

**JABATAN PEMBAGUNAN KEMAHIRAN, KEMENTERIAN SUMBER  
MANUSIA BLOK D3 DAN D4, PARCEL D, PUSAT PENTADBIRAN  
KERAJAAN PERSEKUTUAN, 62502 PUTRAJAYA, WILAYAH  
PERSEKUTUAN.**

**SPECIAL PROJECT:  
SISTEM INVENTORI UNIT PROMOSI (SIUP)**

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**REPORT SUBMITTED IN FULFILLMENT OF THE  
REQUIREMENT FOR THE INDUSTRIAL TRAINING  
FACULTY OF INFORMATION MANAGEMENT  
UNIVERSITI TEKNOLOGI MARA KELANTAN**

**02 FEBRUARY 2017 – 30 JUNE 2017**



**UNIVERSITI TEKNOLOGI MARA  
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT:  
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**IM245 - BACHELOR OF SCIENCE (HONS.)  
INFORMATION SYSTEM MANAGEMENT  
FACULTY OF INFORMATION MANAGEMENT  
UNIVERSITI TEKNOLOGI MARA KELANTAN**

**02 FEBRUARY 2017 – 30 JUNE 2017**

## **DECLARATION**

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Muhammad Hafiy Bin Kamaruddin

2014363233

Date of submission: 11<sup>th</sup> July 2017

## ABSTRACT

***Abstract:** This special project based on the period from 2<sup>nd</sup> February 2017 until 30<sup>th</sup> June 2017 in Jabatan Pembangunan Kemahiran (JPK), Unit Pembangunan dan Pemantauan Projek (PMO) Bahagian Unit Pengurusan Maklumat at Kementerian Sumber Manusia (KSM). The trainee is placed in Unit Pengurusan Maklumat (Unit IT) under the supervision PN. Norhazira BT Kamarudin which is a statisticians. The trainee is assigned to develop a rental system as the special project which is Sistem Inventori Unit Promosi (SIUP). Basically the Sistem Inventori Unit Promosi (SIUP) is being considered in order to improve the level of management of take out the Promosi equipment in unit Promosi. The current system is manual so that it is such an ineffective way. However, the trainee also involved with other activities and programs which each of them gave new experience and gained a lot of knowledge. Throughout the industrial training session, the trainee had improved a lot of skills such as communication skill, problem solving, self-learning, teamwork and others. The industrial training session are going well until the end of the day. The staff in Jabatan Pembangunan Kemahiran (JPK) gave a very good cooperation with the trainee during the industrial training session.*

***Keywords:** Take out system, JPK, Sistem Inventori Unit Promosi (SIUP), industrial training*

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In addition, thank you to Madam Nurul Annisa Binti Abdullah, the person who struggle very hard from the very first thing related to industrial training program. Thank you to the faculty supervisor, Mr. Mohd Zafian Bin Mohd Zawawi for his supervision through the special project.

Where would I be without my family so, many thanks go in to my parents and family who has always been there whenever I need them, the encouragement they give to keep us going and their love to empower me that never fails all the time. They deserve special mention for their inseparable support and prayers. And last but not least, I would like to thank my friends who are always there when I need some help and inspiration.

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## **CHAPTER 1: INTRODUCTION**

### **1.1 BACKGROUND OF THE ORGANIZATION**

The Ministry of Human Resources development abbreviated MOHR, is a ministry of the Government of Malaysia that is responsible for skills development, labour, occupational safety and health, trade unions, industrial relations, industrial court, labour market information and analysis, social security. The Ministry Of Human Resource development is located Persiaran Sultan Sallahuddin Abdul Aziz Shah, Presint 1, 62000 Putrajaya, Wilayah Persekutuan Putrajaya, Malaysia Blok D3, Kementerian Sumber Manusia .The Ministry of Human Resources development is responsible for administration several Federal agencies:

1. Social Security Organisation (SOCSCO), or Pertubuhan Keselamatan Sosial (PERKESO).
2. Human Resources Development Fund (HRDF), or Pembangunan Sumber Manusia Berhad.
3. Social Security Organisation (SOCSCO), or Pertubuhan Keselamatan Sosial (PERKESO).

