

Quality Enhancement Grant Scheme

Progress Report

Project No. : 19/QEGS/2011

Reporting Period : From Sep/2012 (month/year) to Feb/2013 (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)**

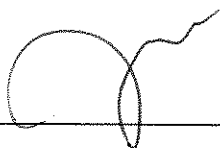
Project Period : From Sep/2011 (month/year) to Feb/2014 (month/year)

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: 15-Mar-2013

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

Quality Enhancement Grant Scheme

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

3rd Progress Report (Sep 2012 – Feb 2013)

1. Project Activities during the 3rd Six Months

1.1 Staffing

The new system developer reported on duty on 24 October 2012, but he resigned his job with effective on 22 February 2013. The recruitment exercise is in progress and the interview has been arranged on 5 Mar 2013.

1.2 Project Activities

Regular project meetings were held every 2-3 months. During the meetings, members reported on the project progress and discussed project related matters. During the 3rd six months, two project team meetings, one project presentation and one pilot group interviews were detailed as follows.

Date	Nature	Brief Description
20 Sep 2012	HKU SPACE Community College Staff Meeting presentation	Introduced Knowledge Management (KM) Platform <ul style="list-style-type: none">• Presented the objectives of the KM project• Introduced the KM platform to CC programme administrators and teachers• Introduced features available in the KM platform• Presented supported Learning Objects (LOs) file format and called for LOs contribution• Invited participants to attend focus group discussion held at Nov-2012
21 Sep 2012 10:00 - 12:00 noon	5 th Project Meeting	Discussed topics: <ul style="list-style-type: none">• Reported the procurement of ViMP Corporate• Reported on staff update and recruitment exercise• Discussion on features to be supported by the platform• Discussion on focus group meeting arrangement• Decided focus group meeting held at mid-Nov• Besides LOs developed by the School, LOs shall include selected materials from Open Educational Resources (OER)• Call for 2nd batch LOs collection

		<ul style="list-style-type: none"> • Reviewed 2nd progress report • Preparation ICT2013 Conference and 1st committee meeting held in Nov
22 Nov 2012 [Session 1] 11:45 - 12:45pm [Session 2] 1:00 - 2:15pm [Session 3] 2:30 - 3:40pm	1 st Focus Group x3 sessions	1st Focus Group Discussion <ul style="list-style-type: none"> • Introduction and demonstration of the KM platform • Discussion on the KM platform <ul style="list-style-type: none"> ○ Interface Design ○ Supported file formats ○ Classification ○ Supported features and functions ○ Copyright issues • Teacher's needs discussion • LOs preparation or contribution
22 Jan 2013 16:00 - 18:00pm	6 th Project Meeting	Discussed topics: <ul style="list-style-type: none"> • Reported the procurement of ViMP Corporate completed delivered and implemented to the KM platform for testing and customization • Reported on staff update and recruitment exercise • Reported on features deployed to the platform and customization will be made • Installed server version control software for backup • Discussed sample platform and LOs usage statistic reports • Reported on feedback from pilot group discussion • Reported on 2nd batch learning objects collection and uploading status • Information pages shall be added to the KM platform included 'About Us', 'Contac Us' and 'FAQ'. • Discussed the modification of the platform user interface design • Discussed the development of the upcoming six months implementation • Discussed the 3rd progress report • Proposed run-down of the workshop at 2012 ICT conference

* See Appendix I – 5th & 6th Project Meeting Minutes and Appendix II – 1th Focus Group Discussion Report.

3. Project Development

The team completed all 3rd six months milestones as planned.

Milestones	Percentage of Completion
1. Finalization of the approved system framework	100%
2. Integration of the system framework into the online platform	100%
3. Implementation of the 2 nd batch of learning materials in the system	100%

3.1 Finalization of the approved system framework

ViMP Corporate license purchased and deployed to the development server for testing and features customization and production server activated. The project team finalized the features modification based on the pilot group feedback. Regular system test and bug fix by the project team was in progress for platform enhancement. Basic project information included 'About Us', 'Contact Us' and 'FAQ' will be added to the platform. A project enquiry email account km.info@hkuspace.hku.hk has been opened.

3.2 Integration of the system framework into the online platform

The system provided five types of user account roles – administrator, programme administrator, teacher, students and guest. The login will adopt the School's teacher's portal and learner portal accounts for teacher and student respectively. The classification of learning objects divided into 24 categories and supported media file types had finalized. Sample course on how to use the LOs with the School learning management system – SOUL 2.0 will be developed as example and showcase to teacher on how to integrate their materials to the platforms (figure 1).

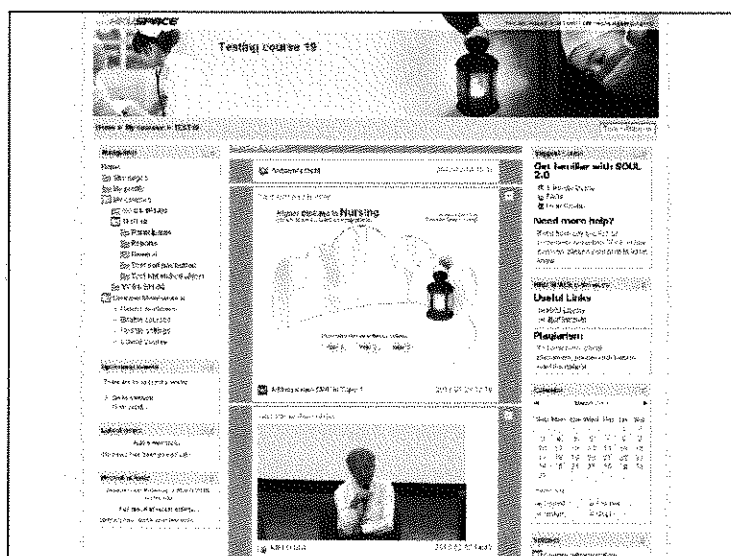


Figure 1 – A screen capture from SOUL 2.0 test course demonstrate an embedded video LO (middle bottom) from a KM platform

3.3 Implementation of the 2nd batch of learning materials in the system

The team had collected 60 learning objects from 2nd batch LOs collection and there are 86 LOs upload by the project team. All collected learning objects were uploaded to the platform and details are as follows:

Subject	SWF	FLV	MP4	MP3	PDF	HTML	SCORM	ALL
Advanced Diploma in Accounting	2	-	-	-	-	-	1	3
Business Information System	3	1	-	-	-	2	7	13
Management Accounting	3	2	-	-	1	1	7	14
Marketing	5	-	-	-	-	-	8	13
Introductory Japanese	5	5	-	-	-	4	-	14
eCourse Design and development (In Chinese)	-	-	14	-	-	-	-	14
Academic Essay Writing (In Chinese)	-	-	8	4	1	-	-	13
eTutoring and Evaluation (In Chinese)	1	-	1	-	-	-	-	2
Total:	19	8	23	4	2	7	23	86

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 ✓	\$435,782 ✓	\$749,818 ✓
b. Equipment / facilities	\$134,000 ✓	\$66,860 ✓	\$67,140 ✓
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 ✓	\$502,642 ✓	\$1,039,358 ✓
Project Income (if any)			-
Total Balance			\$1,039,358 ✓