

Quality Enhancement Grant Scheme

Progress Report

Project No. : 19/QEGS/2011

Reporting Period : From Mar/2012 (month/year) to Aug/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-Sep-2012

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

Quality Enhancement Grant Scheme
2nd Progress Report
(Mar 2012 – Aug 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 Activities during the 2nd Six Months

1.1 Staffing

The System Developer had left school on 31 July 2012. The recruitment exercise is in progress and the interview would be arranged in Sep-2012.

1.2 Project Activities

Regular project meetings were held every 2-3 months. During the meetings, members shared and updated each other on the project's progress and discussed all project related matters. During the 2nd six months, two project team meetings had been held and details are summarized into the following table.

Date	Nature	Brief Description
5 June 2012, 5:00 - 7:30pm 	Project Meeting	Venue: 12/F, Meeting Room 1, United Centre, 18 Harcourt Road, Admiralty, Hong Kong Discussed topics: <ul style="list-style-type: none"> • Presentation and Demonstration of pilot systems – PHP motion and ViMP • Investigation on Broadband usage and cost and server charge • Discussion the pros and cons between PHP motion and ViMP and which system is suitable for the School • Details discussion on system framework • Discussion on copyright issue • Adoption or apply Creative Commons and use of OER • Teaching materials copyright ownership for full-time and part-time teachers at HKU SPACE • Report on equipment procurement • Discussion on upcoming three months implementation plan

7 Aug 2012, 2:10 - 3:00pm	Project Meeting	<p>Venue: 12/F, Meeting Room 1, United Centre, 18 Harcourt Road, Admiralty, Hong Kong</p> <p>Discussed topics:</p> <ul style="list-style-type: none"> • Report on staff update and staff recruitment exercise • Report on development and procurement of ViMP • Discussion on copyright issue • Report on feedback from training workshop • Initiate focus group meeting presentation agenda • Report on learning objects collection status • Discussion on the development for the 3rd six months • Discussion about the 2nd progress report • Proposed to present this project in Community College staff meeting at 20 Sep 2012 before focus group meeting
16 June 2012, 11:10 - 11:55am	Workshop Presentation	<p>CITE Research Symposium 2012</p> <p>The team was presented a workshop “Video Sharing Platform in eLearning” on 16 June 2012 at CITE Research Symposium 2012. Three video sharing platforms were demonstrated.</p>
26 July 2012, 3:00 - 5:00pm	Training Workshop	<p>Knowledge Management & Video Sharing Platform in eLearning</p> <p>The team was held a “Knowledge Management & Video Sharing Platform in eLearning” training workshop on 26 July 2012, and demonstrated ViMP features.</p>

* See Appendix I – 3rd & 4th Meeting Minutes, Appendix II – report for the 4th Project Meeting, Appendix III – CITE RS Workshop Presentation and Appendix IV – Training Workshop Presentation and Handout.

3. System Development

The team completed all 2nd six months milestones as planned with all team members’ effort.

Milestones	Percentage of Completion
1.1 Development of the online system	100%
1.2 Integration of the system framework into the online platform	100%
1.3 Implementation of the 1 st batch of learning materials in the system	100%

3.1 Development of pilot online system

The team had investigated Knowledge Building and Knowledge Management practice in HK and oversea. The team also researched about Knowledge Management product available in the market. The team has found 12 relevant platforms and based on this

project needs and requirements evaluated the features from those 12 platforms. Three of the potential platforms were chosen – ViMP, PHP Motion and Kaltura for detail study, features comparison and develop a testing system.

After detail discussion the team decided to adopt ViMP Corporate for the KM system. EDB approved the procurement of the system. In order to facilitate the School project customization and further development of tailor-made features are required. A pilot platform - ViMP Community was installed in development server for testing and demonstration.

3.2 Integration of the system framework into the online platform

The system contains two types of account roles – teacher and student role. The team had brainstorm potential features suitable for the system such as comments, rating, forum/discussion, connect to social networking tools (Facebook, Twitter, RSS, Google +1), tags, Blog ... etc. The team had discussed and defined 24 categories to facilitate classification of learning objects. The team had discussion on supported media file types as well.

