

# Quality Enhancement Grant Scheme

**Progress Report**

**Project No. : 19/QEGS/2011**

Reporting Period : From Sep/2011 (month/year) to Feb/2012 (month/year)

## Part A

Project Title : **Development of a Knowledge Management Platform for Resource Sharing in Teaching and Learning**

Name of Grantee : **School of Professional and Continuing Education, The University of Hong Kong (HKU SPACE)**

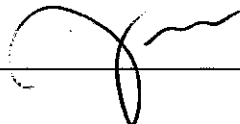
Project Period : From Sep/2011 (month/year) to Feb/2014 (month/year)

## 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: Lam Yuet Ching Jeanne

Name of Grantee **HKU SPACE**

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

Position of Authorised Person: **Associate Head, Centre for Cyber Learning**

Date: 30-Apr-2012

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

**Quality Enhancement Grant Scheme**  
**1<sup>st</sup> Progress Report**  
**(Sep 2011 – Feb 2012)**

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

Development of a Knowledge Management Platform for  
Resource Sharing in Teaching and Learning  
建立教學資源分享的知識管理平台

## **1. Project Objectives**

- 1.1. This project is intended to design and develop an online Knowledge Management (KM) platform to accommodate all existing teaching and learning resources at the HKUSPACE Community College. These digital or non-digital resources include audio-visual materials and text resources which could be shared, re-used, adapted or adopted, re-built by teachers and students anytime, anywhere.

There are five major target goals:

- (i) Develop an organizational knowledge-based assets library to retain good teaching and learning practice, diffuse knowledge, and share resources for staff and students;
- (ii) Develop a knowledge management system to enhance staff members' teaching quality and offer staff continuous professional development;
- (iii) Develop an organizational knowledge management strategy to facilitate a sustainable and transferable professional teaching and learning practice;
- (iv) Leverage the collective knowledge in the Community College and strengthen collaborations in order to create a more competitive organization; and
- (v) Develop an organizational culture for sharing good teaching experiences, learning resources and practice.

## **2. Project Activities during the 1<sup>st</sup> Six Months**

### **2.1 Formation of project team and staff recruitment**

The first task of this project was to recruit project staff who are responsible for system development and project coordination with administrative support. Based on the approved budget, one System Developer and one Project Officer were recruited. The System Developer is responsible for the system design, system development, database setup, generate usage report(s) and on-going technical support to the users. The Project Officer is responsible for project coordination, administrative support, conduct survey, arrange pilot group study, literature searches and generate project findings. The Project Officer had reported duty on 26 January 2012. The team found difficulty in recruiting technical staff. After three rounds of recruitment exercise, the System Developer was finally recruited and reported duty on 20 February 2012.

## 2.2 Project Meetings

Regular project meetings were held every 3 months. During the meetings, members reported the project progress and discussed all project related matters. Since the project commencement, two project team meetings had been held and details are summarized into the following table.

Date	Brief Description
<p>9 Dec 2011, 2:30 - 4:00pm</p>	<p><b>Venue:</b> 12/F, Meeting Room 1, United Centre, 18 Harcourt Road, Admiralty, Hong Kong</p> <p><b>Discussed topics:</b></p> <ul style="list-style-type: none"> <li>• Define the project objectives</li> <li>• Discuss project schedule</li> <li>• Report on staff recruitment status</li> </ul> <p><b>Participants:</b> Dr. Weiyuan Zhang (Head, Centre for Cyber Learning) [Chairman] Dr. FT Chan (Vice President, Community College) Ms. Jeanne Lam (Associate Head, Centre for Cyber Learning) Ms. Agnes Fong (IT Officer, Centre for Cyber Learning) Ms. Macy Lau (Executive Assistant II, Centre for Cyber Learning) [Secretary]</p>
<p>22 Mar 2012, 2:00 - 4:15pm</p>	<p><b>Venue:</b> 11/F, Meeting Room, Fortress Tower Learning Centre, 250 King's Road, North Point, Hong Kong</p> <p><b>Discussed topics:</b></p> <ul style="list-style-type: none"> <li>• Report on staff recruitment exercise</li> <li>• Share KM implementation from other institutes</li> <li>• Undertake platform studies and presentation to all team members and detail discussions about platform options</li> <li>• Propose to perform pilot system test with ViMP and Kaltura</li> <li>• Discuss system framework</li> <li>• Report on equipment procurement</li> <li>• Discuss upcoming six months implementation plan</li> </ul> <p><b>Participants:</b> Ms. Jeanne Lam (Associate Head, Centre for Cyber Learning) [Chairman] Dr. FT Chan (Vice President, Community College) Dr. Weiyuan Zhang (Head, Centre for Cyber Learning) Ms. Agnes Fong (IT Officer, Centre for Cyber Learning) Ms. Kennis Yan (IT Officer, Centre for Cyber Learning) Mr. Henry Tam (Assistant IT Officer, Centre for Cyber Learning) Mr. Kenny Leung (Executive Assistant II, Centre for Cyber Learning) [Secretary]</p>

