

# Quality Enhancement Grant Scheme

Progress Report

Project No. : 18/QEGS/2011

Reporting Period : From October 2012 (month/year) to March 2013 (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: \_\_\_\_\_

*Zhang Weiyuan*

Organisation Chop: \_\_\_\_\_



Name of Authorised Person: \_\_\_\_\_

Dr. ZHANG Weiyuan

Name of Grantee Organisation: \_\_\_\_\_

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

Position of Authorised Person: \_\_\_\_\_

Head, HKU SPACE Centre for Research in Continuing Education and Lifelong Learning

Date: \_\_\_\_\_

13 May 2013

# Quality Enhancement Grant Scheme

## 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)                  |
|------------------------|---|---|
| Sep 2012 – Mar 2013    | Workshops for counsellors, teachers and students were conducted (Appendix 1). ✓   | All team members  |
| Oct 2012 – Nov 2012    | <p>Follow-up actions for the "Career Development" package:</p> <ul style="list-style-type: none"> <li>➤ Revise the project sitemap (Appendix 2) ✓</li> <li>➤ Consent to adopt English as the default website language, while Chinese contents would be included if available</li> <li>➤ Fine-tune the webpage layout for better alignment and easy for navigation</li> </ul> <p>Preparation of the contents and implementation of online social development guidance services:</p> <ul style="list-style-type: none"> <li>➤ Review the existing contents on the old website</li> <li>➤ Discuss the contents of the "Social Development" package</li> <li>➤ Prepare contents for the "Social Development" package</li> <li>➤ Collect contents and photos of various activities of social development at HKU SPACE Community CollegeDevelop an "Activities Photo Corner" that serves as photos gallery with event summaries and student sharing:<br/><a href="http://wpd.hkospace.hku.hk/activities_photo_corner.html">http://wpd.hkospace.hku.hk/activities_photo_corner.html</a><br/>(Appendix 3) ✓</li> </ul> <p>Development of Content Management System (CMS) for:</p> <ul style="list-style-type: none"> <li>➤ Activities registration</li> <li>➤ Activities of outside organizations</li> <li>➤ Newsletter &amp; leaflet</li> <li>➤ Individual appointment</li> <li>➤ News and announcement</li> <li>➤ Index page advertisement area</li> </ul> <p>Quotations collection and procurement of software, accessories and computer equipment</p> | <p>All team members</p> <p>All team members</p> <p>IT Officer</p> |

# Quality Enhancement Grant Scheme

|                        |  |   |
|------------------------|--|---|
| Nov 2012 –<br>Mar 2013 | <p>Review and discussion of the Content Management System (CMS) in respect of the administration workflow and further development and enhancement.</p> <p>Implementation of online Social Development guidance services:<br/><a href="http://wpd.hkustspace.hku.hk/social_development_what_and_why.html">http://wpd.hkustspace.hku.hk/social_development_what_and_why.html</a><br/>(Appendix 4): ✓</p> <p>Conduction of workshops on the use of Whole Person Development website to teachers, students and counselors. ✓</p> <p>Collect feedback from counsellors and teachers through focus groups discussions (Appendix 5) ✓</p> | <p>IT Officer</p><br><p>IT Officer</p><br><p>Nancy Lo &amp;<br/>Esther Cheung</p><br><p>All members</p> |
| Mar 2013               | <p>Preparatory work for the "Spiritual Development" package:</p> <ul style="list-style-type: none"> <li>➤ start preparing contents of the spiritual development guidance services</li> <li>➤ Review the existing contents on the old website</li> <li>➤ Discuss the specific contents to be included in the spiritual development guidance services</li> </ul> <p>Discuss and develop promotion materials to introduce the Whole Person Development website, which would be distributed to students during workshops and other students' activities (Appendix 6). ✓</p>  | All team members  |

## 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 social development guidance package   | 100%       |         |
| ➤ Implementation of online social development guidance services   | 100%       |         |
| ➤ Collection of users' feedback through focus group discussions <ul style="list-style-type: none"> <li>➤ Note: (The last focus group discussion for students was re-scheduled for the week of June 13 in order to avoid student's exam period and the report would be supplemented later.)</li> </ul> | 100%       |         |

# Quality Enhancement Grant Scheme

|   |            |  |
|---|------------|--|
| <b>Overall Project</b>  | <b>75%</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<br>(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 |
|---|---|
| Approval was obtained for re-allocation of HK\$100,000 originally set aside for purchasing a server [ <i>Equipment and Facilities/Server</i> ] to the purchase of equipment [ <i>Services – Content preparation/Video/audio content production</i> ]. | 7 Dec 2012                                    |

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

| Expenditure items              | Approved budget<br>(a) | Committed or actual expenditure<br>(b) | Balance<br>[(a)-(b)] |
|--------------------------------|------------------------|--|----------------------|
| a. Manpower                    | 970,480                | 583,526 ✓                              | 386,954 ✓            |
| b. Equipment / facilities      | 127,500                | 41,469 ✓                               | 86,031 ✓             |
| c. Services                    | 230,000                | 27,000 ✓                               | 203,000 ✓            |
| d. Others                      | 134,020                | 264 ✓                                  | 133,756 ✓            |
| e. Contingency                 | 50,000                 | - ✓                                    | 50,000 ✓             |
| <b>Total</b>                   | <b>1,512,000</b> ✓     | <b>652,259</b> ✓                       | <b>859,741</b> ✓     |
| <i>Project Income (if any)</i> |                        |  |                      |
| <i>Total Balance</i>           |                        |  | <i>859,741</i> ✓     |