

Quality Enhancement Grant Scheme

Progress Report

Project No. : 10/QEGS/09-10

Project Period : From 08/2011 (month/year) to 01/2012 (month/year)

Part A

Project Title : Design Innovation Centre

Name of Grantee : The Chinese University of Hong Kong

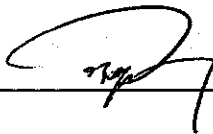
Project Period : From Aug 2011 (month/year) to Jan 2012 (month/year)

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 &
Organization: Professional Studies, CUHK

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

Date: 17 Feb 2012

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

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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 between 1 Aug 2011 and 31 Jan 2012 (Stage Two).

1.1 Rectifications of renovation defect

The renovation work of the Centre was basically completed by mid-August. Some renovation defects were identified and the defect rectification works were completed in late October. (Please refer to **Appendix [1]** for DIC photos after renovation.)

1.2 Completion of setting up IT infrastructure & construction of centre's website

We didn't get the eight Mac Pro monitors until mid-October due to tight supply of the model. Therefore, the setting up of IT infrastructure (e.g. connection between Mac Pro and scanner, poster printer and auto-debit system etc.) and installation of computer software were not totally completed until early November.

The framework and content of the Centre's website and the Online Resource Catalog were completed in late October. Apart from Centre's service and resource information, instructors and students can also check DIC's collection and e-copies of students' artworks through the Centre's website. The website address is: www.dic.scs.cuhk.edu.hk (Please refer to **Appendix [2]** for DIC webpage screens)

1.3 Acquisition of Centre's reference materials and necessity items

More reference books were ordered and more magazines were subscribed. Necessity items such as security cable locks, ink cartridge and different kinds of paper for poster printer were purchased.

1.4 Pilot Test of all equipment and preparation of centre regulations & user guidelines

Centre regulations, borrowing rules of learning materials, booking system of project room and self-access computer workstations, and user guidelines of different equipment (i.e. A3 scanner, Poster Printer, Multi-function copier etc.) were prepared and uploaded to the Centre's website. And pilot test of all equipment was conducted between late August and early November.

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1.5 DIC logo competition

A Design Innovation Centre Logo competition was held in late October. The assessment and result announcement were made in early November. The Champion's logo design is adopted as Centre's official logo. The presentation of the award was conducted at the Opening Ceremony on 16 December. (Please refer to **Appendix [3]** for DIC Logo Competition details)

1.6 Preparation of Centre's Leaflet

A leaflet introducing all the Centre's service and resources was designed in late November and was ready for distribution in early December. (Please refer to **Appendix [4]** for DIC leaflet)

1.7 Pilot test and review – Centre Introduction Workshop and partially open

The Centre has been open to instructors and students of Higher Diploma Programme in Commercial Design and Higher Diploma Programme in Fashion Design & Product Development starting from 8 November. A total of eight sessions of "DIC Service and Resource Introduction Workshop" were offered to instructors and students to promote Centre's service. (Please refer to **Appendix [5]** for DIC Service and Resource Introduction Workshop Photos)

1.8 Opening Ceremony

The Design Innovation Centre's Opening Ceremony was held at 5:00pm on 16 December at DIC. *Dr. Kan Tai-keung* SBS, Director, Kan & Lau Design Consultants, *Prof. Harold Mok Kar-leung*, Chairman and Professor of the Department of Fine Arts, CUHK and *Dr. Victor Lee*, Director, School of Continuing and Professional Studies, CUHK were invited to be the officiating guests of the Opening. There were around 40 instructors, staff and students attending the ceremony. (Please refer to **Appendix [6.1 - 6.3]** for DIC Opening Ceremony Rundown, Photos and DIC Introduction Powerpoint which was presented at the DIC Opening.)