4. Human Resources Development Fund (HRDF), or Pembangunan Sumber Manusia Berhad.

5. National Institute of Occupational Safety and Health (NIOSH), or Institut Keselamatan dan Kesihatan Pekerjaan Negara.

6. Skills Development Fund Corporation, or Perbadanan Tabung Pembangunan Kemahiran (PTPK).

7. Institute of Labour Market Information and Analysis (ILMIA), or Institut Maklumat Dan Analisa Pasaran Buruh.

<i>Kementerian Sumber Manusia</i>	
<b>Ministry overview</b>	
<b>Formed</b>	31 August 1957, 59 years ago
<b>Preceding Ministry</b>	<a href="#">Ministry of Labour</a>
<b>Jurisdiction</b>	<a href="#">Government of Malaysia</a>
<b>Headquarters</b>	Level 6-9, Block D3, Complex D, Federal Government Administrative Centre, 62530 Putrajaya
<b>Employees</b>	8,611 (2017)
<b>Annual budget</b>	MYR 1,240,485,000 (2017)
<b>Minister responsible</b>	<a href="#">Richard Riot Jaem</a> , Minister of Human Resources
<b>Deputy Minister responsible</b>	<a href="#">Ismail Mutalib</a> , Deputy Minister of Human Resources
<b>Ministry executives</b>	<a href="#">Adenan Ab Rahman</a> , Secretary-General <a href="#">Mohd Sahar Darusman</a> , Deputy Secretary-General (Policy and International) <a href="#">Mohamed Elias Abu Bakar</a> , Deputy Secretary-General (Operations)
<b>Website</b>	<a href="http://www.mohr.gov.my">www.mohr.gov.my</a>

Figure 1

## Info about Mohr

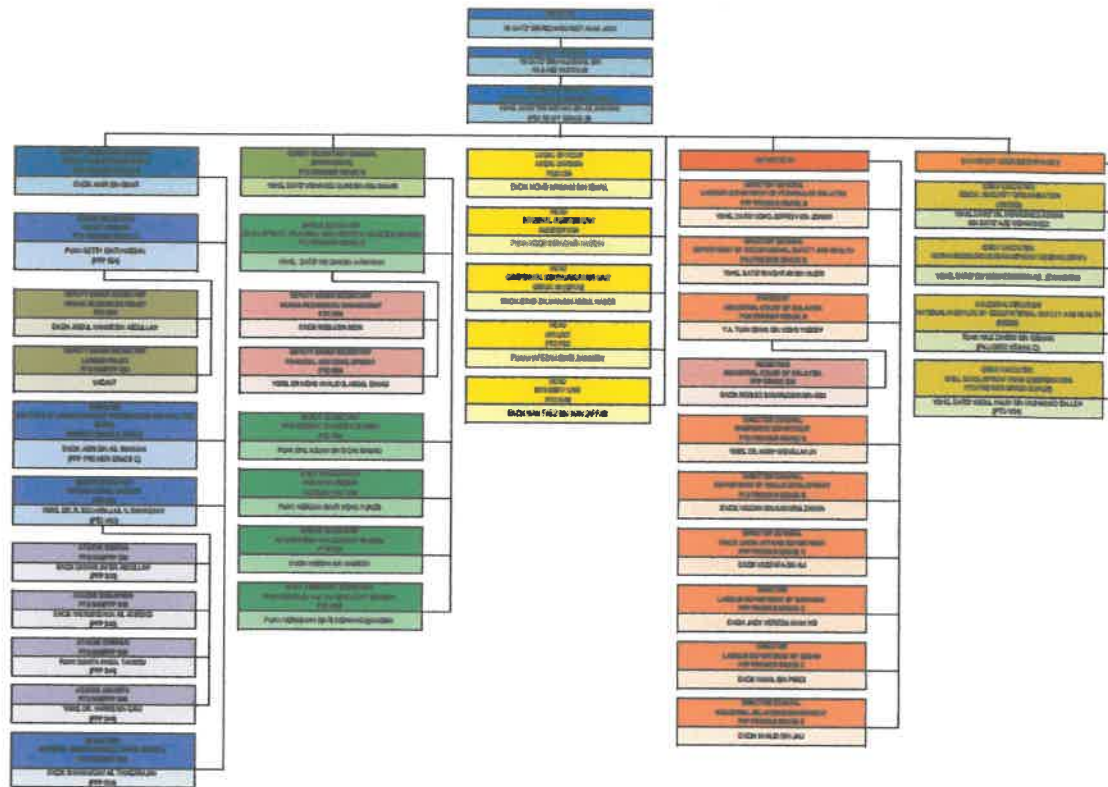


Figure 1.1  
 Organization Chart of MOHR

### 1.1.2 MOHR Roles and Responsibilities

To update and implement labor policies and laws to create efficient, productive and discipline workforce with positive values and good work ethics.

To update and implement occupational safety and health policies and laws to ensure a healthy and safe work environment.

To efficiently manage and independently resolve industrial dispute between employer and employee in order to create a conducive work environment.

To monitor and facilitate development and movement of trade unions to be orderly for the benefit of the nation.

To manage international relations in Labor Management field, technical co-operation in labor related matters and human resources development.

To encourage and coordinate tripartisme among employees, employers and Government and to create harmonized relation toward Vision 2020.

To plan and develop human resource through control and labor market analysis to formulate policies relating to employment, development of skilled workforce and productivity linked wage system.

To create job opportunities and job placement.

To update and implement National Vocational Training Policy and strategies that will fulfill the training needs in the private sector.

To revise, update and develop the syllabus of skills training (NOSS), Skills Certification System (MOSQ) and skills standard for implementation.

To update and effective implementation of social safety facility to ensure sufficient safety net for workers.

### **1.1.3 vision and mission**

#### **VISSION**

"To be the leading agency in the development and management of a World Class Workforce."

