

# Quality Enhancement Grant Scheme

**Progress Report**

**Project No. :  
11/QEGS/A-08-09**

Reporting Period: From March 2009 (*month/year*) to September 2009 (*month/year*)

(Revised on 15 October 2009)

## Part A

Project Title: School Portal : Enhancing the Interactivity of Teaching and Learning

Name of Grantee: School of Continuing and Professional Studies, The Chinese University of HK

Project Period: From March 2009 (*month/year*) to February 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 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: \_\_\_\_\_



Organization \_\_\_\_\_

Chop: \_\_\_\_\_



Name of Authorized Person: Ringo Sin

Person:

Name of Grantee School of Continuing & Professional

Organization: Studies, CUHK

Position of Authorized Person: Head of ITS Division,

Person: SCS, CUHK

Date: 15 October 2009

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

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Progress report (revised on 15 October 2009)

Timeframe	Project activities and key milestones	Status	Key work done
Mar-Apr 09	<p><b><u>Project Organization and Planning</u></b></p> <ul style="list-style-type: none"> <li>- Formation of Project Team and Project Steering Working Group PSWG</li> <li>- Preparation of technical and tendering specification</li> </ul> <p>Key milestones and deliverables:</p> <ul style="list-style-type: none"> <li>- Formation of Project Team and Project Steering Working Group <b><u>Appendix I</u></b>;</li> <li>- Tender specification and tendering <b><u>Appendix II - Tender Specification</u></b></li> </ul>	100%	<ol style="list-style-type: none"> <li>1. The 1<sup>st</sup> PSWG meeting was held on 20 March and comments from all users were gathered.</li> <li>2. Tender and technical specification for portal system was completed.</li> <li>3. Tender for bidding the implementation of this project was started on 8 April 2009.</li> <li>4. 6 tender proposals were returned by the closing date on 28 April 2009.</li> </ol>
May-Jun 09	<p><b><u>Tender and Evaluation of Portal System</u></b></p> <ul style="list-style-type: none"> <li>- Evaluation the bids based predefined evaluation criteria</li> <li>- Submit evaluation report to Tender Board</li> <li>- Award Contractor for this project</li> <li>- Finalize the Portal Design</li> </ul> <p>Key milestones and deliverables:</p> <ul style="list-style-type: none"> <li>- Tender Proposals from suppliers</li> <li>- Tender Evaluation and Result <b><u>Appendix III -Tender Evaluation Report</u></b></li> <li>- Awarded Contractor</li> </ul>	100%	<ol style="list-style-type: none"> <li>1. Short-listed suppliers were invited to have a presentation in May.</li> <li>2. An evaluation report and recommendation were be submitted to Tender Board of CUHK on 18 May.</li> <li>3. JOS and its subcontractor atQuest was awarded as the contractor for implementing this School Portal Project in June 2009</li> </ol>
Jul-Sep 09	<p><b><u>Phase I implementation of School Portal</u></b></p> <ul style="list-style-type: none"> <li>- Order and deliver of hardware and facilities, <b><u>Appendix IV</u></b></li> <li>- Portal construction</li> <li>- System testing, user training, creation of accounts and deployment of system etc, <b><u>Appendix V</u></b></li> </ul> <p>Key milestones and deliverables: Workable School Portal System with standard features <b><u>Appendix VI and Appendix VII</u></b></p>	100%	<ol style="list-style-type: none"> <li>1. Project was kicked off on 29 June 2009</li> <li>2. The function design and layout design have been completed.</li> <li>3. The installation of portal hardware and facilities was completed in early September.</li> <li>4. The portal construction, creation of accounts and system testing of Phase I were successfully completed in September.</li> <li>5. User training is scheduled on 6 October 2009.</li> <li>6. The Phase I of School Portal will be</li> </ol>

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Timeframe	Project activities and key milestones	Status	Key work done
			launched on 9 Oct 2009
Oct-Dec 09	<p><b>Phase II implementation of School Portal</b></p> <ul style="list-style-type: none"> <li>- Customize the additional features</li> <li>- Procurement of secured VPN solution for off-campus access of the School Portal</li> </ul> <p>Key milestones and deliverables: Full School Portal System with customized features</p>	10%	<ol style="list-style-type: none"> <li>1. The first user meeting on Phase II was held on 29 September 2009</li> <li>2. The implementation of Phase II will be started in Oct after confirming the requirements with end-users.</li> </ol>
Jan-Feb 10	<p><b>Post-implementation review and project evaluation</b></p> <ul style="list-style-type: none"> <li>- Submission of Project Evaluation Report and Audited Statement of Accounts to EDB</li> </ul>	NA	
	<b>Overall Progress</b>	60%	

