

Quality Enhancement Grant Scheme

Progress Report
Project No. : 13/QEGS/2011

 Reporting Period : From 1 September 2011 (month/year) to 31 March 2012 (month/year)

Part A

 Project Title : Development of Four Mobile Learning Modules to Enhance the Language Proficiency of Students

 Name of Grantee : Open University of Hong Kong

 Project Period : From September 2011 (month/year) to August 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. John C Y Leong

 Name of Grantee: Open University

 Organisation: of Hong Kong

Position of Authorised

 Person: President

 Date: 29 March 2012

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

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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)
8 September 2011	<p>1st meeting was held among all members of the project team. The following matters were discussed and agreed:</p> <ul style="list-style-type: none"> • Roles and responsibilities of members confirmed • Draft outline presented and discussed • Work schedule discussed • Frequency of meetings agreed – monthly basis <p>(Please refer to Appendix 1 for notes of meeting)</p>	All team members
13 October 2011	<p>2nd meeting was held. Members discussed and agreed on the following matters:</p> <ul style="list-style-type: none"> • Progress of the project was reported • Issues regarding development approach were discussed • Members noted the revised project schedule <p>(Please refer to Appendix 2 for notes of meeting)</p>	
February 2012	<p>Blueprints for the 4 modules (courses) were developed. Amounts of multimedia components from existing courses to be used in the modules were identified. Agreements were sought from the Deans of two Schools about the use of content from existing courses for the 4 modules.</p> <p>(Please refer to Appendix 3 for the blueprints)</p>	
February 2012	<p>Contents of the modules were being transformed from existing courses and at the same time being developed from scratch.</p>	
February 2012	<p>Learning activities (multiple choice questions, exercises) were being developed.</p>	
February 2012	<p>Programming codes for the ebook in app format were being developed.</p> <p>(Please refer to Appendix 4 for screen captures of Mobile APP)</p>	



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1 March 2012	<p>3rd Meeting was held. Members discussed and agreed on the following matters:</p> <ul style="list-style-type: none">• Progress of the project was reported• Proposed outlines of the four courses presented, pending further discussions with School Deans.• A dummy version of the Mobile APP for the Language Proficiency modules was shown. <p>(Please refer to Appendix 5 for notes of meeting)</p>	
<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.).</p>		

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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
Formation of Course Teams	100%	
Blueprints for the 4 modules	100%	
Development of programming codes for the ebook app.	100%	
Transformation and development of content for the 4 modules	30%	Progress of these two tasks will be reported in the next progress report.
Transformation and development of learning activities for the 4 modules	30%	
Overall Project	About 20%	

**** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.**

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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
We do not expect and delay in project completion time at this moment.	

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	986,000	0	986,000
b. Equipment / facilities	158,000	0	158,000
c. Services	320,000	0	320,000
d. General expenses	20,000	0	20,000
e. Others	91,000	0	91,000
Total	1,575,000	0	1,575,000
<i>Project Income (if any)</i>			<i>0</i>
<i>Total Balance</i>			<i>1,575,000*</i>

**The project team has been working on and establishing the development framework, which is carried out by internal staff. The dummy version of the Mobile APP was also developed by internal staff. Therefore, at this stage, there has been no actual or committed expenditure. Once the content for redevelopment has been identified and approved, staff recruitment and actual spending will begin.*