\* Meeting Minutes were attached in Appendix I.

- 2.3 Quotation of one Sony PC notebook and one 13" MacBook Pro and related software was collected from different vendors. The notebooks will be used by the two recruited staff for this project for development and presentation purposes.

### 3. Project Milestones and Deliverables

Although the project was delayed due to staffing matters, the team caught up and completed all 1<sup>st</sup> six months milestones as planned with all team members' effort.

#### 3.1 Definition of scope and scale of the knowledge management system

The platform should support teachers by providing useful teaching and learning resources and allowing re-use of e-learning objects among staff within the School. Develop an organizational culture for sharing good teaching and learning resources, experiences and practices across different subject domain. Develop copyrights acknowledgement for the School to the public and reaching bilateral agreements with the part-time teachers for sharing or re-distribute their personal resources. The system contains rich-multimedia learning objects such as video, graphics, documents, audio and photo, etc. All students can be benefited by teachers' shared resources from the same or different subject domain. Students can also share their views on particular materials or subject domain via the system.

#### 3.2 Develop a system framework

A system framework has been developed based on the School needs and requirements in this project. The team has performed initial discussions and agrees the overall structure and features of the system (*\*See Appendix V for details*). The system shall have two types of accounts in terms of teacher role and student role. Teacher role has the capability to upload and share video while student role can review materials without upload rights. Classification of teaching and learning materials will be developed. Implement a FAQ mechanism to provide just-in-time support for common questions for the use of the system. System administrator should provide protocol to generate system usage reports regularly. And, the team shall further investigate supported browser types based on the School standard and implement necessary security control to the system for data encryption. Adjustment to the system framework shall be made when the pilot system test is completed.

#### 3.3 Conduct of feasibility and requirement studies of online system.

Firstly, a preliminary search in Hong Kong and overseas institutes on KM related project. Study whether there are any useful resources, platform options or project experience as starting point. After that, start search for suitable licensed or open-source platforms available in the market and evaluate which platform fulfills our School's needs and requirements for this project. The team has shortlisted 12 possible platforms and evaluated their detail features and chosen three of the potential platforms – ViMP, PHP Motions and Kaltura for detail feature comparisons. The team has viewed and discussed the features of these three platforms and decided to perform a pilot system test with ViMP and Kaltura, by implementing real teaching and learning materials, before making final decision.

*\*See Appendix II – KM projects & platforms overview, Appendix III - Video sharing platforms study and Appendix IV - details specification feature comparisons.*

<b>Milestones</b>	<b>Percentage of Completion</b>
1.1 Definition of scope and scale of the knowledge management system	100%
1.2 Design of system framework	100%
1.3 Conduct of feasibility and requirement studies of online system	100%

#### **4. Project Variation**

During the reporting period, there is no project variation.

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

<b>Expenditure items</b>	<b>Approved budget (a)</b>	<b>Committed or actual expenditure (b)</b>	<b>Balance [(a)-(b)]</b>
a. Manpower	\$1,185,600 ✓	\$25,963	\$1,159,637 ✓
b. Equipment / facilities	\$134,000 ✓	-	\$134,000
c. Services	\$99,000 ✓	-	\$99,000
d. General expenses	\$15,000 ✓	-	\$15,000
e. Others	\$62,000 ✓	-	\$62,000
f. Contingency	\$46,400 ✓	-	\$46,400
<b>Total</b>	<b>\$1,542,000 ✓</b>	<b>\$25,963 ✓</b>	<b>\$1,516,037 ✓</b>
<b>Project Income (if any)</b>			<b>-</b>
<b>Total Balance</b>			<b>\$1,516,037</b>