

Name of School: Po Leung Kuk Ngan Po Ling College

(District: Kowloon City)

Work Plan on the Use of Strengthening School Administration Management Grant

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 effectiveness in the administrative work in storing, organizing, tracking and retrieving school data.

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
<u>Information management and communications</u>	To enhance administrative effectiveness in organizing, storing, tracking and retrieving school data	Electronic Data Management System: The school will purchase hardware, software and programming service to organize, store, track and retrieve school data in an electronic data management system	<ul style="list-style-type: none">School data can be systemically scanned, organized and stored in a secure and reliable system.School data can be tracked and retrieved with less administrative input and higher efficiency	\$250,000	The system will be continuously maintained by school resources and be utilized as the main storage system of school data.