#### **MISSION**

To develop a workforce that is productive, informative, discipline, caring and responsive to the changing labor environment towards increasing the economic growth and hence create more job opportunities.

To encourage and maintain conducive and harmonized industrial relation between employers, employees and trade unions for the nation's economic development and wellness of people

To uphold social justice and ensure harmonious industrial relations through solving industrial dispute between employer and employee and awarding collective agreement.

To ensure trade unions practice democracy, orderly and is responsible to assist achieving the objective of industrial harmony.

To be the leader in development of nation's human resources.

To ensure safety and health of workforce is assured.

To develop skilled, knowledgeable and competitive workforce in a harmonious industrial relations with social justice.



## CHAPTER 2: ORGANIZATION INFORMATION



Figure 2

JPK logo department

### 2.1 Information About Department

The Department of Skills Development (Malay: Jabatan Pembangunan Kemahiran), abbreviated JPK or DSD, is an agency under the Ministry of Human Resources of Malaysia for co-ordination and control of training skills for Malaysian citizens. It researches and develops standards to evaluate job expertise and competency. The agency is led by a Director General, assisted by a Deputy Director General and a Legal Adviser. Department of Skill Development's functions are further delegated to 14 agencies. Each agency is led by a director. Defining the contents of Sijil Kemahiran Malaysia (Malaysian Skill Certificates) is the major function of Department of Skill Development.

There are currently five different levels of certification. Skill Certificates are obtained through Accredited Training Institutions and Industry-Oriented Training. Apprenticeship training courses in the National Dual Training System are carried out in approved institutes.

Separately, Pengiktirafan Pencapaian Terdahulu (PPT) (Recognition of Prior Achievement) allow trainees or trainers to convert their experience (either in work or training) into Sijil Kemahiran Malaysia. Malaysians can be awarded SKM without formal courses. They submit proof of such experience and the evidence is reviewed by the relevant officers and confirmed by the Pegawai Pengesahan Luaran, who is usually from the Department of Skill Development.

### **2.1.1 Unit Pembangunan dan Pemantauan Projek(PMO)**

Unit Pembangunan and Pemantauaan Projek are department in (JPK). That Department have Four Unit. Every Unit has head of Director. That four Unit include Unit Pengurusan Maklumat (Unit IT)

Unit Pengurusan Maklumat (unit IT) division of Trainee Internship

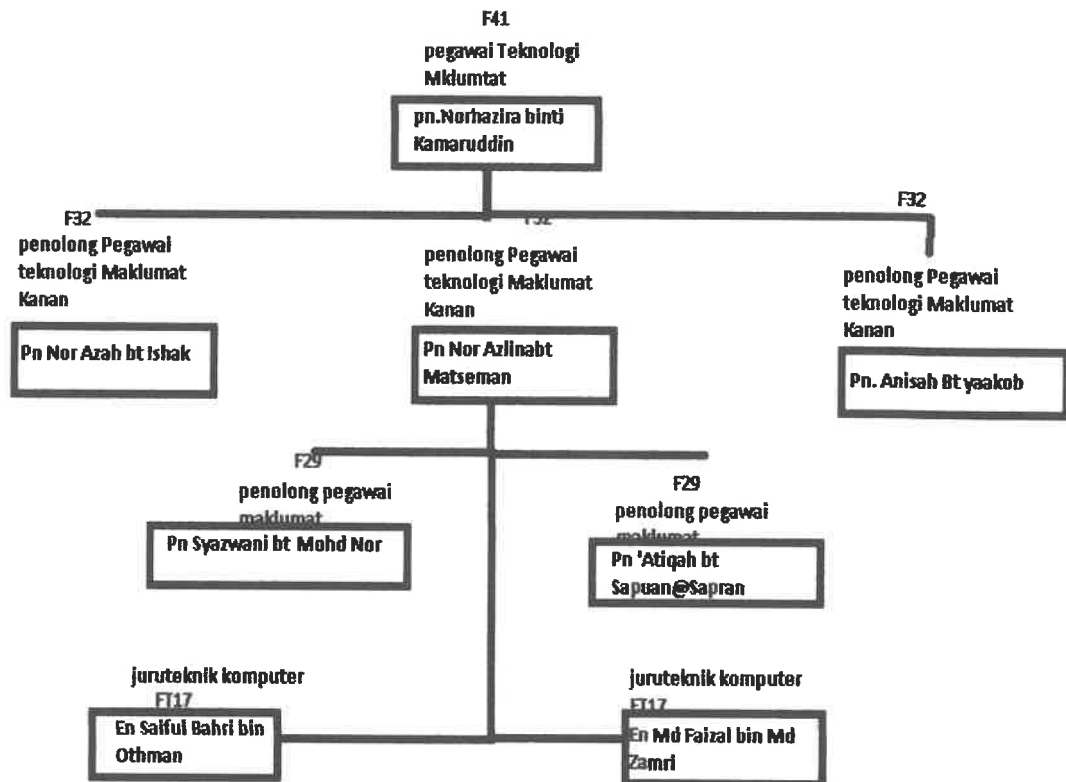


Figure 2.1 (Unit IT Chart)

