Name of School: St. Paul's Co-educational College   (District: Central)

Work Plan on the Use of Strengthening School Administration Management Grant (2016/17)
(To be uploaded on the school's homepage before end-October 2016)

We (the School) have read and understand the stipulations stated in the EDB Circular Memorandum No.21/2016 on Strengthening School Administration Management (SAM) Grant.   The following work plan on the use of the SAM Grant is drawn up after consultation with the staff with administrative duties:

Objective

After reviewing the operation of the school, the measures below will be devised to enhance the overall operational efficiency and reduce the workload for those staff assigned with administrative duties.

Area	Expected Results	Item	Evaluation Criteria	Budget	Sustainable Development Plan
Financial Management (2016/17)	➢ To establish a standardized school-based procurement mechanism for handling the different workflows /procedures (oral quotation, written quotation and tender) for different price ranges and approval authority ➢ To comply with school procurement policy by following the major principles of EDB's related guidelines. ➢ To shorten the processing time from "application" to "approval" and reduce human errors ➢ To achieve better suppliers management and user roles management (TAC versus TOVC) ➢ To generate various reports for control purpose ➢ To facilitate post-procurement follow-ups	Computerized Procurement System	➢ Feedbacks from staff responsible for handling the school procurement ➢ Feedbacks in audit report on procurement matters	$57,000 (include 1 year system maintenance service)	➢ The system will be used to support the procurement needs and work hand-in-hand with the existing e-Inventory system for effective asset management.

	include project settlement and record of purchased items				
Personnel Management (2016/17)	➢ To replace the existing punctuality card system with a more user-friendly web-based system for easy data collection and system management of different groups of staff members (either full time or part time) with different work duties / working hours. ➢ To generate in-out records for reviewing staff's performance by department heads / senior management ➢ To generate report for supporting labor law requirements (such as calculation of overtime / minimum wages and keeping of leave records) ➢ To take attendance of staff for on or off site school functions / meetings.	Punctuality Card System (including 2 card readers)	➢ Feedbacks from users of these reports ➢ Timely generation of reports	$41,000 (include 1 year system maintenance service)	➢ The system will be used to support the ongoing management of working hours and leave records of all staff.
Facilities Management (2016/17)	➢ To establish a notification / follow-up mechanism to handle the request of repairing / defect rectification of school facilities ➢ To speed up the rectification process of all defect in the defect list ➢ To generate statistical data and reports for budget and maintenance planning ➢ To achieve better management on all outsourced facilities supporting service providers / contractors	Computerized Campus Repairing Notification System	➢ Feedbacks from staff involved in reporting and fixing the defects ➢ Feedbacks from staff room representatives and members in charge of facilities	$14,000 (include 1 year system maintenance service)	➢ The system will be used to build up a data base to support the ongoing maintenance of school facilities.
Facilities Management (2016/17)	➢ To allow one-step online booking of rooms, equipment and facilities ➢ To allow easy tracking of booking records and approval of booking of rooms and facilities in accordance with the established booking rules	Computerized Booking System	➢ Feedbacks from staff involved in handling the booking of rooms, facilities and equipments ➢ Feedbacks from	$17,000 (include 1 year system maintenance service)	➢ The system will be used to support the booking needs of school facilities and equipment and work

			staff room representatives and staff in charge of the facilities ➢ Timely generation of reports showing the usage rate of facilities and equipments		hand-in-hand with the existing e-Inventory system for effective asset management.
Health Management (2016/17)	➢ To allow real-time body temperature check of a large group of arriving students for fever screening in the morning 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, Zika Virus etc.) threatening the local community is very high as advised by the EDB or the government. ➢ To reduce the chance of epidemic outbreak in the school campus which can lead to immediate school suspension ➢ To relieve the manpower and reduce the risk of infection of the frontline staff doing the body temperature check of students when the risk of epidemic level is high.	Thermal Imaging System (including 3 infrared thermal imaging cameras for 3 main entrances)	➢ Feedbacks from staff responsible for handling the temperature check of students. ➢ Periodic review of the success rate of detecting students with fever entering the school.	$121,000 (include 1 year product warranty)	➢ The system will be used to monitor the health of students in order to strengthen the epidemic prevention works at school.
			Total	$250,000	

Signature of Supervisor   :

Name of Supervisor   :   Mr. Chien Lee

Date   :