## Sample screens of School Portal

The screenshot shows the MySCS Student Portal interface in a Windows Internet Explorer browser. The page header includes the university logo and name: 香港中文大學專業進修學院 (SCHOOL OF CONTINUING & PROFESSIONAL STUDIES, THE CHINESE UNIVERSITY OF HONG KONG). The user is logged in as 'Ringo Sin Kwok Wah'. The main navigation bar contains links for MySCS, Announcements / Events, Information, Learning, Resources, and Common Actions. Below this, there are sections for Moodle (eLearning platform), SCS Online Services (links to various online services), and Downloadable Forms (application forms for students). A 'Student Announcement' section features several news items, including '香港菁英協會嘉賓義工招募' (Recruitment of Guest Volunteers for the Hong Kong Elite Association), '大學Open Day, 你準備好了?' (University Open Day, are you ready?), and '翻譯學會迎新活動 ~ Day Camp' (Translation Society迎新活動 ~ Day Camp). A calendar widget shows the date as 30 Sep 2009 (Wed) with a temperature of 27.6°C and 85% humidity. The footer contains navigation icons and the system time 16:35.

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學生輔導主任介紹 - Windows Internet Explorer  
 http://student.scs.cuhk.edu.hk/en/info/services/stu\_coun\_dev/Pages/090928150308.aspx

Student Portal | Sign Portal

香港中文大學專業進修學院  
 SCHOOL OF CONTINUING & PROFESSIONAL STUDIES  
 THE CHINESE UNIVERSITY OF HONG KONG

Welcome Ringo Sin Kwok Wah

Student Portal

MySCS > Announcements & Events > Information > Learning > Resources > Common Actions

Student Portal > MySCS > Information > Services & Activities > Student Counseling And Development > 學生輔導主任介紹

學生輔導主任介紹

駐守地方：香港中環夏愨道12號美國銀行中心2樓 (BAT) Counsellor's Room

聯絡方法：☎ 3111 7271

「歡迎同學於會面時間與我們面談；亦歡迎同學以電話或電郵方式預約其他會面時間。」

星期一至、三、五：  
 上午9:30至中午12:30  
 下午2:30至下午5:00

Winnie Chan

\*\*\*會面時間將不定期更新\*\*\*

For Higher Diploma Students - Windows Internet Explorer  
 http://student.scs.cuhk.edu.hk/en/infozone/forms/Pages/default.aspx

Student Portal | Sign Portal

香港中文大學專業進修學院  
 SCHOOL OF CONTINUING & PROFESSIONAL STUDIES  
 THE CHINESE UNIVERSITY OF HONG KONG

Welcome Ringo Sin Kwok Wah

Student Portal

MySCS > Announcements & Events > Information > Learning > Resources > Common Actions

MySCS > Information > Info Zone > Forms Download

For Higher Diploma Students

List of Downloadable Forms

Type	Title	File Size
<b>Form Type : For administration (For HD only) (4)</b>		
	Korean Text book List	92 KB
	RE006 (OCT/08) - Application Form for Re-admission (HD only)	205 KB
	RE010 (OCT/08) - Application Form for Withdrawal (HD only)	130 KB
	RE012 (SEP/08) - Request Form for Assignment Acknowledgment (Art & Design HD only)	107 KB
<b>Form Type : For administration (General) (2)</b>		
	AD005 (NOV/07) - Amendment Form for Student Personal Data	211 KB
	AD009 (NOV/07) - Application Form for Reissuance of Receipt	197 KB
<b>Form Type : For administration (HD Applicable) (7)</b>		
	AD010 (NOV/07) - Application Form for Replacement of Student Card	205 KB
	AD011 (AUG/08) - Application Form for Student Card	86 KB
	RE002 (OCT/08) - Application Form for Academic Appeal or Re-examination (ABP & HD only)	269 KB
	RE004 (OCT/08) - Application Form for Course Exemption or Advanced Standing (ABP & HD only)	210 KB