Trainee is placed in the Information Management unit (IT unit) under the Project Development and Assistance Division (PMO). The PMO has four Units, regulatory units and Enforcement, Promotion units, Unit Standards and Skills, and Information Management Units

The organizational structure in Unit Pengurusan Maklumat top management is Pn Norhazira Binti Kamarudin is a officer in this unit ,second level are Assistant senior officer Pn Nor Azah ,Pn Anisah And Pn Nor Azlina. Third level Pn Syazwani and Pn Atiqah as are assistant officer. Last level is En saiful Bahri and Encik Faial as Computer Technician

## **2.2 IT DEPARTMENT FUNCTION**

Objective of KSM is to improve JPK efficiency and effectiveness in administration and information management through the innovative use of information technology. KSM has its own responsibilities and functions in managing related work in JPK.

## **2.3 IT SECTION**

### **2.3.1 ICT planning in JPK and management of ICT Division**

Development of Divisional and ICT Strategic Plan o Secretariat for various ICT steering committees o Procurement management of hardware, software and ICT services o Enculturation of ICT in JPK through training,

quality programs etc. Compliance to ICT procedures and circulars.  
Management of divisional administration and finance / expenditure.

### 2.3.2 Management of ICT operations and technical support

- o Data Centre and server management
- o System and Database administration
- o Management of e-mail system
- o Network management
- o ICT security management
- o Technical support and helpdesk
- o Hardware and software inventory management

### 2.3.3 Development and maintenance of application systems

- I. Development and maintenance of application systems (in house and outsource)
- II. Application Systems roll out to states/ divisions offices
- III. Development and maintenance of JPK Website and Intranet
- IV. Development of presentation software and Multimedia.
- V. Support the implementation of Electronic Government Systems.

#### 2.3.4 Client Charter

- I. Servicing efficient and fair ICT's service to information technology customer
  
- II. Prepare and maintain application system as implementation schedule agreed
  
- II. Ensure infrastructure and ICT information be always at levels 100% safe.
  
- III. Ensure ICT services always operate with at least 95% uptime.
  
- IV. Giving response to technical complaint through help desk within one day
  
- VI. Process applications ICT's projects to get approval in Jawatankuasa Pemandu ICT within 3 months at Department level.
  
- VII. Manage turnover technical assessment ICT equipment not exceeding 3 month to process tender and not exceeding 1 month to process quotation.  
Ensure main webpage and info portal always up-to-date. Provide ICT consultation service in 2 days from demand accepted.

## **CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES**

### **3.1 Training Activities**

The trainee already undergo internship programme in this company for five (4) months starting from february 2017 until June 2017. The trainee is placed in the Jabatan Pembangunan Kemahiran(JPK), Bahagian Pembangunan dan Pemantauan Projek (PMO) Unit Pengurusan Malumat(unit IT), under Kementerian Sumber Manusia(KSM) . The trainee have been placed under the supervision Unit IT, Pn. Norhazira Binti Kamarudin.For trainee's supervisor at the university, trainee have been placed under the supervision of Sir Zaffian Bin Zawawi. Any problems about systems trainee refer to “Sir Zaf”.

During internship in this company, the trainee have acquired some tasks but the tasks can be divided into two types: Training Activities and also Special Project. Although the trainee is placed in the Unit IT department, the trainee get any direct order from the top management of Unit IT department. The trainee just received instructions from technicians and head of department Pn Norhazira directly.

The trainee has been provided with log book from faculty to write down the task-to-do every day. The trainee need to do daily reporting, however at the

same time the trainee also need to fulfill the form provided by Unit IT department.

Both of these form have the same function which is to record the task done every day. The trainee also required to fulfill the attendance form provided by Unit Pentadbiran At Jabatan Pembagunan Kemahiran (JPK). This chapter describes all aspects of work that the trainee have accomplished during the industrial training period. All of the details are supported with proofs or evidences and other materials related.

### **3.2 Daily Activities**

Daily activities are the daily tasks performed by the trainee and it different from the Special Project. These tasks are not specific and sometimes it varies according to current needs.

#### **3.2.1 Format Personal Computer (PC)**

For trainer it gives task format the personal computer, average PC it must completed to format 60 pieces of PC. For this process that trainer monitoring by expert staff and another staff in Unit IT. Those people are responsible for monitoring process Mr. Saiful Bahri and Miss Sariatul Sofea. They can guide the trainer and tech wright steps for format PC.



Function of format it organizing the C: drive, or whatever letter happens to recognize the parcel that Windows is introduced on, must be done from outside of Windows since you can't delete the documents you're presently utilizing. Doing as such from outside the OS implies the records aren't effectively running and can in this way be erased.

Perceive How To Format C for guidelines.

In case you're searching for data on organizing a current hard drive to make sure you can introduce Windows on it, don't stress - you don't need to physically design a hard drive. Designing a hard drive is a piece of the "clean introduce" strategy for introducing Windows. Perceive How to Clean Install Windows for more data.

