II	**Project Information**	
Project Title (in English)		Project Title (in Chinese)
School Portal: *Enhancing the interactivity of teaching and learning*		學院內聯網站: 提升教與學互動能力

A.	**Project Summary**

(please provide an executive summary of the project proposal in no more than 500 words).

In view of today's use of IT in higher education, SCS proposes to design a School Portal that allows all sub-degree students, instructors, and graduates of the School to access the School information and resources anytime and anywhere so as to improve the quality and effectiveness of teaching and learning. As a step further, this Portal can provide an online learning platform which will offer more learning resources to both instructors and students and encourage their interactivity, collaboration and discussion online. It can also cultivate the IT culture of the students and strengthen their IT skills which in turn can enhance their future employability and better equip them for life-long learning.

The School Portal is a common web-gateway for all school information and online services with which we build an integrated information platform for all sub-degree students, instructors and staff members of the School. The portal also provides a common place to bring all members together and consolidate resources in supporting teaching and learning. The School Portal is targeting to fulfil the need for an online learning community by tailor-making a system of the School's environment. The goal is to create a true end-to-end system that is personalized to deliver a full range of academic and administrative services, school intranet offerings, student-instructor communication, information & data sharing, e-learning and community tools from a common web platform. While offering the convenience and flexibility in supporting teaching and learning, the design of Portal also preserves the confidentiality and security of both the School and the student data.

In summary, the School Portal will act as the ultimate facilitator that is able to promote teaching effectiveness, improve overall learning experience of the students, and enhance the employability of the students by providing web-based comprehensive information and guidance to prospective graduates.

It is anticipated that the School Portal will increase student satisfaction and enhance the "student journey of learning" while at the same time deliver excellence in e-learning provision. The objectives and benefits, as set out in sections below, are necessary to enable SCS to better fulfil Hong Kong's needs for IT-enabled education.

B.   Project Objectives

(please identify the needs of the target recipients and explain how the project aims to address the needs).

The prime objective of this project is to deliver a School Portal for use by all sub-degree students, instructors and graduates, that is personalized and customizable with a consistent look and feel, and that allows students to access to all the information and resources provided by the School on-campus and off-campus anytime and anywhere so as to improve the overall learning experience of the students and teaching effectiveness of the School.

In further elaboration, School Portal is able to address the needs of the target recipients as set out below:

Identified Needs	How SCS School Portal Addresses the Needs
Construction of an impressive web-based student electronic profiling option that can showcase the student's achievements both insider and outside the School.	Provides user-friendly e-Portfolio option and authoring tools in the Portal. E-Portfolio is an electronic collection of student's academic and learning records. Using the sharing capability with outsiders of the Portal, it will further facilitate the development of a web-based information system with features like job referrals and e-resumes broadcasting that will enhance the employability of our sub-degree students.
A sustainable and fully web-enabled teaching & learning platform to encourage e-learning and facilitate self-learning by students	Provides integrated and convenient e-learning platform to enhance teaching effectiveness of the School and learning experience of the students.
Common gateway for communication channel between students, instructors and course coordinators in information dissemination, collaboration and discussion.	Provides collaboration and communication tools such as online communities and forums that can facilitate communication among students, instructors and course coordinators, which is an important pre-requisite to enhance teaching and learning.
Enhanced accessibility of the School information and resources, particularly when the user is away from the School and/or office.	Improves accessibility of school resources from anywhere anytime and from any connected devices.
Storage of individual data and information for students and instructors in a centralized area, which can possibly be shared with other students and instructors.	Provides centralized and sharable information/data storage for students and instructors to store their personal documents or contents. The sharable feature also makes it easy for sharing the learning materials of students and the teaching materials of instructors efficiently.
Improvements in dissemination of School information and delivery of online services to students and instructors.	Provides a common place to deliver School news, announcements, calendar, activities and events to students and instructors, and provides effective search mechanism within the Portal.
A convenient and secure access of School and Personal information.	Provides sophisticated user authentication, authorization and encryption of both School and personal data to ensure the security and confidentially of both the School and student data.

For the full list of functions and services provided by the School Portal, and conceptual, equipment and network diagrams of the proposed system, please refer to **Appendix I, II and III** respectively.

C. Outcomes and Deliverables of Project

(Please include the expected number of target beneficiaries and explain how they will benefit from the project).

