

Quality Enhancement Grant Scheme

Progress Report

Project No. : 13/QEGS/2011

Reporting Period : From 1 September 2012 (month/year) to 28 February 2013 (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: *Chun Ming Leung* Organisation Chop: _____



Name of Authorised

Person: Prof. C M Leung

Name of Grantee Open University

Organisation: of Hong Kong

Position of Authorised

Person: Acting President

Date: 8 May 2013

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

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)
Sept 2012	The Developers signed the Contracts. The Blueprints were reviewed and revised. Sample materials were developed and reviewed. The English Developers started to write the first module and the Chinese and Putonghua Blueprints were being revised.	Dr Eva Tsang
Oct 2012	The prototype unit (i.e. Unit 1) of the following modules was developed. <ul style="list-style-type: none"> • Use of Chinese • Use of Putonghua • English for Effective Communication • Business Communication for the Workplace Each module consists of 6 units.	Content Development Teams: <i>Team 1 for 'Use of Chinese':</i> Terry Yip and YC Law (Developers), Anna Lo, Dr Eva Tsang
Nov 2012	Two Developers resigned from the following module: <ul style="list-style-type: none"> • Use of Chinese • Use of Putonghua The replacement of the developers for the development of Use of Chinese and Putonghua were identified. The Development Teams gave comments on Unit 1 of Effective English and Business English and the content had been revised. Team members amended the activities as well as the feedback/explanations.	<i>Team 2 for 'Use of Putonghua':</i> Dr PY Zhang (Developers), Misty Choi, Dr Eva Tsang <i>Team 3 for 'Effective English':</i> Henry Fan and Sarah Ng (Developers), Ross Vermeer, Iris Pong, Dr Eva Tsang
Dec 2012	Unit 1 of Chinese and Unit 1 of Putonghua were developed. The Development Teams gave comments and they were required to be revised. Team members amended the activities and explanations. Unit 2 of Effective English and Unit 2 of Business English were developed.	<i>Team 4 for 'Business English':</i> Eunice Tang (Developers), Caroline Leung, Yoyo Iu, Dr Eva Tsang
Jan 2013	Unit 2 of Chinese and Unit 2 of Putonghua were developed. The Development Teams gave comments on Unit 2 of the two modules. Unit 2 of Effective English and Unit 2 of Business English were revised. Team members revised the activities and explanations.	Eunice Tang (Developers), Caroline Leung, Yoyo Iu, Dr Eva Tsang
Feb 2013	Unit 3 of the four modules was developed. Team members commented and the Units were required to be revised. Team members rewrote the activities and explanations. The proposed interface of the prototype units were designed (see Appendix I).	

Quality Enhancement Grant Scheme

* 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.).

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%	The work will be caught up by December 2013.
Blueprints for the 4 modules	100%	
Content Development for the 4-modules	40%	
Development of features for the mobile app (iBooks).	25%	
Overall Project	About 66.3%	

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

Quality Enhancement Grant Scheme

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
<p>1. Budget for manpower</p> <p>According to our originally proposed budget, there are two types of staffing – one is part-time staff for the development of multimedia components and mobile features, and the other is contract out-service staff, who are responsible for developing course content. We have already recruited the contract service staff to write the course content, but are having difficulty in recruiting part-time staff for the multimedia module development. Therefore, we would like to change the part-time staffing to full-time, either by new recruitment or using existing internal staff. This request is only applicable to services starting 1 January 2013.</p>	<p>15 April 2013</p>
<p>2. Budget for equipment/facilities</p> <p>We have budgeted \$100,000 for AV editing tool, and \$8,000 for iPad devices to try out our mobile content. It is now found that the AV editing tool is costing less (\$60,000 only), but we wish to purchase more iPad devices so that more students can participate in the trial of the mobile content. We would like to move \$40,000 of the AV editing tool budget to the iPad devices item (within the same budget group).</p>	<p>15 April 2013</p>
<p>3. Project schedule</p> <p>Our original plan was to use our University's existing course materials in the mobile modules. However, due to various concerns from the University and copyright issues, only about 30% existing OUHK content can be used, and the rest has to be developed from scratch. So there has been a delay in the development work. At present, the mobile features have already been developed and the course content confirmed; but the development of materials are still in progress. As additional time is required to develop these contents, we would like to defer the launch date for four months, to 31 December 2013.</p>	

Quality Enhancement Grant Scheme

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	116,145.90	869,854.10
b. Equipment / facilities	158,000	-	158,000
c. Services	320,000	192,000	128,000
d. General expenses	20,000	0	20,000
e. Others	91,000	0	91,000
Total	1,575,000	308,145.90	1,266,854.10
<i>Project Income (if any)</i>			<i>14,841.60*</i>
<i>Total Balance</i>			<i>1,281,695.70</i>

* Interest income on grant received.