On the off chance that you need to arrange a gadget to change the document framework from, say, FAT32 to NTFS, one way you can do it while sparing your information is to first duplicate the records off of the drive until it's vacant.

You may have the capacity to recoup records from a parcel even after it's been designed. Some document recuperation apparatuses ought to have the capacity to do this, and many are free, it's unquestionably justified regardless of an attempt in the event that you've inadvertently organized a parcel that held significant information.

There are two distinct sorts of arranging - abnormal state and low level. Abnormal state designing includes composing the record framework to the plate with the goal that the information can be sorted out and comprehended by programming perusing from it and keeping in touch with it. Low level organizing is the point at which the tracks and segments are plot on the plate. This is finished by the maker before the drive is even sold.

Table 3.1: Task Profile for Format Personal Computer

Task	Format Personal Computer
Scope	60 pieces of pc
Duration	22 february 2017 – 16 may 2017
Task supervisor (s)	Pn Norhazira Binti Kamaruddin
Hardware / Device	Computer,
Software	Microsoft Window Xp, Anti-Virus ,Microsoft office

To success format 60 pieces the trainee it gives tool and software to make sure this process run with smoothly. Formatting process it very important to protect information and data in PC, that information not all staff can be access just responsible staff can access. After finish format process we can make sure and check how many pieces Pc can be used and damage. The trainee can divide by category PC can be used or not, because this Pc can be used for Donation and disposal Process.



**Figure 3.1**

**Format pc**



**Figure 3.2**

**Arrange pc**

### 3.2.3 Help desk activity

Table 3.2: help desk activity

Task	Help desk
Scope	Daily activity
Duration	February 2017 – June 2017
Task supervisor (s)	Pn Norhazira Binti Kamaruddin
Hardware / Device	Computer,
Software	Software printer, Emil patch

Trainee also become helpdesk support function helpdesk assistance work area is a place that a client of data innovation can call to get help with an issue. In many organizations, an assistance work area is basically one individual with a telephone number and a pretty much sorted out thought of how to deal with the issues that come in. In bigger organizations, an assistance work area may comprise of a gathering of specialists utilizing programming to help track the status of issues and other unique programming to help break down issues (for instance, the status of an department broadcast communications arrange).

During Intern process many problem trainee handle it when become help desk like are network problems, printer problems, email problems, Personal computer break down and many more. Trainee must solve this problems with immediately depend on situation. There are times when the problem comes with so many and uninterrupted. The trainee should solve the problem which is more serious first

Printer problems is a problem that many Trainee faces. Often trainee will troubleshoot and re-add the printer. Other than that it is related to setup sharing folder. Only IT units can setup folder sharing. Sharing function is the place to store data on partial activity.

Computer components are damaged report. Problem of computer component problem as well as trainee face. The trainee will change the damaged tool as an example of the trainees receiving a broken computer screen report. The trainee will change the screen if the screen does not have the Trainee to make a loan with a responsible vendor.



Figure 3.3

1govuc portal

### 3.2.4 Making Network cable

Table 3.3: Making Networks Cable

Task	Network cable making
Scope	Daily activity
Duration	3 march 2017
Task supervisor (s)	En Saiful Bahri Bin Othman
Hardware / Device	Computer,
Software	no

Before Trainee gets started, Trainee must sure have the necessary tools, and decide whether you're going to use Cat 5e or Cat 6 network cables. Unshielded twisted pair (UTP) patch cable ,Modular connector (8P8C plug, aka RJ45) Crimping tool,Cable tester (optional, but recommended)

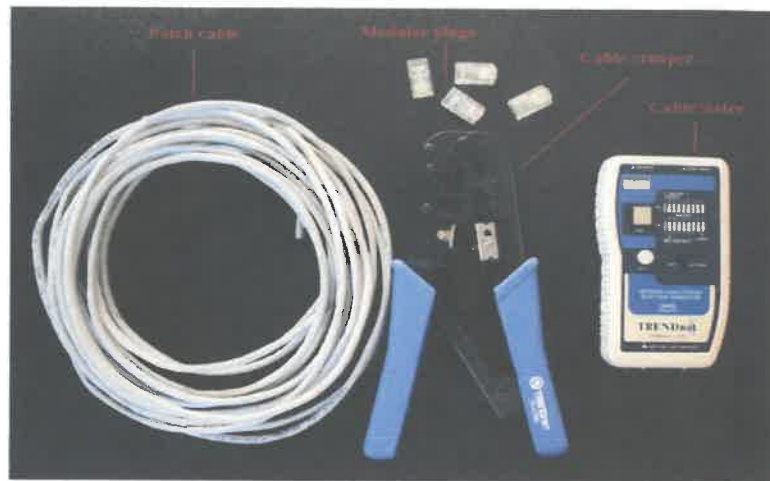


Figure 3.4

#### Tools Making cable Network

There are four pairs of wires in an Ethernet cable, and an Ethernet connector (8P8C) has eight pin slots. Each pin is identified by a number, starting from left to right, with the clip facing away from Trainee.

