Proposal

Installation of School Management System Software

Prepared for: Mr. LY CHENDA
   Executive Director

Prepared by: Mr. IM CHEK
   Financial & Office Manager

Project Period: 6 weeks

Start-up Date: 1st October 2013

Ending Date: 15th November 2013

Total Amount Requested: $1,020.00

Date: ___________  Date: ___________

_________________________  _______________________
Executive Director           Prepared by
LY CHENA                    IM CHEK
Subject: Installation of School Management System Software

Background:

Joy Kindergarten is the educational and academicals institute has established since 2000 under the authority approval licensed by Ministry of Education Youth and Sport (MeYS); on which sponsored by HKACCC (Hong Kong Alliance of Chinese Christian Church), has located in #13, St.139, Sangkat Toul Svay Prey II, Khan Chamkar Mon, Phnom Penh, Cambodia in trended for providing Love of God-Jesus Christ for all; especially Joy Kindergarten has considered and pay his best effort not only for kids in school but also kid’s parents have time to hear and know the salvation of Christ by maintaining the kid’s education quality both believers and non-believers.

Firstly, Joy Kindergarten has provided 2 languages (English and Chinese) for Nursery, K-1, K-2, and K-3 (Students age: from 3-6 years old). He has become independent and survived without relying on the sponsorship from HKACCC from 2007. From one to one year, in the need of society to develop the country; therefore, education is the important sector.

Secondly, Joy Kindergarten has been in progress for updated his academic curriculum since July 1, 2011, because of the need of kid’s parents; Joy Kindergarten has effectively resulted in upgrading from Kindergarten to Primary School that consisted P-1(A) and P-1 (B) for (2 Classes) successfully that provided 3 languages (Khmer, Chinese, and English Language) in his own curriculum. In 2013, Joy Kindergarten granted and enlarged his class to P-3 which consisted many students who has enrolled. The students who granted education from Joy Kindergarten are able guarantee to join in public school.

Problem Statement:

Although, Joy Kindergarten has improved rapidly from one year to one year, from dependent to independent school, from kindergarten to primary school, become bigger and bigger with good curriculum in which brings famous and fame in Phnom Penh, it inclusive many capable and proficiency students and staffs.
By observing and conducting school management analysis; we find out some problems from the beginning of the school that cause school management system as whole is very weak and complexity in systematic orderly as following:

1. Weak on an administration management system
2. School financial recording system
3. Student report management system
4. Student enrollment system
5. Student go by school bus report
6. Student payment report
7. School new session system
8. Staff management system
9. Inventory management system
10. School Asset management system
11. Waste time on controlling report
12. Use too many resources in the one problem function
13. Easy to lose the record
14. Difficult for gaining the report for use in effectively

We had projected in our first proposal for installing the School Management System Software that it would bring the school more systematic for controlling effectively and efficiency. This program has been extremely successful to date and is a result School Management System.

Project Plan & Description:

Because of the basic need of school and depending on what our school has been searching out the problems and the impacts that cause anti-active in school and reach the standard of school education system in the modern society. Briefly this project shall be implemented and managed and eventually sustained in school it would be expected outputs, outcomes and impact on the working environment, workload reduction, and take good care on students’ education. The project that we are going to request for school will prescribe:

a. This project can promote positive cultural values and considerations on school system.
b. It will justify and organize work load to right job with right person in systematically.
c. Upgrade the standard of student education.
d. It will effect to the real state of modern educational system.
e. Grading more powerful on school management as a whole.
**Project Expected Outcomes:**

1. For the expert staff of school can be promoted and upgrade the speed of work place by using new system for school management.
2. Give chance to staff to learn new thing from new technology installation.
3. Bring effective and efficiency outcome of educational process by systematic.
4. Bring more easily to school staff and the whole activities of education process and it also help our staff to complete the school project with greater self-esteem, self-worth, and the skills necessary to maintain permanent procedure along with a greater understanding of new software and how to cope with it independently. Of significance is that an additional outcome that our staffs would have a better understanding of the issues surrounding education management system.

**Measurement Activities:**

1) Give each staff has a case manager action plan to assist with education services and school management in order to decrease the risk of controlling hardware;
2) Coordinate the process of school system faster and can be monitored for success;
3) The total number of program in which our staff who join the school management installation system orientation will be recorded along with pre/post testing for knowledge and skills of our staff;
4) Measurement tools and checklists will be in place to follow participant accomplishments and activities along the path to school staff;
5) School surveys for measuring success and additional supportive needs;
6) The number of prospective school staff contacts and prospective participants;

**Amount Requested/Total Project Cost:** Administration expense funding request is $20.00 with a total Project expense of school management system installation cost of $1,000.00

**Budget Plan:**

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<th>Items</th>
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<td>1</td>
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<td>Administration</td>
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<td><strong>Subtotal:</strong></td>
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