**St. Paul's Co-educational College**
**Evaluation Report on the Use of Strengthening School Administration Management Grant**
**(2016/17 to 2017/18)**

| Task Area | Major Area(s) of Concern | Measure of Implementation | Benefits Achieved | Implementation Schedule | Actual Expenditure | Sustainability |
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| Personnel Management (2016/17) | To replace the old clock in system with a more user-friendly web-based system to facilitate data collection and management of different groups of staff members with different work hours so that timely actions can be taken to ensure staff's punctuality and generate report for supporting labor law requirements if necessary | By installing "eAttendance System" and setting up 2 card readers with laptops at the MacDonnell Road and Calder Path entrances for signing-in/out | • **Increased efficiency**: Administrative staff in charge of the eAttendance System can easily generate a customized report by selecting the criteria without manually copying and pasting the required information from the system to an Excel spreadsheet, thus eliminating the drawback of the old attendance system.<br>• **Reduced errors**: As no information has to be manually copied from the system to a spreadsheet for creating the final report, typing errors can be avoided.<br>• **Increased productivity**: Different types of report such as individual staff attendance report or teaching / non-teaching staff reports can be generated with just a few clicks. The saved work time can be used in carrying out other tasks.<br>• **Increased employee satisfaction**: The user-friendly system facilitates the administrative staff to carry out their duties to meet the school requirements as preparation of reports has becomes easier than before. | Starting from Sep 2017 till present | $43,000 | This system will continuously be used with technical support provided by own staff |
| Facilities Management (2016/17) | By establishing a notification / follow-up mechanism to handle the request of repairing defects of school facilities, the following concerns can be addressed, including<br>1) the lengthy rectification process of all defects in the defect list<br>2) the lack of accurate statistical data for preparing better budget and maintenance planning<br>3) the lack of information to manage the outsourced service providers / contractors of our facilities | By installing "eRepair System" | • **Increased efficiency**: Administrative staff in charge of the eRepair System can easily generate customized reports by selecting different criteria to extract relevant information from the system to save the time from reviewing the whole spreadsheet of manually typed defect list.<br>• **Avoiding Duplication**: As the same defect may re-occur, duplication of record can be avoided as the same defect item can be retrieved if necessary.<br>• **Increased productivity**: Different types of report by categories such as water leaking, broken door etc can be generated with just a few clicks. The saved working time can be used in doing other tasks.<br>• **Increased employee satisfaction**: The user-friendly system facilitates the administrative staff to carry out their duties to meet the school requirements as preparation of reports has become easier than before. | Starting from Sep 2017 till present | $13,200 | This system will continuously be used with technical support provided by own IT staff |

| Facilities Management (2016/17) | With the increased borrowing activities of school venues, equipment or facilities, there is a need to adopt a computerized system to allow one-stop online booking and approval of borrowing any rooms, equipment and facilities & easy tracking of booking records in accordance with the established booking rules | By installing "eBookingSystem" | • **Increased efficiency:** Administrative staff in charge of the eBooking System can easily make or change the booking request of the staff or students.<br>• **Avoid duplicate booking:** As the system wont' allow the same venue, equipment or facility being re-booked, the situation of overlapping booking can be avoided.<br>• **Increased productivity:** Different types of report by categories such as monthly, weekly or daily booking reports can be generated with just a few clicks. The saved working time can be used in doing other tasks.<br>• **Increased employee satisfaction:** The user-friendly system facilitates the administrative staff to carry out their duties to meet the school requirements as checking of booking records and preparation of reports has become easier than before. | Starting from Sep 2017 till present | $16,500 | This system will continuously be used with technical support provided by own IT staff |
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| Health Management (2016/17) | During peak flu season or when epidemic risk of particular disease / virus (like Hand, Foot and Mouth Disease, EV71, Avian influenza pandemic SARS, Swine Flu, etc.) threatening the local community is very high as advised by the EDB or the government, it is infeasible to check the real-time body temperature check of a large group of arriving students for fever screening in the morning before the schooling starts. As such, it poses a threat to the school as any epidemic outbreak in the school campus can lead to immediate school suspension. Therefore, there is a need of a more cost-effective solution which can relieve the manpower and reduce the risk of infection of frontline staff doing the body temperature check of students when the risk of epidemic level is high. | By installing "Thermal Imaging System" (including 3 infrared thermal imaging cameras for 3 main entrances) | • **Increased efficiency:** Administrative staff in charge of using the Thermal Imaging System can easily capture any arriving student with fever symptom.<br>• **Avoiding human contact:** As frontline staff doesn't need to get in touch with the student by using the thermometer, the risk of being exposed to disease / virus can be greatly reduced.<br>• **Increased productivity:** Statistical report for monitoring the health conditions of students can be generated with just a few clicks. The saved working time can be used in doing other tasks.<br>• **Increased employee satisfaction:** The user-friendly system allows the staff to check student with fever more easily than before. | Starting from Sep 2017 till present | $120,920 | This system including the hardware is under a 3-year maintenance contract which will be renewed after its expiry. |

| Computerized Procurement System | To establish a standard school-based procurement mechanism for handling the different workflows / procedures for different price ranges and approval authority. To shorten the processing time from "application" to "approval" and reduce human errors. | By installing e-Procurement System | • **Increasing awareness of the procurement procedure:** The briefing session on e-Procurement was well attended and gave staff more understanding on the College's procurement procedures and requirement for different procurement amounts.<br>• **Avoiding human errors:** The system has set criteria to fulfill, so human errors should be eliminated. | Starting from Sep 2018 till present | $49,500 | This system will continuously be used with technical support provided by own IT staff |
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| | | | | Total: | $243,120 | |