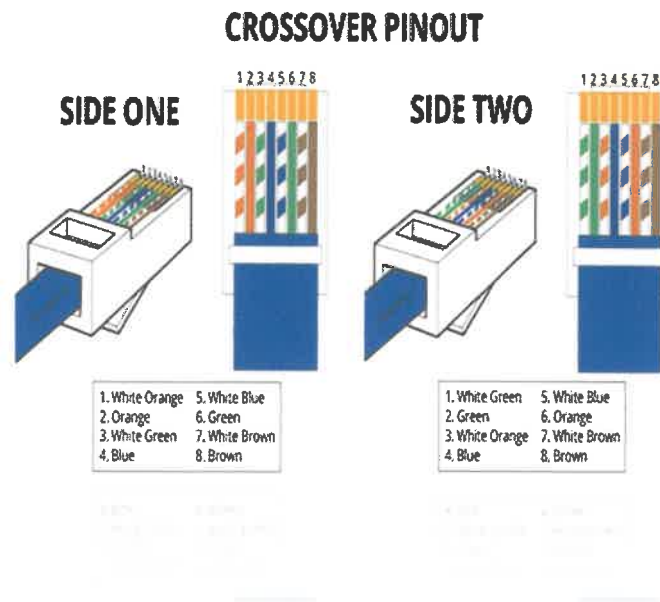


Figure 3.5  
Cable diagram

The two standards for wiring Ethernet cables are T568A and T568B. T568B is the most common and is what we'll be using for our straight Ethernet cable. The tables below show the proper orientation of the colored wires to the pins.

T568A Standard	
Pin 1	White/Green
Pin 2	Green
Pin 3	White/Orange
Pin 4	Blue
Pin 5	White/Blue
Pin 6	Orange
Pin 7	White/Brown
Pin 8	Brown

T568B Standard	
Pin 1	White/Orange
Pin 2	Orange
Pin 3	White/Green
Pin 4	Blue
Pin 5	White/Blue
Pin 6	Green
Pin 7	White/Brown
Pin 8	Brown

Step 1: Strip the cable jacket about 1.5 inch down from the end.



Figure 3.6

Strip the cable jacket

Step 2: Spread the four pairs of twisted wire apart. For Cat 5e, you can use the pull string to strip the jacket farther down if you need to, then cut the pull string. Cat 6 cables have a spine that will also need to be cut.

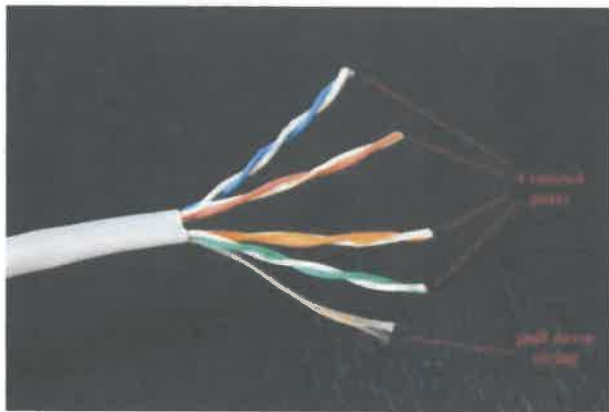
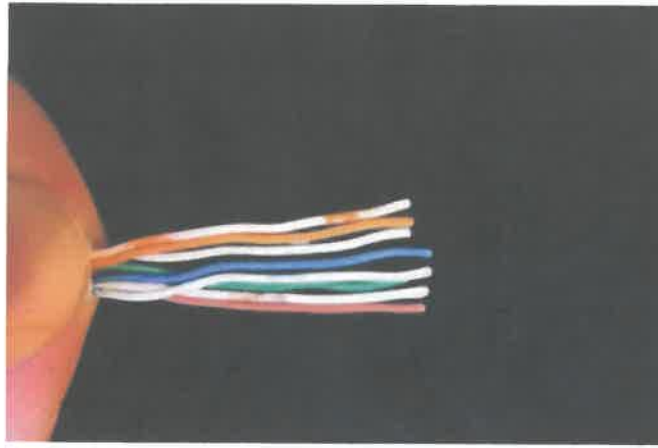


Figure 3.7

4 twisted pair wires

Step 3: Untwist the wire pairs and neatly align them in the T568B orientation. Be sure not to untwist them any farther down the cable than where the jacket begins; we want to leave as much of the cable twisted as possible.



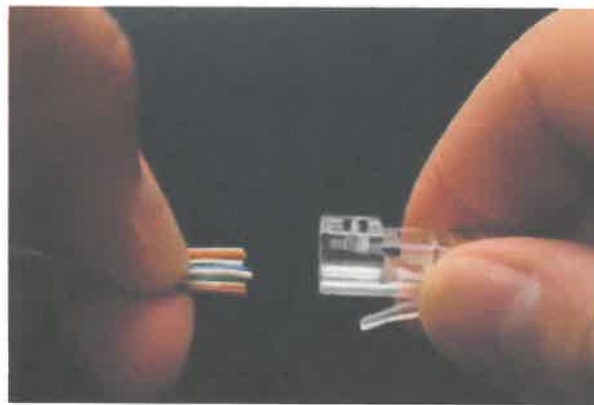


**Figure 3.8**

**T586B aligned**

**Step 4:** Cut the wires as straight as possible, about 0.5 inch above the end of the jacket.

**Step 5:** Carefully insert the wires all the way into the modular connector, making sure that each wire passes through the appropriate guides inside the connector.



