



## Completion Report Project Supported by LTC/OBA Funding\*

(Period covered:  July 2011  –  June 2012 )

### Part I: General Information

Funding Source (please tick ✓ as appropriate):     LTC     OBA Funding

Project Code:                       Host Department:

Project Title:

Project Team:                      Project Leader (Name & Dept):                       Team Member(s) (Name & Dept):

### Part II: Project Details

#### 1. Financial Information

##### (a) Overview

Approved Funding:  + Additional Funding Received (if any):  = Total Funding Received:

Source of Additional Funding:

##### (b) Project Expenditure

Expenditure	Original Budget Approved	Revised Budget <sup>1</sup> (if applicable)	Actual Expenditure	Balance
Salary (Please indicate rank, number of staff members & salaries)				
Equipment				
General Expenses				
Others				
<b>Total</b>				

<sup>1</sup> Please give reasons for the revised budget and quote the relevant authority's approval reference where appropriate.

#### 2. Project Schedule

Dates as Stated in Original Proposal:    Start date (dd/mm/yyyy):                       Completion date (dd/mm/yyyy):

Actual Start and Completion Dates:    Start date (dd/mm/yyyy):                       Completion date (dd/mm/yyyy):

	Total no. of extension(s) obtained :	Obtained during the project period:
<b>Project Period Extension(s) (if any):</b>	two time(s)	For a total of            month(s)

**Reason(s) for Extension(s) (if any):**

\* LTC: Learning and Teaching Committee  
 OBA Funding: Funding for Promoting Outcome-Based Approaches to Student Learning

### 3. Project Implementation

(a) Project objectives  
 NA

(b) Overview of specific work undertaken for achieving the project objectives (including any changes to original proposal)  
 NA

(c) Difficulties encountered, if any, which have affected progress, and remedial actions taken  
 NA

(d) Deliverables/useful findings/good practices emerged

(e) Dissemination activities taken/planned to sustain impact

(f) Self-evaluation or additional information/remarks

I copied the following for SLTC's consideration regarding my "non-involvement" in the project. *When the project was completed, the former PL Mrs Alice Lo found out that there were some funding left. She obtained approval to use the money to design a website by the help of a design company. Upon her retirement from the School, she invited me to take care of the quality control of the design. I officially took it up on 15 March 2011 when Alice was still serving the School.*

*Alice and I had the 1st meeting with the service provider 'Locomotive Communications (Asia) Ltd' on 31 January 2011. One month later, they sent us a draft (pencil sketch) and we found it not up to standard. We rejected the design and asked them to redo.*

*2 weeks later a new contact person from Locomotive asked me for feedback on the 1st design. She said that the former account executive had left and she sounded she knew nothing about our feedback on the design. In order to make the process smooth, I offered them design idea which suits our need. But ever since then, I haven't heard from them. It seemed their internal communication was problematic.*

*The overall quality of the service provided was very poor.*

**Part III: Evaluation by D/SLTC (or by HoD/Dean of School<sup>^</sup>)**

(a) Rating and comments/recommendations on the following areas of the project

(please put a ✓ in 1 of the following 2 ratings and provide comments)

Areas	Rating		Comments and Recommendations
	Satisfactory	Needing attention	
Overall financial management/ use of funding	✓		
Overall project progress		✓	
Outputs /deliverables / dissemination		✓	
Overall rating / comments on the project (Please suggest remedial actions if the rating is 'Needing attention')		✓	

(b) Issues requiring the attention of FLTC/Dean of School and/or the funding authority

(c) Outputs/deliverables/good practices of the project that can be shared with other subjects, programmes or departments within the Faculty, or with the wider PolyU community

(d) Additional comments/remarks

*Suggest to have clear documents regarding tasks to be completed and/or specified responsibilities of new project leader when faced with changes of project leader; so as to avoid similar problematic cases to happen again.*

Name of D/SLTC Chair  
(or HoD/Dean of School):

FUNG HO YIN  
(in block letters)

Date: 30/8/2012

<sup>^</sup> To be prepared by HoD/Dean of School **if** the PL is also the D/SLTC Chair, **or if** the Centre/Unit/Office does not have a DLTC.

Name of Project Leader: Kith Tsang

(in block letters)

Date: 22/7/2012

**Part IV: Evaluation by FLTC/Dean of School#**

(a) Overall rating on the project (please put a ✓ in 1 of the following 2 ratings):

- Satisfactory
- Needing attention

(b) Overall comments and recommendations on the project:

*I want to see a clear output in view of the large expenditure. If service delivered by third party was unsatisfactory we should not pay them and reconsider working with another organisation (in case she need is felt by colleagues to still have a website).*

(c) Issues requiring the attention of the funding authority:

Name of FLTC Chair/  
Dean of School: \_\_\_\_\_

(in block letters)

Date: \_\_\_\_\_

10 SEP 2012

# The Dean of School or HoD of the Centre/Unit/Office needs not fill this part if he/she has already commented in Part III.

**Part V: Response & Follow-up Plan by Project Leader**

(Response and follow-up plan is required from the Project Leader if there is any area rated as 'needing attention' in Part III and/or IV.)

Since the website design is not a crucial part of the project, I'm planning to have it terminated.

I found the service of Locomotive very poor. We may consider paying the charge of the draft only and stop the service.

Name of Project Leader: \_\_\_\_\_

*KITH TSANG*

(in block letters)

Date: 22/7/2012

*[Handwritten signature of Kith Tsang]*

Signature of Project Leader

Kith Tsang  
(Name in block letters)

*[Handwritten signature of FUNG HO YIN]*

Signature of D/SLTC (or HoD)@

FUNG HO YIN  
(Name in block letters)

*[Handwritten signature of Prof. Lee de Bort]*

Signature of FLTC/  
Dean of School

Prof. Lee de Bort  
(Name in block letters)

*Henry Ma*  
12 SEP 2012

@ To be signed by HoD if the PL is also the DLTC Chair, or if the Centre/Unit/Office does not have a DLTC; leave this blank if the PL is also the SLTC Chair.

The Project Leader and D/SLTC Secretary should each keep a copy of this Completion Report for records. A copy of this Completion Report will be submitted along with the F/SLTC Annual Report (Form 20) to LTC/WGOBE as a supporting document.