

# Quality Enhancement Grant Scheme

**Progress Report**

**Project No. : 06/QEGS/2011**

Reporting Period : From Apr 2012 (month/year) to Sept 2012 (month/year)

## Part A

Project Title : Creative Media Development Centre (CMDC)

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

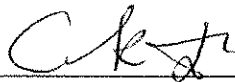
Project Period : From Oct 2011 (month/year) to Mar 2013 (month/year)

## Part B

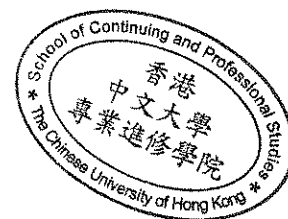
Please use separate A4-size sheets to report the progress with regard to the following aspects:

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: 26 Nov 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)
Apr/12 – Aug/12	<b>Tendering and Evaluation (All Studio Construction)</b>	
Apr 2012 – May 2012	<ul style="list-style-type: none"> <li>◇ To discuss the design and renovation details of CMDC with Estate Management Office, CUHK.</li> <li>◇ To discuss, update and review the project progress</li> <li>◇ To request quotations for software and hardware</li> <li>◇ To order the PC system</li> <li>◇ To order photography backdrops, cameras and lighting equipment</li> </ul>	<p>5 Project Teams and Estate Management Office, CUHK</p> <p>5 Project Teams</p> <p>Course coordinators</p> <p>Course coordinators</p> <p>Course coordinators</p>
Jun 2012	<ul style="list-style-type: none"> <li>◇ The renovation of 3/F, EOC had begun</li> <li>◇ To discuss, update and review the project progress</li> </ul>	<p>Estate Management Office, CUHK</p> <p>5 Project Teams</p>
Jul 2011	<ul style="list-style-type: none"> <li>◇ To trigger the process of the renovation of Audio and Video Studio and to discuss the design of the studio (Appendix 3)</li> <li>◇ The tender of Screen Drawing Panel was posted in CUHK e-Tendering System.</li> </ul>	<p>ASPT and VPSPT project teams, Course coordinators and Estate Management Office, CUHK</p> <p>Course coordinators</p>
Aug 2012	<ul style="list-style-type: none"> <li>◇ To discuss of the renovation details of Audio and Video Studio</li> <li>◇ To invite bids from qualified tenders for Audio and Video Studio</li> <li>◇ To evaluate quotations and bids based on evaluation criteria</li> <li>◇ CUHK Tender Board approved the recommended supplier for the procurement of the Screen Drawing Panel.</li> </ul>	<p>ASPT and VPSPT project teams, Course coordinators, learning centre staff and Estate Management Office, CUHK</p> <p>Course coordinators</p>

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	<ul style="list-style-type: none"> <li>◇ To order the audio control panel</li> </ul>	Course coordinators
Sept 2012	<ul style="list-style-type: none"> <li>◇ The renovation of 3/F, EOC had completed, site check was arranged for project team members (Appendix 3)</li> <li>◇ To setup PC workstation and install software</li> <li>◇ To final test for total delivery</li> <li>◇ The renovation of Audio and Video Studio had begun (Appendix 3)</li> <li>◇ To test environment of audio and video studio</li> <li>◇ To deliver photography studio</li> </ul>	<p>2D/3D ASPT and ITRFPT project team</p> <p>Estate Management Office, CUHK</p> <p>ASPT project team</p> <p>PSPT project team</p>
<p><b>* 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.).</b></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
<b>1) Project Organisation and Planning</b> ◇ 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%	/
<b>2) Tendering and Evaluation (Video Equipment)</b> ◇ 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%	/
<b>3) Tendering and Evaluation (All Studio Renovation)</b>	80%	/
<b>4) Deployment of Creative Media Development Centre</b>	85%	/
<b>5) Project Evaluation and Review</b>	0%	/
<b>Overall Project</b>	<b>88%</b>	/
** 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.	/

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## 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	\$1,214,469	\$630,531
c. Services	/	/	/
d. General expenses	/	/	/
e. Others	\$20,000	\$0	\$20,000
<b>Total</b>	<b>\$1,865,000</b>	<b>\$1,214,469</b>	<b>\$650,531</b>
<i>Project Income (if any)</i>			/
<i>Total Balance</i>			<b>\$650,531</b>

Please refer to *Appendix 4* for detailed expenditures.

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