**Figure 3.9**

**Insert wires**

**Step 6:** Push the connector inside the crimping tool and squeeze the crimper all the way down.



**Figure 3.10**

**Crimp connector**

**Step 7:** Repeat steps 1-6 for the other end of the cable.

**Step 8:** To make sure you've successfully terminated each end of the cable, use a cable tester to test each pin.



**Figure 3.11**

**Test cable termination**

**When all done, the connectors should look like this:**



**Figure 3.12**

**Crimped connector**

That's it. For crossover cables, simply make one end of the cable a T568A and the other end a T568B. Now you can make Ethernet cables of any length, fix broken connectors, or make yourself a crossover cable.



**Figure 3.14**

**Finish making Cable**

### 3.2.5 Install Printer

Table 3.4: Task Profile for Format Personal Computer

Task	Install printer at Cyberja and Putrajaya
Scope	10 unit printer Must be Install
Duration	mac 2017
Task supervisor (s)	Pn Norhazira Binti Kamaruddin
Hardware / Device	Printer
Software	Printer software

The activities of installing the printer as well as the trainee do this is a great task. Trainee is required to install 10 units of printer in JPK Cyberjaya and in HQ Putrajaya. During the process of installing the trainee printer is monitored by the saiful saiful. After ready to install the Trainee printer must identify the printer works well both trainees also have to make sure every selected computer has to have printer driver.

#### **Step1 :Prepare for The Printer Setup**

Check requirements and delete any previous installed printer versions from Windows to prepare for the USB connection setup and driver installation.

Confirm the following requirements and items before you begin:

- The printer is turned on and in a ready state.
- Obtain a USB cable less than 3 m (9 ft 10 in) in length.
- There is an available USB port on your computer: If you connect through a USB hub or docking station, the printer might not receive enough power to properly operate.
- If you connected the USB cable to the computer before installing the HP driver, continue with these steps to remove the printer from the installed devices to help ensure a successful setup. Otherwise skip to the next step to install the driver.

2. Disconnect the printer USB cable from the computer. Do not reconnect the cable until prompted during the driver installation step.

3. Search Windows for 'devices', and then click the **Devices and Printers** control panel setting in the results.

4. Right-click the icon for your printer model, and then click **Remove device**. If multiple icons exist for the printer, remove them all.

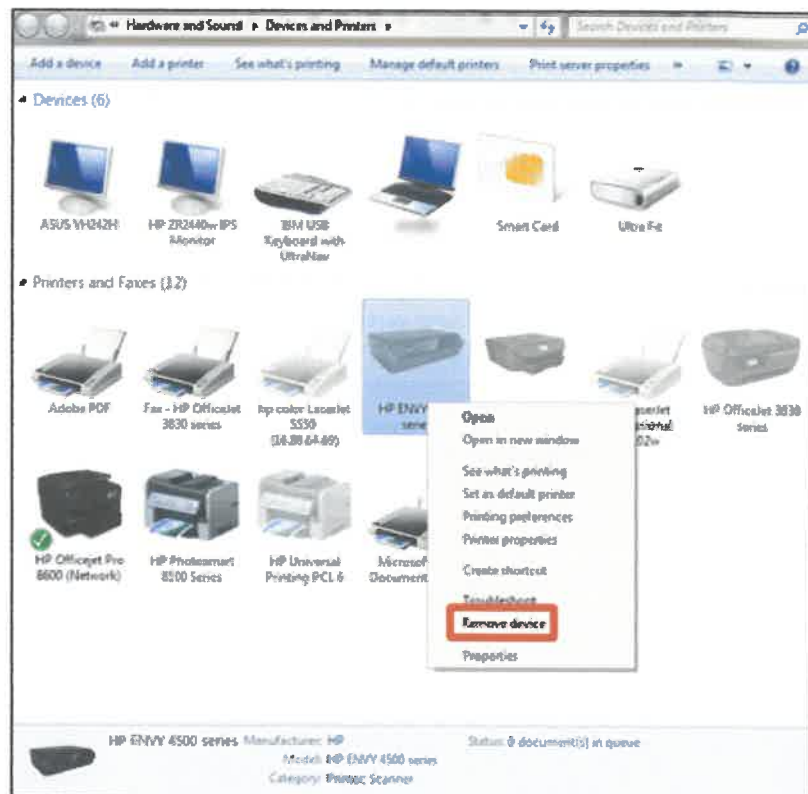


Figure3. 15

5. Close the Devices and Printers window, and then continue to the next step.

## **Steps2: Install the driver and set up the connection**

Download and install the best available print driver to complete the USB connection.