2. 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)
Mid-Aug to Late Oct 2011 at DIC	Several formal and informal meetings were held to identify renovation defects and follow up with the progress of defect rectifications	Ms Manda Wan, Mr Ivan Cheung, Mr Ray Yiu & EMO staff

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Mid-Aug to early November (discussion through phones, emails or other informal meetings)	<ul style="list-style-type: none"> - Discussion on Centre's regulations, booking system, and website content - Consultation on the learning materials to be purchased 	Task Force Members & Advisory Group
8 Nov 2012	Centre partially open to Higher Diploma Programme in Commercial Design (HDCD) & Higher Diploma Programme in Fashion Design and Product Development (HDFD) instructors and final year students (Pilot Test)	HDCD & HDFD instructors & final year students
21 Nov 2011	Centre fully open to all HDCD & HDFD instructors & students <i>Note: The Centre is fully open to all Higher Diploma Programme students starting from Feb 2012 (Stage Three).</i>	HDCD & HDFD instructors & students
Late Nov to Early Dec	DIC Service & Resource Introduction Workshop (Total: 8 sessions)	
21 Nov 2011, 16:30-17:15 at DIC	Session 1 Higher Diploma Programme in Commercial Design (HDCD) Class 309B	Mr Ivan Cheung, Ms Manda Wan, HDCD class teacher & students
23 Nov 2011, 15:00-15:45 at DIC	Session 2 HDCD Class 210A	Mr Ivan Cheung, HDCD class teacher & students
24 Nov 2011, 15:00-15:45 at DIC	Session 3 HDCD Class 310A	Mr Ivan Cheung, HDCD class teacher & students
30 Nov 2011, 11:30-12:15 at DIC	Session 4 HDCD Class 310C	Mr Ivan Cheung, HDCD class teacher & students
30 Nov 2011, 15:00-15:45 at DIC	Session 5 HDCD Class 210A	Mr Ivan Cheung, HDCD class teacher & students
5 Dec 2011, 15:30-16:15 at DIC	Session 6 HDCD Class 310B	Mr Ivan Cheung, HDCD class teacher & students

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8 Dec 2011, 15:30-16:15 at DIC	Session 7 HDCD Class 311A	Mr Ivan Cheung, HDCD class teachers & students
12 Dec 2011, 15:30-16:15 at DIC	Session 8 HDCD Class 211A	Mr Ivan Cheung, HDCD class teachers & students
September to Late November	Preparation for DIC promotion and Opening Ceremony	Mr Joseph Hung, Ms Manda Wan, Mr Ivan Cheung, Ms Ivy Lau
19 Sep – 14 Nov 2011	DIC logo competition, assessment and result announcement	Mr Joseph Hung, Mr Ivan Cheung, HDCD programme coordinators & full-time instructors
15 Nov 2011 – 09 Dec 2011	DIC leaflet design and production	Ms Manda Wan, Ms Angela S Taekul, Mr Ivan Cheung, Ms Chung Pui Yu
16 Dec 2011, 17:00 -18:30 at DIC	Design Innovation Centre Opening Ceremony Officiating Guests: - Dr. Kan Tai-keung SBS, Director, Kan & Lau Design Consultants - Prof. Harold Mok Kar-leung, Chairman and Professor of the Department of Fine Arts, The Chinese University of Hong Kong - Dr. Victor Lee, Director, School of Continuing and Professional Studies, The Chinese University of Hong Kong	Opening officiating guests, CUSCS staff and students

*** 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.).**

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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
Pilot-testing and Review	100%	/
Preparation for the Design Innovation Centre's opening and promotion of the services	100%	/
Overall Project	100%	/
** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.		

4. 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
During the reporting period, the project is in good progress and no project variation is recorded.	/

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5. 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	\$300,000	\$146,302	\$153,698
b. Equipment / facilities			
- Furniture, Equipment and Design Tools	\$350,000	\$244,653	\$105,347
- IT infrastructure & system, computer facilities & software	\$850,000	\$752,763	\$97,237
- Learning materials	\$150,000	\$39,299	\$110,701
c. Services	\$15,000	\$15,000	0
d. General expenses	\$10,000	\$8,924	\$1,076
e. Others	\$20,000	0	\$20,000
Total	\$1,695,000	\$1,206,941	\$488,059
<i>Project Income (if any)</i>			
<i>Total Balance</i>			\$488,059

(Please refer to **Appendix [7.1]** for DIC project expenditure details of the reporting period. Please refer to **Appendix [7.2]** for the quotations, purchase orders and invoices. Please note that these documents are not completed as some procurement procedures 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 (Stage Two). It is estimated that the whole project has been completed 70%.