King Edward VII College

Change management plan

By Shenxiang Wang (Owen)

**Table of Contents**

[Description of the current ICT system in place 3](#_Toc98782337)

[A rationale for the changes required to the ICT system 3](#_Toc98782338)

[Industry benchmarks to be achieved for the ICT system 4](#_Toc98782339)

[Impact of changes 5](#_Toc98782340)

[Change management activities, responsibilities and timelines. 6](#_Toc98782341)

Description of the current ICT system in place:

The current system for the sharing of learning and assessment materials is via email. Students receive their learning and assessment materials one week before the start of each unit.

A rationale for the changes required to the ICT system:

1.With so many students, the amount of material that needs to be sorted and sent is enormous.

2. Receipt of material and submission of evaluation are very difficult to track.

3. Lack of central database and confusion of versions.

4. There are tracking problems, such as students not receiving emails or having no record of them sending assessments.

Industry benchmarks to be achieved for the ICT system:

1. The ability to process information is improved, and the system can track materials and appraisers' evaluation.

2. Students can receive emails effectively and quickly. However, the communication between students and teachers can not only be limited to email, but also set up an online communication platform, so that teachers and students can communicate quickly on this platform, and improve learning efficiency and progress.

3. Have a central database，In the case of a common central database, each student would have their own sub-database to store their own learning data.

4.Security requirements:

1. Follow safety principles.

2. Authenticate the user.

3. Authorize access.

4. Ensure confidentiality of information.

5. Ensure information integrity.

6. Ensure accountability.

7. Provide security management.

Impact of changes

1. Expand storage space wirelessly. The size of storage space determines the running speed of the system.

2. The system can process information in batches, improve the efficiency of sending and receiving information, and improve the learning efficiency of students.

3. The system must comply with network security requirements and configure a firewall to prevent the system from being destroyed by network attacks.

4. Create a central database that prevents students' documents from being confused again.

5. Students can receive E-mail efficiently and quickly. However, the communication between teachers and students is not limited to email, but also can establish an online communication platform, so that teachers and students can communicate quickly on this platform, improve the learning efficiency and progress.

# 

# Change management activities, responsibilities and timelines.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 01/1 | 10/1 | 20/1 | 25/1 | 30/1 | 5/2 | 10/2 | 15/2 |
| Tasks 1 |  |  |  |  |  |  |  |  |
| Tasks 2 |  |  |  |  |  |  |  |  |
| Tasks 3 |  |  |  |  |  |  |  |  |
| Tasks 4 |  |  |  |  |  |  |  |  |

Task 1: Expand storage space.

Task 2: Increase system batch processing capabilities.

Task 3:Establish a central database.

Task 4:Resolve system tracking issues.

# 