

# Quality Enhancement Grant Scheme

**Progress Report**

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

Project Period : From 02/2011 (month/year) to 07/2011 (month/year)

## Part A

Project Title : Design Innovation Centre (DIC)

Name of Grantee : The Chinese University of Hong Kong

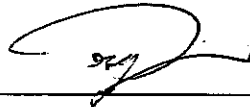
Project Period : From 02/2011 (month/year) to 07/2012 (month/year)

## 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: Joseph HUNG

Name of Grantee School of Continuing & Professional Studies, CUHK

Position of Authorized Head of Art, Music and the Person: Humanities Division

Date: 24 Aug 2011

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

# Quality Enhancement Grant Scheme

## 1. Progress Overview

Design Innovation Centre (DIC) is established to promote the comprehensive excellence in design education and to improve the overall teaching and learning experiences of the design instructors and students, cultivate an aesthetic awareness among all the students, and enhance students' future employability by better equipping them with practical design competence.

Below is the summary of the project progress in the first six months (STAGE ONE):

### 1.1. Formation of a Task Force and Advisory Group

A task force was set up to plan the implementation details and monitor the progress of the project. The members include:

- Mr Joseph Hung, Head of Art, Music and the Humanities Division (Chairman)
- Ms Mimi Liu, Centre Manager
- Ms Manda Wan, Programme Coordinator (Secretary)
- Mr Desmond Ho, Senior IT Manager
- Mr Benson Lee, IT Services Technician
- Mr Ray Yiu, Technician
- Mr Ivan Cheung, Technician (newly recruited technician, joined from May)

Besides, we have invited the following persons to be the advisory group members:

- Dr P C Chui, Programme Coordinator
- Ms Angela S Taekul, Full-time Instructor
- Mr Andy Lai, Full-time Instructor
- Mr Janson Lai, Part-time Instructor

External consultants may be sought out at STAGE TWO to give more professional advice on the enhancement of the centre.

### 1.2 Identification of Ideal location

After consideration of room utilization, need for art course development and minimization of adverse impact on the existing usage of classroom, it was finally decided to refurbish an existing classroom in Tsim Sha Tsui Oriental Learning Centre i.e. OC Rm 802 to be the Design Innovation Centre.

The size of the centre is 68.04M<sup>2</sup>.

# Quality Enhancement Grant Scheme

## **1.3 Design the Overall Setting and Renovation**

Between February and July, the task force members with staff from other CUHK units (i.e. Estate Management Office (EMO) and Audio Visual Services Unit AVSU) met regularly to discuss the overall setting and renovation schedule of the Centre.

The renovation work started in mid-July and will be completed in mid-August, which was one month behind the expected schedule. The delay was caused by the following reasons:

- (1) There were still classes arranged in the classroom in early June.
- (2) The process of clearing up stuff in the classroom was longer than expected.
- (3) Lots of issues needed to be negotiated back and forth before commencement of the renovation work

(Please refer to **Appendix [1.1] & [1.2]** for DIC floorplan and renovation schedule and **Appendix [2.1] - [2.3]** for DIC photos - before renovation, renovation in progress & after renovation)

## **1.4 Tendering Procedure and Procurement of Furniture, Equipments, Software, Computer Facilities and Learning Materials**

Meetings with different parties were held to advise, review and finalize all procurement items like furniture, equipments, software and computer facilities, design tools and learning materials. The tendering procedure and preparation for quotations of all major items were completed and the procurement procedure are well in progress, except for those items which are either out of stock or pending for their updated version to be released soon. All the purchased items will be delivered to the Centre by the end of August.

Quotations for learning materials (i.e. books and magazines) were sought and some orders were placed. In order to catering to instructors and students' specific needs in teaching and learning, more learning materials and other items such as e-learning packages, design tools and stationery will be purchased upon collecting instructors and students' opinions and feedback through pilot-testing and review at Stage Two.

(Please refer to **Appendix [3.1] – [3.4]** for the list of different procurement items – furniture, AV equipment, IT equipment, Learning Materials )

## **1.5 Recruitment of a Full-time Technician and Website Construction**

A full-time technician Mr Cheung Chi Man, Ivan was recruited. He reported duty on 3 May. Ivan will be stationed in the Centre starting from September and will be responsible for all the operation of the Centre. In the meantime, he is stationed at head office, responsible for development of the Centre's website (tentative link: <http://www.hdcd.scs.cuhk.edu.hk/dic-draft/index.html>) and organization of e-archive.

# Quality Enhancement Grant Scheme

The website for the Centre is now under construction. It is expected that the website can be officially launched in October.

