

Name of School: Munsang College

(District: Kowloon City)

Work Plan on the Use of Strengthening School Administration Management Grant

(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 teachers:

Objective

After reviewing the operation of the school, the measures below will be devised to enhance the overall procurement and reimbursement procedures.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Financial Management	<ul style="list-style-type: none">- To provide an overview of each reimbursement process to allow easy tracking- Increase the transparency and accountability of the reimbursement process	Set up an electronic platform to digitalize and centralize all reimbursement procedure	<ul style="list-style-type: none">- An overview of each reimbursement process to allow easy tracking is provided.- Committees' budget account balances are connected with the reimbursement process.- Teaching and non-teaching staff agree that the platform can enhance the administrative efficiency.	HK\$200,000	The system will continue be utilized in the reimbursement process.

The surplus of the grant received would also be spent in the school year 2017 – 18.

Signature of Supervisor : _____
Name of Supervisor : Mr. WONG Kui-hung
Date : _____

¹ Examples: Administrative procedure and framework / mechanism, financial management, student support / teaching-related administrative work, information management and communications, and school premises management.



Work Plan on the Use of Strengthening School Administration Management Grant --- Procurement and Reimbursement Workflow System

Section A – Background Information

Aim	This project aims at enhancing the procurement and reimbursement workflow in the school.
Main objectives	<ol style="list-style-type: none"> 1. Set up an electronic platform to digitalize and centralize all reimbursement procedure. 2. Connect committees' budget account balances with the reimbursement process through the electronic platform. 3. Provide automatic output of related forms and letters. 4. Provide an overview of each reimbursement process to allow easy tracking. 5. Increase the transparency and accountability of the reimbursement process.
Funding	The project will be funded by the participation of 'The Project on Strengthening Schools' Administration Management' implemented by the Education Bureau since the 2011/12 school year. This aims at supporting schools to strengthen administration management and enabling them to initiate improvement measures for enhancing school administration management, thereby unleashing teachers' capacity. The estimated budget for the project is HK\$200,000.00.

Section B – Project Details

Description

A workflow with web interface for account budgeting is to be developed with the following main features:

1. Year Budget:
 - a. The overall budget balance of current and previous years can be recorded in an organized manner.
 - b. The overall budget balance of current year can be updated continuously upon the completion of each reimbursement process.
 - c. Data analysis functions with different criteria are available.
2. Reimbursement Workflow

The purpose of setting up the web interface is to increase the effectiveness, transparency and accountability of the reimbursement process. The following features are expected:

 - a. **Electronic Forms and Letters Generation**
 - i. The generation of the reimbursement form by inputting the details of the supplier.
 - ii. The generation of the comparison table for quotations
 - iii. The generation of the invitation emails / letters by using the 'Mail Merge' like function.
 - iv. The generation of the acceptance and non-acceptance letter.
 - b. **Process Tracking**
 - i. All reimbursement processes can be listed in an organized way, with the completion percentage and current steps of each reimbursement process shown.
 - ii. Email alerts can be forwarded to colleagues for approval and / or other meetings.
 - c. **Data Management**
 - i. A supplier list can be compiled and updated continuously. It can be sorted according to the product type.
 - ii. All electronic and scanned forms can be retrieved when viewing the details of each reimbursement process.

Section C – Proposed Project Timeline

Task	Expected Time
1. Prepare the scope of work	Nov 2016
2. Draft the specification of the project	Dec 2016
3. Send out the tender to at least 5 tenderers	Feb 2017
4. Confirm supplier	Mar 2017
5. Carry out pre-project meeting	Apr 2017
6. Develop the prototype and workflow	Aug 2017
7. Debug	Oct 2017
8. Carry out user acceptance test	Nov 2017
9. Provide training workshop	Dec 2017
10. Prepare the system document	Feb 2018