<div align="center">

Sir Ellis Kadoorie Secondary School (West Kowloon)
Use of School Administration Management Grant (2017-2018)
Programme Plan

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Achievement Targets	Strategies / Tasks	Time Scale	Success Criteria	Method of Evaluation	People Responsible	Resource Required
To enhance the administrative effectiveness and reduce administrative workload of accessing/retrieving student information	To upgrade the workstations so as to store/retrieve student information efficiently	Sep 2017 to Aug 2018	Efficient in storing / retrieving student information	• Observation • Feedback from teachers and General Office	Mr W.Y. Kwok	$ 150,000

Estimated Total: $ 150,000