

# Quality Enhancement Grant Scheme

<b>Progress Report</b>	<b>Project No. :</b>
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Reporting Period: From April 2009 (month/year) to 15 October 2009 (month/year)

## Part A

Project Title: Creative Media Lab

Name of Grantee: The Hong Kong Institute of Education


Project Period: From April 2009 (month/year) to April 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: J. Chen

Organization Chop: 

Name of Authorized Person: Dr. Jason Chen

Name of Grantee: The Hong Kong Institute of Education

Organization: SCPE

Position of Authorized Senior Lecturer

Person: SCPE, HKIED

Date: 10 Nov 2009

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

# Quality Enhancement Grant Scheme (QEGS)

## Schedule of Project Implementation and Release of Funds

Project Title: Creative Media Lab

Name of Grantee: The Hong Kong Institute of Education

Project Period: From April 2009 to April 2010

### 1<sup>st</sup> Progress Report for Creative Media Lab

#### 1. Summary

From mid-June to mid-Nov, a full-time lab technician was hired through open recruitment and reported duty on 15/6/09. In June, a management team was set up to set up this lab. The team members include Dr. David Kwok, Dr. Jason Chen, Dr. Purrie Ng and Mr. Gene Chan. The team met regularly to discuss the progress of the lab. In July, most of the equipments and software were purchased under the specification list by Finance Office (FO) for tendering and ordering.

The other departments such as Estate office (EO) and ITS were involved and various meetings were held to discuss the progress and site-visit of the lab. In September, all the equipments were ordered. The workstations were equipped with the newly-designed computer table, Mac Pro and monitor. All the required software under the purchasing list for Music and Visual Arts were installed and cloned before delivery. All the other equipments such as MIDI keyboard, sound modules, microphones, speakers were delivered, except 7 sound modules will be delivered in November because they are out-of-stock.

#### 2. Milestones

Date	Schedule of Implementation	Status	Evidence / Details
16/04/2009	Commencement of the Project	Started	Form a monitoring group, members included : Dr. David Kwok, Dr. Jason Chen, Dr. Purrie Ng & Mr. Gene Chan
15/06/2009	Recruiting a full-time staff as lab technician	Recruited	A laboratory technician ~ Ms. Yuen Pui Shan was employed. <i>(Appendix A - Employment Contract)</i>
16/06/2009 – 15/07/2009	<ul style="list-style-type: none"><li>● Searching all suitable equipments (included hardware &amp; software)</li><li>● Designing the setting of the teachers'</li></ul>	Completed	Furniture Layout & AV system diagram completed. <i>(Appendix B - Refurnishing)</i>

	workstations & 20 students workstations <ul style="list-style-type: none"> <li>● Preparing the Budget Report</li> <li>● Preparing the Specification lists to Financial Department for tendering.</li> </ul>		<b>Layout)</b>
16/07/2009 - 31/08/2009	Tendering & Quotation	Completed	Most of the "User Recommendation Form" are confirmed which included: <ul style="list-style-type: none"> <li>● Wacom Drawing Pad x 21 (PR.No.: 300110)</li> <li>● MOTU Digital Performer 6 x 21 MOTU Mach Five 2 x 21 (PR No.: 300108)</li> <li>● CS4 Production Premium 4 IE x 21 (PR No.: 300111)</li> <li>● EPSON GT-1500 Scanner x 1 (PR No.: 300109)</li> <li>● HP5550DN Colour Laser Printer x 1 (PR. No.: 300109)</li> <li>● Supply and installation of custom-made furniture and fixture for "Creative Media Lab in rm 237. (PR No.: 300112)</li> <li>● Mac Pro 8 Core x 21 24"LED Cinema Display x 21 AppleCare Protection Plan x 21 Iwork 09'x 21 (PR No.: SCPE 300105)</li> <li>● Dismantling &amp; Installation AV system for existing teaching console. (PR No.: 300118)</li> <li>● Supply &amp; Delivery of 13amp, 8-way Extension Socket Outlet (PR No.: 300121)</li> <li>● KRK RP5G2 Active Monitor x 42 Accessory for Cabling (PR No.: 300113)</li> <li>● Yamaha KX88 Midi Keyboard x1</li> </ul>

