

# Quality Enhancement Grant Scheme

<b>Progress Report</b>	<b>Project No. :</b>
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Reporting Period : From February / 2012 (month/year) to July / 2012 (month/year)

## Part A

Project Title : **Development and Implementation of an Integrated Student Information System (ISIS) for Supporting Teaching and Learning in Hong Kong Post-Secondary Institutions**

Name of Grantee : **The Community College at Lingnan University**

Project Period : From August / 2011 (month/year) to July / 2014 (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: \_\_\_\_\_

*Edward Fung*

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



Name of Authorised Person: Dr Edward FUNG

Name of Grantee: The Community College at

Organisation: Lingnan University

Position of Authorised Person: Dean of the Community College and Further Education

Date: 31 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)
<p>February 2012 to May 2012</p> <p>The Community College at Lingnan University</p>	<p><b>Milestones completed:</b></p> <p><b>1. Development of system prototype and project plan</b></p> <p>The project plan for the whole project was developed. The development will be divided into four releases according to the schedule of implementation. <i>(Appendix 1)</i></p> <ul style="list-style-type: none"> <li>● Release 1 – Implementation of the core functions of the student information system</li> <li>● Release 2 – Web portal of the system</li> <li>● Release 3 – Admission record system, course registration system module and qualifications framework support</li> <li>● Release 4 – Online career service center module, student advising application module, and language enhancement project support</li> </ul> <p>A system prototype was developed based on the functional requirements of Release 1. All the core functions of the student information system were implemented in the system prototype including User Management, Program Management, Course Management and Registration Management.</p> <p>The following documents were produced.</p> <ul style="list-style-type: none"> <li>● Requirement document: Functional requirement Specification of Release 1 <i>(Appendix 2)</i></li> <li>● Design documents: Entity-Relationship Diagram, User Interface Design</li> <li>● Implementation document: Development Plan of Release 1</li> </ul>	<p>2 Project Coordinators</p> <p>2 Research Assistants</p> <p>2 Representatives from Registry</p> <p>2 Representatives from teaching faculty</p> <p>2 Representatives from IT team</p>

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<p>June 2012 to July 2012</p> <p>The Community College at Lingnan University</p>	<p><b>Milestones completed:</b></p> <p><b>2. Conduct of internal system testing</b> (Appendix 3+4)</p> <p>Two phases of internal system testing were conducted.</p> <ul style="list-style-type: none"> <li>● 1<sup>st</sup> internal testing on the system prototype by the development team</li> <li>● 2<sup>nd</sup> internal testing on the system prototype by the Registry, IT team and representatives from the teaching faculty</li> </ul>	<p>2 Project Coordinators</p> <p>2 Research Assistants</p> <p>2 Representatives from registry</p> <p>2 Representatives from teaching faculty</p> <p>2 Representatives from IT team</p>
<p><b>* 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.).</b></p>		

**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
<ul style="list-style-type: none"> <li>● Development of system prototype and project plan</li> <li>● Conduct of internal system testing</li> </ul>	100%	N/A
<b>Overall Project</b>	<b>33%</b>	<b>N/A</b>
<p><b>** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.</b></p>		

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3. Project variation (a separate written application should be submitted to the QEGS Secretariat for prior written approval.)

<b>Descriptions of variations</b> (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)	<b>Date of approval sought from QEGS Secretariat</b>
Nil.	

4. Financial position as at the end date of the reporting period

<b>Expenditure items</b>	<b>Approved budget (a)</b>	<b>Committed or actual expenditure (b)</b>	<b>Balance [(a)-(b)]</b>
a. Manpower	1,446,000.00	393,768.30	1,052,231.70
b. Equipment / facilities	182,000.00	21,546.00	160,454.00
c. Services	15,000.00	-	15,000.00
d. General expenses	9,000.00	1,611.00	7,389.00
e. Others	128,500.00	-	128,500.00
<b>Total</b>	<b>1,780,500.00</b>	<b>416,925.30</b>	<b>1,363,574.70</b>
<i>Project Income (if any)</i>			<i>0</i>
<i>Total Balance</i>			<b>1,363,574.70</b>