

Quality Enhancement Grant Scheme

Progress Report

Project No. : 06/QEGS/2011

Reporting Period : From Oct 2011 (month/year) to Mar 2012 (month/year)

Part A

Project Title : Creative Media Development Centre (CMDC)

Name of Grantee : School of Continuing & Professional Studies, CUHK

Project Period : From Oct 2011 (month/year) to Mar 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: Dr. DIU Chin Kee

Name of Grantee Organisation: School of Continuing & Professional Studies, CUHK (CUSCS)

Position of Authorised Person: Division Head, IT & Environment

Date: 30 Apr 2012

* 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)
Oct 2011 – early Nov 2011	To form Project Steering Committee <ul style="list-style-type: none"> ➤ Please refer to <i>Appendix 1</i> for committee members and meetings held ➤ The committee composition was decided by Supervisory Associate Director and Division Head of IT & Environment 	13 members including division head, instructors, course coordinators and IT managers.
Nov 2011	To form 5 project teams (Video, Photography, 2D/3D Studio, Audio, Render Farm and IT) <ul style="list-style-type: none"> ➤ Please refer to <i>Appendix 2</i> for project team members and meetings held 	5 project teams / CMDC members
Nov 2011 – Mar 2012	To determine technical requirements of CMDC <ul style="list-style-type: none"> ➤ Please refer to <i>Appendix 3</i> for the floor plan of CMDC 	CMDC members
Dec 2011	To request quotations for equipment	Course coordinators
Jan 2012 – Mar 2012	To evaluate quotations and bids based on the predefined evaluation criteria	5 project teams
Feb 2012 – Mar 2012	To order and deliver equipment items <ul style="list-style-type: none"> ➤ Please refer to <i>Appendix 4</i> for the expenditures and photos of equipment items. 	Course coordinators

* 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.).

Quality Enhancement Grant Scheme

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
1) Project Organisation and Planning ◇ To form project steering committee ◇ To form 5 project teams (Video, Photography, 2D/3D Studio, Audio, Render Farm and IT) ◇ To determine technical requirements	100%	/
2) Tendering and Evaluation (Video Equipment) ◇ To request quotation for different equipment items ◇ To evaluate the quotations and bids based on the predefined evaluation criteria ◇ To order and deliver equipment items	100%	/
3) Tendering and Evaluation (All Studio Construction)	30%	/
4) Deployment of Creative Media Development Centre	0%	for the 1/2nd and final milestones
5) Project Evaluation and Review	0%	
Overall Project	45%	/

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

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
During the reporting period, the project is in good progress and no project variation is recorded.	/

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	/	/	/
b. Equipment / facilities	\$1,845,000	\$153,199	\$1,691,801
c. Services	/	/	/
d. General expenses	/	/	/
e. Others	\$20,000	\$0	\$20,000
Total	\$1,865,000	\$153,199	\$1,711,801
<i>Project Income (if any)</i>			/
<i>Total Balance</i>			<i>\$1,711,801</i>

Please refer to *Appendix 4* for detailed expenditures.

Remarks: Remaining fund will be planned for purchasing equipment in coming stages.