(Please refer to **Appendix [4.1] & [4.2]** for the recruitment advertisement and employment contract of the full-time technician. Please refer to **Appendix [5]** for DIC webpage screens )

## 1.6 Setting up of IT infrastructure and system for the Centre

All the setting up of IT infrastructure such as Wi-Fi and networking is ready. Due to the delay in the completion of renovation work, the installation of computer hardware, software, library system and security system is expected to be completed in late August.

## 2. Project activities held/completed during the reporting period

Regular meetings or activities have been conducted during the reporting period to discuss on the implementation of the whole project.

<b>Dates, time and venues</b>	<b>Brief descriptions of activities and resources used for implementing the Project *</b>	<b>Number and types of participants (if applicable)</b>
Dec 2010 – early Feb 2011	- Formation of a Task force and Advisory Group - Identification of an ideal location	Decision made by School's Executive Board Meeting
10 Feb 2011, 2:30pm, IUH 2/F Conference Room	Meeting to discuss the implementation details of the project	Task Force Members & Advisory Group
17 Feb 2011, 11:00am, OC Rm 802	Site visit and discussion on overall setting and renovation work	Task Force Members, Advisory Group, EMO and AVSU staff
2 Mar 2011, 4:00pm, OC Rm 802	Site visit and confirmation of furniture measurement and setting	Task Force Members
10 Mar 2011, 10:30am, OC Rm 802	Site visit and further discussion on the overall setting and renovation work	Task Force Members and EMO staff

# Quality Enhancement Grant Scheme

16 Mar 2011, 3:00pm, OC Rm 802	Site visit and further discussion on the overall setting and renovation work	Task Force Members and EMO staff
13 April 2011, 12:30pm, IUH 2/F Conference Room	Meeting to discuss on the AV equipment setting	Task Force Members and AVSU staff
18 May 2011, 4:00pm, OC Rm 802	Meeting to discuss on the security system, budget, procurement lists of furniture, AV equipment and computer facilities etc.	Task Force Members and EMO staff
June (discussion through phones, emails or other informal meetings)	Review on order list of computer facilities and IT equipment after comparison and seeing demonstration.  Discussion on website content and preparation of e-archive.  Consultation on the learning materials to be ordered.	Task Force Members & Advisory Group
29 Jun 2011, 3:30pm OC Rm 802	Meeting to confirm final setting of the centre and the procurement items.	Task Force Members and EMO staff
* 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.).		

### 3. 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
1. Formation of a task force and advisory group	100%	/
2. Identify an ideal location	100%	/
3. Design the overall setting	100%	/
4. Tendering procedure, procurement service and	100%	/

# Quality Enhancement Grant Scheme

coordination by the University		
5. Recruitment of a full-time technician	100%	/
6. Procurement of tailor-made furniture, design tools and equipments	100%	More items to be purchased at Stage Two after collecting instructors and students' feedback.
7. Setting up of IT infrastructure and system for the Centre	100%	/
8. Procurement of software, e-learning package licences, computer facilities	100%	More items to be purchased at Stage Two after collecting instructors and students' feedback.
9. Procurement of stationery, and learning materials such as books, magazines, DVDs etc.	100%	More items to be purchased at Stage Two after collecting instructors and students' feedback.
<b>Overall Project</b>	<b>100%</b>	<b>/</b>
<b>** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.</b>		

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

<b>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)</b>	<b>Date of approval sought from QEGS Secretariat</b>
During the reporting period, the project is in good progress and no project variation is recorded.	

# Quality Enhancement Grant Scheme

## 5. Financial position as at the end date of the reporting period

Expenditure items	Approved budget (a)	Committed + actual expenditure (b)	Balance [(a)-(b)]
a. Manpower	\$300,000	\$46,519	\$253,481
b. Equipment / facilities			
- Furniture, Equipment and Design Tools	\$350,000	\$209,833	\$140,167
- IT infrastructure & system, computer facilities & software	\$850,000	\$440,672	\$409,328
- Learning materials	\$150,000	\$13,845	\$136,155
c. Services	\$15,000	\$15,000	0
d. General expenses	\$10,000	/	
e. Others	\$20,000	/	
<b>Total</b>	<b>\$1,695,000</b>	<b>\$725,869</b>	<b>\$939,131</b>
<i>Project Income (if any)</i>			
<i>Total Balance</i>			<b>\$939,131</b>

(Please refer to **Appendix [6]** for DIC project budget of the reporting period, **Appendix [7.1]-[7.4]\*** for quotations, tendering and purchase order documents. \*These documents are not completed as some tendering /procurement procedure are still in progress and the related documents are being handled or kept by different parties at the time this report is submitted.)

## 6. Conclusion

In the reporting period, we have completed all the major milestones as stated in the proposal and it is estimated that the whole project has been completed 40%. The 1.5 year project is slightly behind the schedule (i.e. one month only) due to the delay in completion of renovation but overall is in very good progress.