

# Quality Enhancement Grant Scheme

Progress Report

Project No. : 18/QEGS/2011

Reporting Period : From May 2012 (month/year) to September 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: 

Organisation Chop: 

Name of Authorised Person: Prof. Enoch C.M. Young

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

Position of Authorised Person:

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

Date:

31 October 2012

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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)
May 2012 – June 2012	<p>Two meetings were held during which the following issues were discussed:</p> <ul style="list-style-type: none"> <li>➤ Revision of the sitemap (Appendix 1)</li> <li>➤ Revision of the front page design (Appendix 2)</li> <li>➤ Discussion on the contents to be included in the “Career Development” package</li> <li>➤ Content development and content provision by project team members based on their specialties.</li> </ul>	<p>IT Officer</p> <p>All team members</p>
May 2012 – Aug 2012	<p>Preparation of the contents of the online “Career Development Guidance” package as shown in the sitemap (Appendix 1), URL: <a href="http://wpd.hkuspace.hku.hk/career_development_introduction.html">http://wpd.hkuspace.hku.hk/career_development_introduction.html</a> (Appendix 3).</p> <ul style="list-style-type: none"> <li>➤ Restructuring of the contents hierarchy under Career Development package</li> <li>➤ Collection of photos for package graphic design</li> <li>➤ Doing video shootings and editing for Career Planning Workshops (for students)</li> <li>➤ Doing templates design and implement the contents to the website</li> <li>➤ Obtaining quotations of softwares, accessories and computer equipments.</li> </ul>	<p>IT Officer</p>
Sep 2012 – Oct 2012	<p>Feedback through focus groups’ discussions</p> <ul style="list-style-type: none"> <li>➤ Website content linkage and functionality checking with different team</li> <li>➤ Revising problem linkage and doing enhancements of the package content display to make it more user-friendly</li> </ul>	<p>All project team members</p>
Sep 2012 – Oct 2012	<p>Revision of the “Career Development” package based on feedback from focus groups</p>	<p>IT Officer</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.).

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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
➤ Preparation of the contents of the online career development guidance package	100%	
➤ Implementation of online career guidance services	100%	
➤ Collection of users' feedback through focus group discussions	100%	
<b>Overall Project</b>	<b>50%</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
No project variation during the 2 <sup>nd</sup> six month.	Not applicable

## 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	970,480 ✓	330,616 ✓	639,864 ✓
b. Equipment / facilities	127,500 ✓	4,802 ✓	122,698 ✓
c. Services	230,000 ✓	-	230,000 ✓
d. Others	134,020 ✓	-	134,020 ✓
e. Contingency	50,000 ✓	-	50,000 ✓
<b>Total</b>	<b>1,512,000 ✓</b>	<b>335,418 ✓</b>	<b>1,176,582 ✓</b>
<i>Project Income (if any)</i>			-
<i>Total Balance</i>			<i>1,176,582 ✓</i>

\*As at financial statement dated 30 Sep 2012.