

## **School Administration & Management System Committee**

### **I. AIMS**

The committee should be able to

1. offload day-to-day IT-related administrative and management jobs in our school;
2. support other committees; and
3. act as a bridge between our school and EDB.

### **II. SITUATIONAL ANALYSIS**

1. The versions of SAMS and CDS are the latest ones  
(please refer to <http://www.websams.emb.gov.hk/eng/upgrade/major.html>).
2. There are 1 server, 4 workstations and 1 newly purchased HP LaserJet 1200 Printer.

#### **A. Strengths**

- i. The member(s) is/are familiar with the system, experienced and capable of managing the database well.
- ii. Other committees such as AC, DC, EAC, SEAC, ITC and the Office Section have been granting their invaluable experience, advice and assistance to this committee.

#### **B. Weaknesses**

- i. The hardware is obsolete.
- ii. The technical assistant is occupied by other committees very often.

### **III. OBJECTIVES**

#### **A. Year 2006-09**

The committee will

- i. maintain a close cooperative relationship with other committees such as AC and SEAC; and
- ii. become a supportive committee to help the whole school develop.

#### **B. Year 2008-09**

The committee is going to

- i. be effective in extracting data for the management, administration and decision-making of other committees; and
- ii. prepare students' Uniform Test, Examination and Student Learning Profile (SLP) (for F1 and 2 students ONLY) report cards
- iii. prepare students' report cards in a better quality.

- iv. implement the “Use of New Technology for School Administrative Work” QEF project. The project details are as follows:
  - Staff smart card attendance system (new system implementation and system migration)
  - Student smart card attendance system (new system implementation and system migration)
  - Student smart card extra curricular Activities on-line Applications.
  - Student smart card e-payment system
  - Staff and student training
- v. implement the database system and data input for the NSS Student Learning Profile (SLP).
- vi. prepare, manage and implement the whole network system upgrade (including hardware, network and software)
- vii. prepare SAMS for the NSS

#### IV. OPERATIONAL STRATEGIES

##### A. Routine Jobs

(categorized and sorted in order of modules)

	Month												<i>In-charge</i>	
	9	10	11	12	1	2	3	4	5	6	7	8		
School Management	*	*										*	*	
Student	*	*	*	*	*	*	*	*	*	*	*	*	*	
Attendance	*	*	*	*	*	*	*	*	*	*	*	*	*	
Student Activities	*	*		*		*	*	*		*	*	*	*	
Award & Punishment	*	*	*	*	*	*	*	*	*	*	*	*	*	
Assessment & Reporting		*	*	*	*	*	*	*	*	*	*	*	*	
Student Learning Profile Preparation	*			*			*			*	*	*	*	
Special Assessment	Inapplicable													
Staff Deployment	Inapplicable													
Staff	*												*	
Communication & Delivery System	*	*	*	*	*	*	*	*	*	*	*	*	*	
Hong Kong Attainment Tests											*	*	*	
HK Examinations & Assessment Authority	*	*	*								*	*	*	
Financial Monitoring & Planning	*	*	*	*	*	*	*	*	*	*	*	*	*	
School Places Allocation						*	*				*	*	*	
Report Management	*	*	*	*	*	*	*	*	*	*	*	*	*	
Data Management	*	*	*	*	*	*	*	*	*	*	*	*	*	
Code Management	*	*			*	*	*	*	*	*	*	*	*	
Security	*	*	*	*	*	*	*	*	*	*	*	*	*	
E-Mail	Inapplicable													
Customization	*				*	*	*	*	*	*	*	*	*	

## **B. Non-Routine Jobs**

The committee also has to

- i. implement the “Use of New Technology for School Administrative Work” QEF project.
- ii. implement the database system and data input for the NSS Student Learning Profile (SLP).
- iii. prepare, manage and implement the whole network system upgrade (including hardware, network and software)
- iv. prepare SAMS for the NSS
- v. cooperate with the AC and the CGC to design and purchase the paper for printing report cards and testimonials; and
- vi. solve any unanticipated technical problems with the aid of the ITC and the WebSAMS support services provided by the EDB  
(please refer to <http://www.edb.gov.hk/index.aspx?langno=1&nodeID=2643>).

## **V. EVALUATION**

The quality of the committee will be evaluated through

1. assessment of the accuracy, effectiveness, efficiency and quality of the administrative jobs completed by the committee; and
2. evaluation and feedback from the Principal, other committees, all subject panels, all teachers and the clerical staff.

## **VI. TEAM MEMBERS**

1. LEUNG WAI MAN (LWM) [Head]
2. YAU KA KUI (YKK)