshop: Principles of Financial news writing</p> <p>CHC online invited Gordon Choi, finance editor from <i>Metro Finance FM 104</i> to teach students about the reporting principles and techniques of financial news. (See Annex 7)</p>	<p>25 student</p>
<p>14 -18 Jan 2016 (Taiwan)</p>	<p>Rewarding Trip to cover Taiwan Presidential</p>	<p>25 students and teachers</p>

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	<p>Election <i>CHC online</i> organized a trip for students to cover the presidential election in Taiwan, from 14 to 18 January 2016. Twenty students were led by four teachers to experience the presidential election atmosphere there. With the hard-work from teachers and students, over thirty news video clips were produced, together with more than a dozen of feature stories. As the enrollment rate was high, all selected students needed to undergo both written and oral exams. The activity was subsidized by the College. (Annex 8)</p>	
15-26 Feb 2016	<p>Second Round Recruitment of members Recruiting students across college to join the project, who will work in groups and be guided by teachers in producing news stories, relating to political, financial and social issues, which will then be uploaded to the digital platform. (Annex 9)</p>	28 members were recruited
<p>Note: Photos for the seminars, visits, workshops and trip are attached in Annex</p>		
<p>*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.).</p>		

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. Recruitment of Project Manager and IT Technician	100%	A project manager was appointed, whose duties include: to manage the contents of the website, delivering seminars to help acquire the knowledge of producing contents for the website, i.e. how

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		<p>to produce audio and video clips.</p> <p>He commenced his duty on the 1 December 2015. However, after working with him for a couple of weeks, the team have found that he could not meet the requirements of the post as he was part-time based and lack of the motivation to solve IT problems. His last day was 12 February 2016</p> <p>Thus, the team hired another PM who can work full timely and is equipped with good programming and computer skills. He commenced his duty on 22 February, 2016.</p> <p>An IT technician was appointed to manage all technical problems of the website, designing of website and updating the website content. He commenced his duty on 16 November 2015.</p>
2. Setting up of digital TV and radio stations on the digital platform	100%	<p>A web design company was chosen to be responsible for the design and establishment of our website. Besides communication via emails, the project team members have had several face to face meetings with the company regarding the design of digital TV and radio stations on the digital platform.</p>
3. Testing and debugging of the digital platform	100%	<p>Project team members have worked closely with the web design company for testing and debugging of the digital platform.</p> <p>A workshop has been organized by the company to lecture the team members about how to upload audio and visual materials to the website.</p>
4. Launch of platform	100%	<p>The website, namely, CHC online was officially launched on 11 Jan 2016.</p> <p>The web address is:</p>

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		http://chconline.chuhai.hk/
5. Fine-tuning of digital platform	100%	Inspection of the online platform have been carried out regularly by project team members to ensure its smooth function and the end-users are satisfied.
6. Design of training and development materials	100%	Project team members have discussed and reached consensus on the topics of seminars being held. Various workshops for members have been proposed, including basic concepts of video shooting and editing; cross-media news writing and principles of financial news writing.
7. Conduct of training and development workshops and seminars	100%	Two seminars on finance and three workshops have been carried out between October 2015 and February 2016.
8. Collection of user feedback	100%	Upon the launch of the platform, the project team has solicited comments from current staff and students who are the stakeholders of the platform. The team has also collected comments from external experts, IT personnel and other end-users and improvement has been made based on the comments and suggestions.
Overall Project	25%	
** Please seek prior approval from the Education Fund Secretariat if the project milestones cannot be completed at the end of the reporting period.		

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
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The budget outline has been adjust as follows:			3 Feb 2016
	Original	Revised	
Manpower	\$710,500	\$791,438	
Equipment / Facilities	\$608,559	\$525,959	
Services	\$246,700	\$246,700	
General Expenses	\$131,991	\$131,991	
Others	\$45,760	\$47,422	

1. 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	791,438	96,237.75	695,200.25
b. Equipment / facilities	525,959	264,888.00	261,071.00
c. Services	246,700	76,575.00	170,125.00
d. General expenses	131,991	9,197.20	122,793.80
e. Others	47,422	-	47,422.00
Total	1,743,510	446,897.95	1,296,612.05
<i>Project Income (if any)</i>			
Total Balance			1,296,612.05

Annex 1: First round recruitment of members (14 Sep - 30 Sep 2015)