Upon the completion of the project, the following outcomes and deliverables are expected to achieve:

Target Beneficiaries*	Outcomes/Deliverables	How Users Could Benefit
All sub-degree students, instructors and alumni	Provision of centralized and sharable information that are designed from end-users perspective	The SCS School Portal facilitates the integration of disparate information resources at SCS in a user-friendly format.
	Improvement of accessibility of school resources from anywhere anytime and from any connected device	The SCS School Portal provides a web platform that can be signed on by every eligible member with a simple Internet connection.
	Provision of convenient and secure access to the storage and mapping of credentials for use in connecting with various application systems	The SCS School Portal facilitates the integration of various application systems that would be accessed by the users via secure single sign-on mechanism.
	Provision of a platform for the future integration of the School's centralized administration database system	The SCS School Portal is feasible to integrate third-party applications with the portal framework.
	Provision of a fully web-based IT teaching and learning platform for the School	It can cultivate an IT culture for students and provide an IT platform for them to practice their IT skills which can enhance their employability and readiness for life-long learning
All sub-degree students and instructors	Improvement of students' communication with instructors as well as their peers	The SCS School Portal provides collaboration and communication platforms for teaching and learning purposes.
	Provision of centralized and convenient e-learning platform to enhance teaching and learning	The SCS School Portal facilitates the integration with the School's existing learning/administrative systems.
All sub-degree students and alumni	Provision of electronic profiling platform	A student e-Portfolio platform will be implemented as one of the major features of the Portal.
	Improvement of student satisfaction of institutional effectiveness	The SCS School Portal improves the effectiveness of students' learning and communication, in which student satisfaction is expected.
Instructors and course coordinators	Improvement in operational and administrative efficiencies	The SCS School Portal is able to manage operational and administrative information efficiently and systematically and provide effective search mechanism within the portal.
Other sub-degree course providers	Knowledge sharing on using various portal features such as e-Portfolio, e-learning	Upon completion of the project, we will hold knowledge sharing workshops with other institutions to share our experience in the portal implementation and the useful portal features such as e-Portfolio & e-learning, which will be beneficial to the sub-degree course providers.

*Note: Currently we have about 2,600 sub-degree students, 230 full-time instructors and staff members in SCS. About 800-1,000 sub-degree students would graduate each year, who would become SCS alumni.

D. Implementation Details

The SCS School Portal will be implemented in five key stages, namely the Define stage, the Secure stage, the Design stage, the Deploy stage, and the Operate stage.

In the Define stage and Secure stage, upon kick-off of this project, a Project Steering Committee and a Project Team will be formed to oversee the implementation of this project. The Committee will be comprised of the senior management and user representatives of the School to get the management support and users' feedback throughout the whole implementation cycle. During these stages, the technical requirements, business needs, and the portal's adaptability would be analyzed. After these requirements and specifications are developed by Project Team and endorsed by the senior management, the users will be informed in advance about the portal's benefits and potential impacts to their daily operations.

Based on defined project requirements and specifications, SCS will engage an IT Service Provider to supply and set up the IT infrastructure and system and other related implementation services of the proposed project. In accordance with University's procurement guidelines, SCS will conduct tendering to select the most suitable contractor for the implementation of this project.

In the Design stage, a holistic governance model will be developed with the Contractor that would cover the following:
1. Set the best practices, processes and rules for each user that will interact with the portal.
2. Define the process rules for how and why groups and user roles are created and modified.
3. Define the technical standards for portal implementation.
4. Ensure that the portal is configured to provide user segmentation in a way that content distribution bottlenecks are eliminated.
5. Ensure that the portal infrastructure is able to deliver quickly, scale easily, and provide long-term flexibility.

In the Deploy stage, the Portal System will be launched and we will employ the "common denominator" approach that will evaluate the School holistically and identify core portal capabilities that can potentially benefit every Division in the School. The implementation of the whole project will be divided into 2 phases with first deployment of standard features in early September 2009 in the academic year 2009-10, so that students and instructors can make early use of this Portal to facilitate their teaching and learning in the new academic year. The rest of the customized features will be deployed in the second phase of implementation.

Upon completion of whole deployment of this project, the Project Team will conduct a post-implementation review to evaluate the deliverables, outcomes and effectiveness of this project against the defined project objectives. A final project evaluation report and audited statement of accounts will be prepared to ensure the successful completion of the all project outcomes and deliverables.

Lastly, in the Operate stage, SCS will maintain on-going operations of the system while creating new solutions and extending the platform's functionality.

E.   Implementation Schedule (Please extend this table if necessary.)

Estimated start date of project: ___1 March 2009_____

Action *(please indicate key milestones)*	Timeframe	Cash flow Requiremen
Project Organization and Planning ■ Formation of the Project Steering Committee and Project Team ■ Determination of user and technical requirements, including prioritization, functions and features of systems, the technical requirements of the proposed software, hardware and services etc. Key milestones and deliverables: 1. Formation of project team 2. Tendering specification, technical specification, and tendering procedure and timeframe	Mar – Apr 09	$1,288,000
Tendering and Evaluation ■ Invite bids from qualified tenders ■ Evaluate the bids based on the predefined evaluation criteria ■ Award Contractor for this project Key milestones and deliverables: 1. Submitted Tender Proposals from tenders 2. Tender Evaluation and Result 3. Awarded Contractor upon completion of tendering process	May – Jun 09	--
Phase I Deployment of standard features ■ Implementation kick off ■ Order and deliver of the hardware and facilities ■ Portal construction ■ Pilot implementation in testing environment ■ Knowledge transfer training for SCS IT staff	Jul – Sep 09	--

