

# Quality Enhancement Grant Scheme

**Progress Report**

**Project No. : 04/QEGS/09-10**

Reporting Period : From January 2012 (month/year) to June 2012 (month/year)

## Part A

Project Title : Business Technology Centre: An Initiative to Enhance Education in Business and Information Technology

Name of Grantee : Caritas Institute of Higher Education

Project Period : From January 2011 (month/year) to December 2013 (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: Reggie KWAN

Name of Grantee Organization: Caritas Institute of Higher Education

Position of Authorized

Person: Professor and President

Date: 8 August 2012

\* 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)
Dec 2011 – June 2012	Recruitment advertisements for the post of Analytic Programmer were placed in the SCMP on 31 Dec 2011 and 7 Jan 2012 (Appendix 1). The Institute posted one vacancy advertisement in the websites of the Institute during January to July 2012 and one additional recruitment advertisement in the SCMP on 5 May 2012, 12 May 2012, 16 June 2012 and 23 June 2012. The Institute is in progress to search for the Analytic Programmer.	
April 2012 – June 2012	Research Assistant discontinued his service with CIHE on 19 April 2012. Subsequently, recruitment advertisements for this post were placed in the SCMP on 5 May 2012, 12 May 2012, 16 June 2012 and 23 June 2012 ( <i>Appendix 1</i> ). The Institute posted one vacancy advertisement in the websites of the Institute. One offer has been made in August 2012 and it is expected that the newly recruited Research Assistant will be in place in September 2012.	
March 2012 – April 2012	The Institute invited 18 computer companies to submit tender for equipment and software of this project. The equipment and software were delivered to CIHE Tseung Kwan O Campus in April 2012.	
May 2012 – June 2012	The Business Technology Center has been setup on the 8/F of the CIHE Tseung Kwan O Campus. Please refer to <i>Appendix 2</i> for the setup of the Center.	
June 2012	A sharing session on Business Technology Centre was been conducted in June 2012. Related materials were attached in <i>Appendix 3</i> .	5 Academic Staff from Departments of Business Administration and Computer Science
<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>		

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## 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
◆ Recruit technical staff / programmer	70%	Due to the market needs, the expected salary of the Programmer is comparatively higher than the proposed budget. As a result, we have difficulties selecting the right candidate at this moment.
◆ Develop applications / tools for case studies	20%	The project will be on course once the programmer is in place. It is expected this milestone will be completed by end of December 2012.
◆ Implement trial technology-based solutions for the case studies	20%	
◆ Purchase equipment and software	100%	-
◆ Set up the Business Technology Centre	100%	-
◆ Provide training to faculty members about business technology	20%	To be implemented in full scale after the application is developed.
<b>Overall Project</b>	<b>33%</b>	
** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.		

## 3. Project variation (a separate written application should be submitted to the QEGS 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 QEGS Secretariat
Nil	

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## 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	972,000	226,807.04	745,192.96
b. Equipment / facilities	472,000	448,930	23,070
c. Services	0	0	0
d. General expenses	100,000	18,918	81,082
e. Others	0	0	0
<b>Total</b>	<b>1,544,000</b>	<b>694,655.04</b>	<b>849,344.96</b>
<i>Project Income (if any)</i>			<i>0</i>
<i>Total Balance</i>			<i>849,344.96</i>