

# Quality Enhancement Grant Scheme

<b>Progress Report</b>	<b>Project No. :</b>
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Reporting Period : From August / 2012 (month/year) to Jan / 2013 (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**

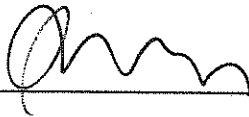
Project Period : From August / 2011 (month/year) to July / 2014 (month/year)

## 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: \_\_\_\_\_



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



Name of Authorised Person: Ms. SIU Sau-yin, Cindy

Name of Grantee The Community College at  
Organisation: Lingnan University

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

Date: 28 Feb 2013

\* 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>August 2012 to September 2012</p> <p>The Community College at Lingnan University</p>	<p><b>Milestones completed:</b></p> <p><b>1. Setup of development and testing servers</b></p> <p>Development and testing servers were setup for the project.</p> <ul style="list-style-type: none"> <li>• A server was installed with Oracle database system for the development and testing of the Release 1 system.</li> <li>• A server was installed with Ruby on Rails for the development and testing of the Release 2 system.</li> <li>• Release 1 and Release 2 cover the core functionalities of the system.</li> </ul>	<p>2 Project Coordinators</p> <p>2 Research Assistants</p> <p>1 Representative from IT team</p>
<p>October 2012 to November 2012</p> <p>The Community College at Lingnan University</p>	<p><b>Milestones completed:</b></p> <p><b>2. Development of pilot system with core functionalities and internal testing</b></p> <ul style="list-style-type: none"> <li>• Release 1 was developed in Phase II. In this phase, we focused on the development of Release 2, a web-based portal system for the access of students and teachers. The development of Release 2 was completed.</li> <li>• The internal testing of Release 1 was completed in Phase II. An internal testing of Release 2 was completed by the development team and a representative from IT team in this phase.</li> </ul> <p>The following documents were produced:</p> <ul style="list-style-type: none"> <li>• Functional Requirement Specification for Release 2 (including Entity Relationship Diagram)</li> <li>• User Interface Design for Release 2</li> </ul>	<p>2 Project Coordinators</p> <p>2 Research Assistants</p> <p>1 Representative from IT team</p>

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<p>December 2012 to January 2013</p> <p>The Community College at Lingnan University</p>	<p><b>Milestones completed:</b></p> <p><b>3. Evaluation of system</b></p> <ul style="list-style-type: none"> <li>• After the internal testing, the core functionalities of the system covering Release 1 and Release 2 were evaluated.</li> <li>• Representatives from Registry, IT team and Teaching Faculty were involved in the system evaluation.</li> <li>• In summary, the core functionalities of the system were considered to be satisfactory.</li> </ul>	<p>2 Project Coordinators</p> <p>2 Research Assistants</p> <p>1 Representative from Registry</p> <p>1 Representative from Teaching Faculty</p> <p>1 Representative from IT team</p>
<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>		

## 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>• Setup of development and testing servers</li> <li>• Development of pilot system with core functionalities and internal testing</li> <li>• Evaluation of system</li> </ul>	100%	N/A
Overall Project	50%	N/A
<p>** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.</p>		

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

<p><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)</p>	<p><b>Date of approval sought from QEGS Secretariat</b></p>

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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	1,446,000.00	631,271.10	814,728.90
b. Equipment / facilities	182,000.00	32,253.69	149,746.31
c. Services	15,000.00	1,611.00	13,389.00
d. General expenses	9,000.00	-	9,000.00
e. Others	128,500.00	-	128,500.00
<b>Total</b>	<b>1,780,500.00*</b>	665,135.79	1,115,364.21
<i>Project Income (if any)</i>			0
<i>Total Balance</i>			<b>1,115,364.21</b>

\*To be contributed by CCLU (total amount \$100,500)