■ User acceptance testing ■ Promotion of the new portal system to all SCS users ■ Provision of intensive user training seminars to ensure the users will be familiar with the new portal system. ■ Creation of accounts for students and instructors ■ delivery of SCS School Portal Key milestone and deliverable： Workable System with standard features for all students and instructors		
Phase II Deployment of customized features ■ Customize the additional features ■ Pilot implementation in testing environment. ■ User acceptance of the additional features ■ Deploy the additional features into live system Key milestone and deliverable： Full and complete System with customized features	Oct – Dec 09	$552,000
Post-Implementation Review and Project Evaluation ■ Evaluate the deliverables, outcomes and effectiveness against the project objectives ■ Collect users' feedback and assess their comments after deployment of the system ■ Prepare and submit the Final Financial Report and Audited Statement of Accounts to EDB ■ Prepare and submit the Final Evaluation Report of the Project to EDB Key milestones and deliverables： 1. Final Audited Statement of Accounts 2. Final Evaluation Report of the Project	Jan – Feb 10	--

Estimated completion date of project: 28 February 2010

F.   Project Budget

Projected Expenditure *(Please provide detailed breakdown under each item)*	Amount in HK$					
	Year 1	**Year 2**	**Year 3**	Year 4	Year 5	**Total**
a. Manpower	--					--
b. Equipment / Facilities	$1,300,000					$1,300,000
c. Services	$520,000					$520,000
d. General Expenses	--					--
e. Others (e.g. auditor's fee)	$20,000					$20,000
Total Expenditure :	**$1,840,000**					**$1,840,000**

Projected Income	Amount in HK$					
	Year 1	**Year 2**	**Year 3**	Year 4	Year 5	**Total**
a. (e.g. fees received)						--
Total Income :						$0

For detailed cost breakdown, please refer to **Appendix IV**

Sources of Funding

a.   Amount of grant sought under this application: HK$1,840,000

b.   Other sources of funding *(this may include donations, contributions from the applicant/its parent organization, etc.   Please give the name(s) of the sponsor(s), the amount of funding, and indicate whether the funding has been secured.)*:

    (i)   NIL

    (ii)

    (iii)

| **G.** | **Monitoring and Self-evaluation Mechanism** |

Monitoring will be supported by the implementation framework as outlined in implementation details above during the whole project implementation.

Self-evaluation will be conducted in a systematic and regular manner in alignment with the objectives of the project. It will be a process of continuous improvement and will take place during the implementation and after completion. Mid-term evaluation will focus on possible modifications to the project implementation (quantitative) while terminal evaluation will focus on the desirability and feasibility of future activities (qualitative).

H. Management Support and Key Personnel Involved

A Project Steering Committee on the implementation of this project will be formed to monitor and ensure that all milestones and deliverables are completed and delivered satisfactorily. The Committee will be composed of the senior management and representatives from all Divisions. The roles and responsibilities of this Committee include:

- authorising commitment of project resources;

- providing overall guidance and direction to the project;

- reviewing and approving resource plans of individual project stages;

- endorsing each completed stage and authorising the start of the next stage;

- ensuring that all products are completed and delivered satisfactorily;

- ensuring that all acceptance criteria have been met or otherwise agreed upon;

- deciding on the recommendation for follow-up actions and the passage of them to the appropriate authority; and

- authorising project completion.

In addition, the Project Manager will lead a Project Team to implement the project. The roles and responsibilities of Project Manager and his team include:

- formulating project plan and monitor progress;

- managing the delivery, installation, integration, testing and training of the products;

- ensuring that risks are being tracked and mitigated;

- ensuring that any outstanding issues are documented and passed on to the appropriate body;

- managing the project team, and monitoring project finance and payments;

- implementing change control and any required management procedures;

- resolving crisis and conflicts during the entire project life cycle;

- ensuring that all deliverables are produced to the required level of quality and are delivered on time and within budget;

- conducting post-implementation review after system production;

- preparing recommendation for follow-up actions; and

- any other activities which are necessary for satisfactory completion of the project.

For detailed technical and management capability and experience of the Project Team, please refer to **Appendix V**

I. Special Justifications if the Grant Sought Exceeds $2 million

N.A.

III	**Other information**

1 Project Sustainability *(If applicable, please describe how the recurrent expenditure involved will be met after completion of the proposed project)*

The project has to be sustainable with on-going support of manpower and financial resources by SCS. Criteria for success are not only linked to institutional resources but also the availability of expert know-how and the skills to motivate key participants in the project.

SCS would strive to ensure the project sustainability in the manpower and technological aspects. Upon completion and delivery of the project, SCS would ensure the Portal system can be supported and maintained efficiently and effectively by the School's IT Services Division. With strong commitment to sustaining the Portal in the long run, SCS would also absorb the recurrent expenditures in operating the Portal System after completion and delivery of the project.

2 Preparatory work done *(If any)*

3 Past experience in organizing projects of similar or relevant nature and achievements *(If any)*

For past experience of the Project Team, please refer to <u>Appendix V</u>