

# Quality Enhancement Grant Scheme

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

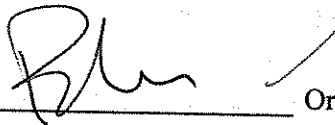
Project Period : From August / 2011 (month/year) to July / 2014 (month/year)

## 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: Dr. NG Hoi-man, Brandon

Name of Grantee: The Community College at

Organisation: Lingnan University

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

Date: 31 Aug 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>February 2013 to June 2013</p> <p>The Community College at Lingnan University</p>	<p><b>Milestones completed:</b></p> <p><b>1. Development of pilot system with admission record system, course registration system module and qualifications framework support</b></p> <p>Based on the Project Plan we provided, in this Phase, our final product, which is called Release 3, covers the core functionalities of pilot system.</p> <p>In Release 3, we includes two parts: the first part is an independent admission record system, developed by using Cloud technique and; the second part is enhancing the course registration system module and qualifications framework support functions based on Release 1 pilot system.</p> <p>The following documents were produced:</p> <ul style="list-style-type: none"> <li>• Admission Record System Requirement: Functional requirement Specification of Release 3 (part 1)</li> <li>• Course Registration System Module and Qualifications Framework Support Requirement: Functional requirement Specification of Release 3 (part 2)</li> <li>• Implementation document: Snapshots of Admission Record System</li> <li>• Implementation document: Snapshots of Course Registration System Module and Qualifications Framework Support based on Release 1 pilot system</li> </ul>	<p>2 Project Coordinators</p> <p>2 Research Assistants</p> <p>1 Representative from IT team</p>

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<p>July 2013 to July 2013</p> <p>The Community College at Lingnan University</p>	<p><b>Milestones completed:</b></p> <p><b>2. Conduct of loading test for the system</b></p> <ul style="list-style-type: none"> <li>• Loading test for the pilot system including Release 1, Release 2 and Release 3 were conducted by the development team</li> </ul> <p>The following document was produced:</p> <ul style="list-style-type: none"> <li>• Loading Test Report</li> </ul>	<p>2 Project Coordinators</p> <p>1 Research Assistant and 1 Part-time Information Assistant</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>• Conduct of loading test for the system</li> <li>• Development of pilot system with admission record system, course registration system module and qualifications framework support</li> </ul>	100%	N/A
<b>Overall Project</b>	<b>67%</b>	<b>N/A</b>
<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.)

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

- As per 31 July 2013 balances including purchases order commitment.

Expenditure items	Approved budget (a)	Committed or actual expenditure (b)	Balance [(a)-(b)]
a. Manpower	1,446,000.00	736,582.43	709,417.57
b. Equipment / facilities	182,000.00	158,552.70	23,447.30
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	525.10	127,974.90
<b>Total</b>	<b>1,780,500.00*</b>	<b>897,271.23</b>	<b>883,228.77</b>
<i>Project Income (if any)</i>			<i>0</i>
<b>Total Balance</b>			<b>883,228.77</b>

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