

Name of School: Maryknoll Convent School (Secondary Section)(District: Kowloon City)**Work Plan on the Use of Strengthening School Administration Management Grant**

We, Maryknoll Convent School (Secondary Section), have read and understood 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 teachers:

Objective

- To enhance the overall effectiveness in financial management to reduce workload of panel heads and committee i/cs in financial management.
- To enhance the overall effectiveness in managing school documents.
- To streamline administration workflow.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Financial Management	<p>The workload of Panel Heads and Committee i/cs in preparing budgets and claims will be reduced.</p> <p>The Finance Committee will be able to handle and monitor financial processes more effectively.</p>	<p>A financial management electronic system that can create users of different roles and access rights will be installed. This would allow Panel Heads and Committee i/cs to submit budgets and claims efficiently. The financial management personnel will also be able to process budgets and claims as well as prepare audit reports more efficiently and accurately.</p>	<p>Workload of Panel Heads and Committee i/cs in preparing budgets and claims will be greatly relieved.</p> <p>Workload of the Finance Committee will be greatly relieved as the electronic system can effectively handle and monitor the financial processes.</p>	<p>Fee for the installation of an electronic system for financial management, service on initial set up, implementation and training.</p> <p>\$50,000</p>	<p>The electronic financial management system will continue to facilitate and enhance the workflow in handling finance matters.</p>
Document Management System with eForm and workflow Management	<p>All staff can effectively track, manage, collaborate and store documents securely and reduce paper consumption</p> <p>The obsolete electronic document management system that stored records of the alumni will be replaced as the system had become an end-of-life (EOL) product with no extension of support.</p> <p>Staff and students can complete web forms with an electronic document management system (DMS) which automatically processes the form for review and approval. Web form data will also be captured securely.</p>	<p>An electronic document management system (DMS) to track, manage and store documents.</p> <p>A data migration service that migrates all electronic documents and metadata of the existing electronic documents of the alumni to the new system.</p> <p>A user-friendly interface to</p> <ul style="list-style-type: none"> - design web forms that replace paper forms being used at present. - design workflows that securely capture data, automate submissions, routing documents for review, approval and further action - control and log the 'read', 'write', 'retrieve' and 'download' records of documents and the metadata of different users in school <p>Professional service on system configuration</p>	<p>Teachers and administrative staff find the system effective & secure in managing documents and handling confidential documents.</p> <p>All alumni records are migrated to the new system.</p> <p>Application via web forms is processed more effectively and efficiently.</p>	<p>Outsourcing an electronic system with service on initial setup, implementation, trainings, design of web forms and workflows.</p> <p>\$200,000</p>	<p>The system will continue to serve school members after proper configurations and after the administration team members have acquired the skills in tailor-making the eForms.</p> <p>The workflow in handling school documents and forms will be further enhanced.</p>

Signature of Supervisor

Name of Supervisor

Dr Maria Lee

Date