The pilot system provided integration to the School's Learning Management System (LMS). Single-sign-on service provided for both teacher and students to access to the School's LMS - SOUL 2.0 directly. A resources page added to share other Open Educational Resources (OER) and extend the share resources database not limited to School's learning materials only.

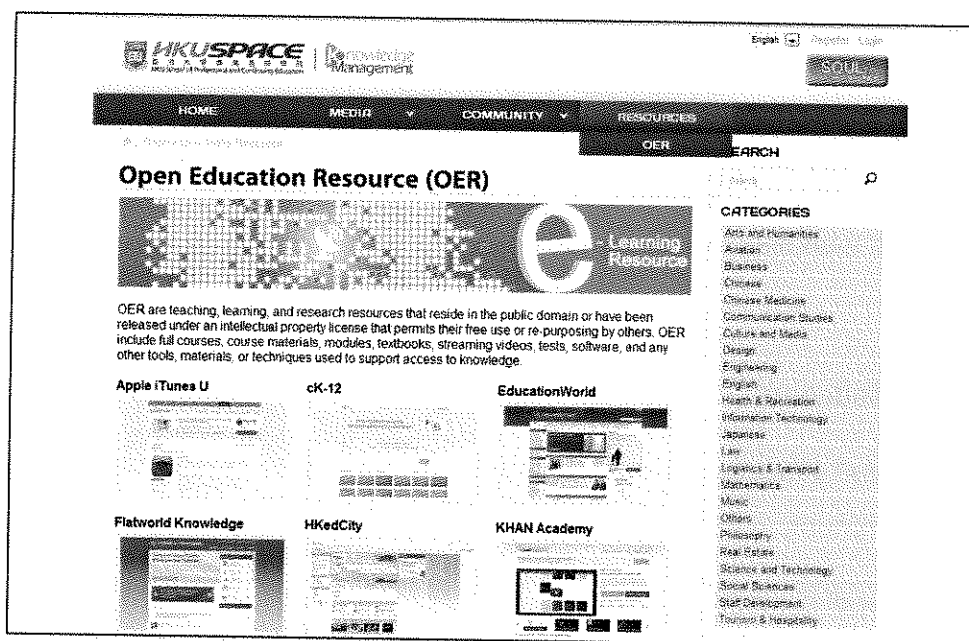


Figure 1. The pilot KM system (<http://devkm-1.hkuspace.hku.hk:8080/>)

* See Appendix V – System Framework.

3.3 Implementation of the 1st batch of learning materials in the system

The team had collected 26 learning objects from teachers and details are as follows and all learning objects were uploaded to the platform:

Subject	SWF	FLV	MP4	MP3	PDF	ALL
Advanced Diploma in Accounting	3	0	0	0	0	3
Business Information System	2	1	0	0	0	3
Management Accounting	3	1	0	0	0	4
Marketing	3	0	0	0	0	3
Introductory Japanese	3	1	0	0	0	4
eCourse – Academic Essay Writing Unit 1	0	0	4	4	1	9
Total:	14	3	4	4	1	26

The Project Officer had researched information about copyright issues included terms of use, license and ownership. The team had reviewed the School's Code of Conduct for both part-time and full-time teachers. Investigations on the possibility of adopt one of the popular standard – Creative Commons. It consists of six different license natures. The team also studies use of Open Educational Resources (OER). Currently, the team planned to collect both full-time and part-time teachers' opinion and concerns about copyright issues during focus group meeting.

**See Appendix VI – Study on copyright Issues.*

4. Project Variation

During the reporting period, there is no project variation.

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	\$1,185,600	\$280,566	\$905,034
b. Equipment / facilities	\$134,000	\$30,174	\$103,826
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
Total	\$1,542,000	\$310,740	\$1,231,260
Project Income (if any)			-
Total Balance			\$1,231,260