Project Title : (English)

 (Chinese)

Project Schedule : from to

 (dd/mm/yyyy) (dd/mm/yyyy)

Name of Organising School :

**Part A Project Details**

A1. □ VR Application □ AR Application

 *(Please mark “√” where appropriate)*

A2. Please provide a brief description of the Project including what and how VR/AR technology was being deployed :

A3. Academic subject(s) and topic(s) covered by the VR/AR-based e-learning materials produced by the Project :

A4. Please provide reasons and justifications if the academic subject(s) or topic(s) covered are different from those in the original application (**Note :** There is no need to report changes which have already been approved in submitted change requests) :

**Part B Attainment of Intended Outcomes**

B1. **Individual Assessment** on **major** intended outcomes stated in the application :

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Intended Outcome** | **Extent of Attainment** | **Elaboration** |
| 1 | *e.g. Intended Outcome 1* | *e.g. Fully achieved* | Indicators of having achieved the intended outcome : |
| 2 | *e.g. Intended Outcome 2* | *e.g. Largely achieved* | Indicators of having achieved the intended outcome : |
| 3 | *e.g. Intended Outcome 3* | *e.g. Failed to achieve* | Reasons for not being able to achieve the intended outcome : |

B2. **Overall Assessment** :

The Project achieved the intended outcomes stated in the original application by the following degree :

* Fully achieved : > 85% to 100% achievement
* Largely achieved : > 50% to 85% achievement
* Partially achieved : > 15% to 50% achievement
* Failed to achieve : 0 to 14% achievement

*(Please mark “√” where appropriate)*

**Part C Financial Position**

C1. Please provide the financial positions below :

|  |  |
| --- | --- |
| **Item** | **Amount (HK$)** |
| Actual Project Cost as reported in the Financial Report |  |
| Funding Support provided by the OGCIO |  |
| Surplus to be returned to the OGCIO |  |

**Note** :

1. The detailed breakdowns of actual Income and Expenditure, and Sponsorship / Subsidy, should be included in the **Financial Report** (2017/18 EITA-Form 2).
2. The organising school should include auditing of all incomes and expenditures of the Project in the annual audit exercise as specified in the School Administration Guide. Either copy of full set of the audited financial statement or certified copies of relevant pages of audited financial statement should be submitted to the OGCIO for verification once the audited financial statement(s) for the corresponding school year(s)/financial year(s) (depending on the project schedule of the application) is available.
3. In case if there is any surplus of funding to be returned to the OGCIO, certified copies of the breakdown for the relevant financial items should also be provided as supporting documents once the project expenditure has been settled.
4. If part of the funding support provided by the OGCIO is used to procure inventory items, corresponding detailed information should be recorded in the **Inventory List** (2017/18 EITA-Form 3) and submitted to the OGCIO.
5. From time to time the OGCIO may require the organising school to report details about the usage of these inventory items **within three years** counting from the project end date, and the OGCIO reserves the right to request the organising school to return the inventory items if these items are not being properly used.

C2. Please provide detailed explanations if the equipment and tools acquired are different from those stated in the original application, except for differences in model/version (**Note :** There is no need to report changes which have already been approved in submitted change requests) :

**Part D Partners / Co-organisers / Service Providers**

D1. Please provide a brief description on the major responsibilities of each party involved in delivering the Project (**Note** : Responsibilities of the organising school **MUST** be stated) :

|  |  |  |
| --- | --- | --- |
| **Name** | **Roles** | **Responsibilities** |
| *School Name* | Organising School |  |
| *e.g. Company 1* | *e.g. Service Provider* |  |
| *e.g. Organisation 1* | *e.g. Co-organiser* |  |

**Part E Project Design**

E1. Please complete **Annex** to provide detailed information on project activities covered.

E2. Please enclose **copies of attendance list**.

E3. Time for the project activities that included **interactive elements** (such as inquiry activities, discussions, hands-on activities, laboratories, and presentations, etc.) was hours (equivalent to % of total project hours).

