Name of School: **Creative Secondary School (District: Sai Kung, TKO)**

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 staff:
Objective: After reviewing the operation of the school, the measures below will be devised to enhance the overall effectiveness in information management and communications, and school asset management.

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Information management and communication	● To enhance the administrative effectiveness in student and staff attendance taking by integrating the current attendance taking system to the current information management and communication system. ● To reduce communication time and efforts with parents on students' attendance.	● To install a smart card reader at school entrance (approx. 150m from school main building) to enhance our existing e-attendance system	● All students' daily attendance taking could be done more efficiently and accurately. ● By using integrated data and communication system, the administration time of staff is reduced.	● $28,000 Cabling from school entrance to the main building ● $7,000 Smart card reader and PC workstation	● All extra system's annual administration fees will be self-funded by the school.
	● To enhance the library's integration with the school intranet. ● To collect and analyse student and staff reading statistics to improve efficiencies of reading programme..	● To replace existing library management system with a more effective software solution	● The workload of the Library team will be reduced in handling library data. ● To facilitate library data to improve the reading programme.	● $40,000 Library System	● All extra system's annual administration fees will be self-funded by the school.
	● To enhance the administrative of the effectiveness in school administration management.	● To upgrade and enhance school administration system (HR, Accounting, admission and Finance)	● The workload of the office and account team will be reduced in school administration works.	● $72,000 School Administration System	● All extra system's annual administration fees will be self-funded by the school.
School asset management	● To enhance the administrative of the	● To adopt an electronic inventory management	● The school asset data handling will be more	● $30,000 Inventory system	● All extra system's annual administration

	effectiveness in school inventory management.	system that could be integrated easily to our existing information management and communication system.	efficient and accurate. ● The workload of the supporting staff will be reduced in handling data school asset.	● $5,000 Barcode reader / label printer	fees will be self-funded by the school.
Alumni management system	● To maintain database of alumni contacts and achievements ● To enhance and further the communication effectiveness between Alumni and the school.	● To adopt an electronic management system to store and handle Alumni information.	● The workload of the staff will be lower in handling the info. ● Efficient communication between alumni and the school ● Successfully launch the school's Alumni Association	● $48,000 Alumni Management System	● All extra system's annual administration fees will be self-funded by the school.
School Based Software and System Development	● To enhance functionally of school's self-developed program.	● To adopt a software development library to manipulate documents and spreadsheets..	● Workload of teachers and support staff will be reduced in handling and using student data. ● Speed up software development time	● $20,000 Software library tools	● All extra system's annual administration fees will be self-funded by the school.
				Total: $250,000	

Signature of Supervisor   : _____

Name of Supervisor   : _____

Date   : _____