

Name of School: Queen Elizabeth School

(District: Yau Tsim Mong)

Work Plan on Use of Strengthening School Administration Management Grant

(To be uploaded to the school's homepage before end of October 2016)

We (Queen Elizabeth School) have read and understand the stipulations stated in the EDB Circular Memorandum No.21/2016 on the 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, we have devised the measures below to enhance the overall effectiveness of our administrative procedure and framework / mechanism, especially in storing and managing important school data and files.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Administrative procedure and framework / mechanism	<ul style="list-style-type: none"> To fulfill the need of staff to store and access important data safely. To fulfill the need of users to locate data quickly and effectively by storing and arranging data in a systematic manner. 	<ul style="list-style-type: none"> Purchase of an electronic file management system (File server software) and computer equipment in order to store school important data and files in a systemic manner. Permission and priority would be set for different staff members to avoid unauthorized access of school data and files. A file and backup system including software and equipment would be purchased in order to protect the entire electronic file management system. 	<ul style="list-style-type: none"> Important school data can be accessed through digitalized means. 75% of the staff agree that the electronic system can help them to retrieve files and documents in a systematic way. 	<ul style="list-style-type: none"> ~\$200,000 on IT equipment. ~\$150,000 on electronic file management system, including professional service for migration of the existing file system from the old file servers to the new file servers. 	<ul style="list-style-type: none"> High availability system setup to reduce computer equipment downtime. Media system for storing important school photos and videos. More storage spaces to be flexibly added in the long run Duplication of all files and data saved in separate file storage devices to enhance data security and to avoid data loss as a result of computer hacking or system failure.

* Deficit could be subsided by the surplus of the Expanded Subject and Curriculum Block Grant or other School Grants.