E4. Please provide detailed explanation if (a) the project was completed **after end of December 2018**; (b) the number of student participated in **project implementation** was **less than 20**; or (c) **less than 30%** of the total project hours included interactive elements :

E5. Please ask responsible teacher(s) and participating students to fill in the online questionnaires**Note** for the EITA to provide feedback. In case only hand-written feedbacks are collected, the organising school should be responsible for inputting the data. The survey data will be returned to the organising school for reference and attached to the Programme Evaluation Report as supporting document.

 **Note :** Access links to the questionnaires will be provided separately by email.

**Part F Project Deliverables**

F1. Please list out all project deliverables (including VR/AR-based e-learning materials (including photos, videos and/or maps), application programs/mobile application (with source codes), project documents (e.g. instruction guide, online user manual), teaching materials and pedagogical use of e-learning materials, etc.) developed below :

|  |  |  |
| --- | --- | --- |
| **No.** | **Title (Type) and Description** | **Is it feasible for the item to be shared among the school community?****If yes, please suggest the mode(s) of sharing.****If no, please provide reasons.** |
| 1 | *e.g.* *A Virtual Field Trip on The Peak (Mobile Apps):**Brief description about the content and functions* |  |
| 2 |  |  |
| 3 |  |  |

F2. Please provide reasons and justifications if the organising school failed to deliver any of the project deliverables stated in the original application (**Note :** There is no need to report changes which have already been approved in submitted change requests) :

F3. Please note that the OGCIO may request the organising school to share their experience and/or the project deliverables among the school community when an appropriate opportunity arises.

**Part G Promotion**

G1. Please provide a brief summary on promotion activities conducted :

G2. Please enclose relevant **soft copies of photos/videos** taken for the programme.

G3. Please also submit soft copies of other promotion and publicity materials, such as posters and pamphlets, if available.

**Part H Suggestions for Improvement**

H1. Please list out difficulties encountered and suggested areas of improvement (if any) for any **significant** deviations from the application, including the intended outcomes, program design and budget :

|  |  |  |
| --- | --- | --- |
| **No.** | **Difficulty Encountered** | **Area of Improvement** |
| **Intended Outcomes** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| **Program Design** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| **Budget** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

**Part I Future Deployment of Project Deliverables and Inventory Items**

I1. Please indicate which project deliverable(s) (as listed out in **Part F**) will be re-used for the production of more VR/AR-based e-learning resources in coming **three school years** (i.e. from 2018/19 to 2020/21) :

|  |  |  |
| --- | --- | --- |
| **No.** | **Project Deliverable** | **Academic Subject, Usage & Tentative Schedule** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

I2. To ensure that government funding is used properly, apart from the deployments specified in above table, please elaborate if there is any future plan for deploying the procured inventory items (as per **Inventory List** (2017/18 EITA-Form 3) in teaching and/or organising IT activities in coming **three school years** (i.e. from 2018/19 to 2020/21) :

Signature of the School Principal Name of the School Principal

 Date (dd/mm/yyy)

~ END ~

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Session** | **Date** | **Time****(Duration)** | **Brief Description of the Project Activity** | **Nature of Activity Note 1** | **Mode of Delivery Note 2** | **No. of Participants** |
| **Students from Organising School Note 3** | **Students from Other Schools Note 3** | **Others (Please specifyNote 4)** |
| ***Sub-Project Title (if applicable)*** |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
| **Sub-Project Hours = hrs** |
| ***Sub-Project Title (if applicable)*** |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
| **Sub-Project Hours = hrs** |
| **Total Project Hours = hrs** |

**Note :**

1. Nature of Activity: e.g. short courses, classroom/outdoor workshops, competitions, exhibitions, industrial visits, and seminars.
2. Mode of Delivery: e.g. class lectures, case studies, inquiry activities, discussions, hands-on activities, laboratories, and presentations.
3. Please specify the study level of students, e.g. P6 for Primary Six, and S3 for Secondary Three.
4. Others: e.g. parents, teachers, and public.