

Quality Enhancement Grant Scheme

Progress Report	Project No. :
------------------------	----------------------

Reporting Period: From Aug/2009 (month/year) to Dec/2009 (month/year)

Part A

Project Title: Art Node – On-line Learning Platform

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

Project Period: From Aug/2009 (month/year) to Sept/2010 (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 percentages, 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: _____



Organization Chop: _____



Name of Authorized Person: Ms. LAM, Tsui Yee Karen

Name of Grantee Hong Kong Art School

Organization:

Position of Authorized

Person: Academic Registrar

Date: 29 January 2010

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

Part B

1 Project activities held during Aug – Dec 2009

The web-based learning platform was being set up and was expected to be launched in March 2010. Apart from the daily communication among the key personnel involved, project meetings were conducted every two to four weeks among the webmaster, the relevant personnel and the advisory group members. The progress of the project activities were closely monitored and discussed during all the meetings. All activities proposed in the preparation period were basically covered and there involved also the planning of the monthly webcasting events to be carried out in the implementation period.

2 Implementation details of Project activities during Aug – Dec 2009

2.1 Items as spelt out in the “Preparation period” are basically all being covered and correspondingly carried out at the end of this reporting period, related details include:

“Preparation period”

- a. To recruit staff members:
 - 1 Webmaster (Full-time)
 - 1 Text editor (Job-based)
 - 5 Video editor (Job-based)
 - 3 Transcriber (Job-based)
 - 2 Translator (Job-based)
- b. To develop a web-based platform with the following sections:
 - Webcast
 - Education
 - Artists
 - Workshops
 - Projects
 - FAQ / Glossary / Q&A
- c. To archive previous Artist-in-Residence programmes and other artistic activities.

2.2 To plan ahead, a few items as proposed in the “Implementation period” have also been initiated and considered by the end of this reporting period, such as:

- a. Webcasting events
 - Format of the events
 - Guests of the events
 - Equipment of the live webcasting productions

3 Project milestones and completed percentages until Dec 2009

3.1 Staff Recruitment

3.1.1 Webmaster (FT)

- Mr. Johnson Chan was appointed as the Webmaster.

3.1.2 Text Editor

- Ms. Nicolette Wong was appointed as the Text Editor.

3.1.3 Video Editors, Transcribers and Translators

- Video documentations recording the previous Artist-in-Residence programmes and other artistic activities were edited by the *Video Editors*; the edited videos were then transcribed into Chinese and English scripts by the *Transcribers*; finally the transcribed scripts were translated from English into Chinese or vice versa by the *Translators*.

The background of the Webmaster, Text Editor, Video Editors, Transcribers and Translators is illustrated at Annex I.

3.2 Archives of previous AIR programmes / art-related activities

3.2.1 The archiving process of all the video documentation was completed.

	Completed Tasks / Steps	Completion Date
1.	Artist-in-Residence programmes and artistic activities organized by Hong Kong Art School were identified, categorized, and prioritized for editing and transcribing	5 September 2009
2.	Raw documentation materials in format of video, photography and text were retrieved.	27 September 2009
3.	Video editing of the listed events	5 November 2009
4.	Transcription of the edited videos	1 December 2009
5.	Translation of the edited transcriptions	16 December 2009
6.	Text Editing of the bilingual transcriptions	30 December 2009

3.3 Set-up of the web-based platform

3.3.1 Web Design & Construction

	Completed Tasks / Steps	Completion Date	Annexes only (if applicable)
1.	Establishment of a detailed structure & framework of the Art Node website. The standing of the online learning platform was thoroughly discussed, and the Art Node should serve as: <ol style="list-style-type: none"> 1 a gateway and a basis of online art study & research with not only a title of the art events/activities being listed there, but also the real event and activity records (in the form of videos & audio-visual devices) being placed there for students to access – which is indeed rare in the local educational scene 2 the Cultural Exchanges & Transnational Artistic Interactions platform 	13 October 2009	
2.	Website directory as reference for making web design service quotation was finalized. The website will carry 3 major categories: <ul style="list-style-type: none"> - “Learning from International Perspectives” [i.e. 	21 October 2009	Please refer to <u>Annex II</u> for the website layout

	<p>district-by-district art-mapping] would show the statement, profile and activities carried out in HKAS in connection with these listed artists. The archive of the activities is valuable and essential to the School as well as the society in respect of art promotion in Hong Kong. Also, HKAS will provide elaborated information on the artists and other related projects.</p> <ul style="list-style-type: none"> - “Learning from Local Essences” [i.e. interview-by-interview art-casting] would show the live webcasting with topics focusing on local essences. This platform allows mass participation without geographic limitation. - “Learning from Basics” [i.e. step-by-step art-making] would show the past DIY workshops done by featured artists, those videos might interlink with the archive events to encourage students searching and learning. 		
3.	Sought Quotations for website design and construction	30 October 2009	
4.	Confirmed the web design service	3 December 2009	
5.	Confirmed tentative website construction schedule	15 December 2009	
6.	Confirmed web design concept	22 December 2009	Please refer to Annex III for the web design concept
7.	Completed Logo Design of the Project	28 December 2009	Please refer to Annex IV for the logo design

3.3.2 Web Hosting Server, Live Streaming Server and Live Webcasting Production Device

	Completed Tasks/Steps	Completion Date
1.	Registration of Domain name “artnode.hk”	26 November 2009
2.	Testing of interactive server	4 December 2009
3.	Confirmation of the purchase of interactive servers and live streaming device	10 December 2009
4.	Confirmation of the service provider of the data centre and web hosting	14 December 2009
5.	Delivery of all equipment and hardware	20 December 2009

3.3.3 The technical issues and difficulties encountered during the development of the online learning platform:

	Description	Difficulties encountered	Solutions	Annexes
1.	Configuration and consideration of	• consider a user friendly system for	• Content Management System (CMS) will be	Please refer to Annex V for the

	website and media server	updating new events and content • consider a better media server and platform for broadcasting	constructed facilitating updating of website content by project members . • Adobe media server should be a popular and well-performed media server for streaming.	configuration
2.	Feasibility testing of live broadcasting	• trial version of Adobe media server only supported five concurrent users	• a retail version was bought with full function after the successful testing of live broadcast	Please refer to <u>Annex VI</u> for the broadcast setting
3.	The structure of servers setting and the location of equipment	• the setting was restrained by the actual environment	• streaming machine is now portable and the location provides enough bandwidth service for streaming	Please refer to <u>Annex VII</u> for the server setting
4.	The required bandwidth and datacenter	• consider the number of concurrent users accessing the live broadcast	• concurrent users will be limited by the bounded amount of bandwidth so as to maintain the quality of streaming.	

3.4 Live Webcasting events

Tasks	Completion Date
1. List of equipment to be purchased, including cameras and other accessories to be used in live webcasting production, was finalized	30 October 2009
2. Tentative list of featured artists and moderators to be invited for live webcasting events was drawn up.	12 December 2009

4 The percentages, in terms of key tasks, of the Project completed at the end of each reporting period

Key tasks	Percentages of completion attained until Dec 2009
1. Staff Recruitment	100%
2. Archive of previous AIR programmes / art-related activities	100%
3. Setup of the web-based platform	100%
Overall percentage of completion on behalf of the whole project.	60%

Please refer to Annex VIII for the financial status in the period of Aug-Dec 2009.

5 Project variation, if any, during the reporting period, together with details and justifications.

5.1 Everything is basically on schedule, there has so far been no major variation.