			<p>Yamaha KX61 Midi Keyboard x20  SonicCell Sound Module x 21  Yamaha FC4 Keyboard Padel x 21  AKG K141MS2 HeadPhone x 21  AKG C1000S/N Mic. X 21  Roland BKTS Stand x 21  (PR No.: 300113)</p> <ul style="list-style-type: none"> <li>● SYMC Antivirus for Mac x 21  (PR No.: 300126)</li> <li>● Kensington Master-keyed notebook  microsaver x 25  Master key x 2  (PR No.: 300126)</li> </ul> <p><b><i>(Appendix C - Tendering Document)</i></b></p>
<p>27/07/2009 –  04/09/2009</p>	<p>Purchasing &amp; ordering computers, hardware &amp; software.</p>	<p>Completed</p>	<p>Purchase Orders made by Financial Department which included:</p> <ul style="list-style-type: none"> <li>● Wacom Drawing Pad x 21  (PO No.: 100101)</li> <li>● MOTU Digital Performer 6 x 21  MOTU Mach Five 2 x 21  (PO No.: 100102)</li> <li>● CS4 Production Premium 4 IE x 21  (PO No.: 100103)</li> <li>● EPSON GT-1500 Scanner x 1  (PO No.: 100104)</li> <li>● HP5550DN Colour Laser Printer x 1  (PO. No.: 100105)</li> <li>● Supply and installation of custom-made furniture and fixture for "Creative Media Lab" in rm 237.  (PO No.: 100106)</li> <li>● Mac Pro 8 Core x 21  24"LED Cinema Display x 21  AppleCare Protection Plan x 21  Iwork 09'x 21  (PO No.: 100107)</li> <li>● Dismantling &amp; Installation AV</li> </ul>

			<p>system for existing teaching console.</p> <p>(PO No.: 100113)</p> <ul style="list-style-type: none"> <li>● Supply &amp; Delivery of 13amp, 8-way Extension Socket Outlet</li> </ul> <p>(PO No.: 100117)</p> <ul style="list-style-type: none"> <li>● KRK RP5G2 Active Monitor x 42</li> </ul> <p>Accessory for Cabling</p> <p>(PO No.: 100119)</p> <ul style="list-style-type: none"> <li>● Yamaha KX88 Midi Keyboard x1</li> <li>Yamaha KX61 Midi Keyboard x20</li> <li>SonicCell Sound Module x 21</li> <li>Yamaha FC4 Keyboard Padel x 21</li> <li>AKG K141MS2 HeadPhone x 21</li> <li>AKG C1000S/N Mic. X 21</li> <li>Roland BKTS Stand x 21</li> </ul> <p>(PO No.: 100120)</p> <ul style="list-style-type: none"> <li>● SYMC Antivirus for Mac x 21</li> </ul> <p>(PO No.: 100122)</p> <ul style="list-style-type: none"> <li>● Kensington Master-keyed notebook microsaver x 25</li> <li>Master key x 2</li> </ul> <p>(PO No.: 100123)</p> <p><b>(Appendix D - Purchase Order Document)</b></p>
24/08/2009 - 15/09/2009	Refurnishing existing classroom (Rm 237) as a creative media lab.	Completed	EO & ITS Department follow-up the clearance process on Rm 237. At the end of August, installation of custom-made 100% of furniture & fixture are finished.
14/09/2009 - 02/10/2009	Hardware & software testing	Completed	1 <sup>st</sup> semester started on 14/09/2009. Creative Media Lab starts to operate on 14/09/2009. 100% of milestones on Stage I & II are completed.
05/10/2009- 09/11/2009	Financial Report		<b>(Appendix F - Financial Report)</b>

### 3. Implementation Schedule

Action	Timeframe	Status
<p>Stage I:</p> <p>a) use existing general classroom (Capacity: 40) to refurbish as a creative media lab</p> <p>b) design the setting of the teachers' workstations and 20 students workstations</p> <p>c) recruit a full-time staff as the lab technician</p> <p>d) tendering and quotation</p> <p>e) purchasing and ordering computers</p>	April- June 2009	100% completed
<p>Stage II:</p> <p>f) purchasing and ordering hardware and software</p> <p>g) re-furnishment of the lab</p> <p>h) installation of computers, hardware and software</p>	July –Sept 2009	100% completed
<p>Stage III:</p> <p>i) pilot-testing on the use of these workstations</p> <p>j) use these workstations in the AD professional studies, such as Multi-media music project and Multi-media Art project for the Year 2 students</p> <p>k) use these workstations in the various AD, Pre-AD music and art modules</p> <p>l) to review the settings and technical issues of these workstations.</p>	Oct 2009 – Mar 2010	<ul style="list-style-type: none"> <li>● Hardware &amp; software testing were started on 14 Sept until now. (50 % Completed)</li> <li>● Multi-media music project was started on 8 Oct.</li> <li>● Courses from school of Art &amp; Design: Computer Graphic &amp; Creative Digital Photography also apply the Lab for studying</li> <li>● Keep daily maintenance; prepare Log Book for reviewing the utility rate; user feedback survey will be done after 1<sup>st</sup> semester . (10% Completed)</li> </ul>

From April 2009 to Oct 2009, Stage I & Stage II got 100% completed. Stage III will be started on Oct till April 2010. Overall, **70%** of the whole project (Creative Media Lab) are completed.