

# Quality Enhancement Grant Scheme

**Progress Report**

**Project No. : 05/QEGS/A-08-09**

Project Period : From October 2011 (month/year) to April 2012 (month/year)

## Part A

Project Title : Design and Provision of Online Whole-person Development Services for Students at HKU SPACE Community College

Name of Grantee : School of Professional and Continuing Education, The University of Hong Kong

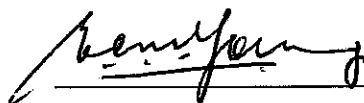
Project Period : From October 2011 (month/year) to September 2013 (month/year)

## 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: Prof. Enoch C.M. Young

Name of Grantee  
Organization:

School of Professional and  
Continuing Education,  
The University of Hong Kong

Position of Authorized  
Person:

Special Adviser to Director,  
HKU SPACE; Chief  
Adviser, HKU SPACE  
Centre for Research in  
Continuing Education and  
Lifelong Learning

Date:

15 June 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)
Oct 2011 – Dec 2011	Form the project team ✓ An IT Officer was recruited for the project, who reported duty on 9 Jan 2011. ✓ Design the online whole person development platform ✓ Three meetings were held for discussing the project framework. After that, team members have been working out the details of the new online platform, such as the website structure, contents and job allocation. ✓ A tentative sitemap for the online platform was drawn. (Appendix 1)	All team members
Jan 2012 – Mar 2012	Develop the online whole-person development platform ✓ Quotations of some software, accessories and server for establishing the platform were obtained. ✓ A main page of the online whole person development platform was designed and developed. ( <a href="http://wpd.hkustspace.hku.hk/">http://wpd.hkustspace.hku.hk/</a> ) (Appendix 2)	IT Officer
Mar 2012 – Apr 2012	Launch the online whole person development platform ✓ A preliminary website was launched for students' reference, which would be progressively furnished with contents in the categories of career, social and spiritual developments.	All team members

\* 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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## 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
Form the project team	100%	
Design the online whole person development platform	100%	
Develop the online whole person development platform	100%	
Launch the online whole person development platform	100%	
<b>Overall Project</b>	<b>25%</b>	
** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.		

## 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
We have sent an email to EDB on 2 April 2012 for applying to recruit one freelance graphic designer for helping design the new online platform. Since the cost can be covered by the unutilized manpower budget, the total budget for manpower will not be affected.	21 May 2012

## 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	HK\$970,480	HK\$96,089	HK\$874,391
b. Equipment / facilities	HK\$127,500	-	HK\$127,500
c. Services	HK\$230,000	-	HK\$230,000
d. Others	HK\$134,020	-	HK\$134,020

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e. Contingency	HK\$50,000	-	HK\$50,000
<b>Total</b>	<b>HK\$1,512,000</b>	<b>HK\$96,089</b>	<b>HK\$1,415,911</b>
<i>Project Income (if any)</i>			
<i>Total Balance</i>			<i>HK\$1,415,911</i>

\* As at financial statement dated 31 March 2012.