Go to [123.hp.com](http://123.hp.com), enter your printer model, and then follow the onscreen instructions to download your driver. Depending on your printer model, the guided driver installation app HP Easy Start might download.

If a driver or HP Easy Start downloads, follow the on-screen instructions to open the download file to start the setup. When prompted to choose a connection type, select USB. You do not need to complete the remaining steps in this section if the setup is successful.

If the download fails or your printer is not listed on [123.hp.com](http://123.hp.com), continue with these steps to install a driver from the HP website.

Go to HP Customer Support - Software and Driver Downloads, enter your printer model, if prompted, and then confirm the operating system version is correct. Under Driver-Product Installation Software, click Download next to the full feature driver, and then follow the on-screen instructions to use the guided HP Download and Install Assistant or select Download only to save and run the driver file from your computer.

### **NOTE:**

If 'Installing Your Printer Driver Using the Windows Built-in Solution' displays instead of a download button, click Learn more for steps to install the print driver through Windows. When prompted by the installer to choose a printer connection option, select USB to continue with and complete the setup. Try to print, scan, or fax, depending on your printer functionality.

### 3.2.6 Multimedia task

Table 3.5: Creating Poster

Task	Creating poster
Scope	Design
Duration	February 2017
Task supervisor (s)	Pn Norhazira Binti Kamaruddin
Hardware / Device	Printer
Software	Printer software

Design posters are the activities and tasks done by trainee, Pn Azira gave this assignment to this Trainee because many computer tools were damaged. This is to say that their irresponsible staff did not shut down the computer after they were used, the computer was left alive for months after months of absence. The trainee should think about how to attract and alert staff to shut down their computer after use.



Figure 3.16

poster

### 3.2.7 Creating Minute Meeting

Table 3.6: Minute meeting

Task	Minute meeting
Scope	Internal Meeting
Duration	mac 2017
Task supervisor (s)	Pn Norhazira Binti Kamaruddin
Hardware / Device	computer
Software	Microsoft words

Meeting minutes are also given to the Trainee. The purpose of meeting minutes is to train regular trainee on the job done by the staff in the "Information Management unit" should this assignment be given to the secretary but condemning the worker to whom this assignment is given at random. To respond to the challenge Trainee agrees to make minutes of meetings.



## **3.2 SPECIAL PROJECT**

### **3.2.1 INTRODUCTION**

#### **3.2.1.1 PROJECT OVERVIEW**

Bahagian Pejabat Pemantauan Projek (PMO) under Jabatan Pembangunan Pembagunan Kemahiran (JPK) located at 7 and 8<sup>th</sup> floor, Blok D4 Jabatan Pembangunan Kemahiran. The head of Bahagian Pemantauan Projek (PMO) is Dr. Mohamad bin ismail. There are a lot of units in of Bahagian Pemantauan Projek (PMO) which are Unit Promosi , Unit Pertandingan, Unit Pengurusan Maklumat, In this chapter will briefly describe about Sistem Inventory Unit Promosi(SIUP) in develop by the trainee. Major aspects that will be discussed include background of the system, problem statement, objectives of the project, target user and scope of the project.

This project is about a system which contains the database in order to manage the Unit Promosi in Bahagian Pejabat Pemantauan Projek (PMO). This system gives a lot of benefits which it helps to determine the promotion equipment used by the staff .This system helps the Unit Promosi to improve the management of in out equipment. It also helps the staff to reduce their time to write down and caculate their details before take out equipment whenever there is a new system can automatically search the staff by entering their IC number. Lastly, this system also will help the staff calculate that stock then know about quantity that equipment. This system is such a user friendly system because it is quite simple and easy to use.

### **3.2.1.2 PROBLEM STATEMENT**

In Bahagian Promosi , the record of equipment and application to take out the equipment before that is record manually. Moreover it uses a log book from several past years to record the information. So if the log book misplaced or missing, there have no backup.

By proposed the Sistem inventory unit Promosi, staffs can track the flow of the equipment. If they still used the manual way in record the user, it might be out of date. This is because others are using system in order to record the data. This system will be more effective and efficient to staff.

### **3.2.1.3 OBJECTIVE**

The objective of this Sistem Inventory Unit Promosi (SIUP) is to facilitate staffs in order to record all the data. The system will become more effective and efficient. It will get the best result in recording data in system rather than manually. The objectives are as follows:

- i. Collect information of the stock taking in Bahagian Promosi.
- ii. Facilitate staffs in order to record all the data
- iii. Provide the availability of the equipment when user need.

#### **3.2.1.4 SCOPE OF PROJECT AND USERS TARGET**

The project is developed for Bahagian Promosi ,All unit in Jabatan Pembangunan Kemahiran can used this systems when they need equipment for promotion. The users of this application are staffs who want to rent the Promotion equipment. The system has a few functions which stated as below:

- i. Provide list items and equipment for users as an alternative for them to select the available item that they want. But this system just for application systems.
- ii. Functioned in adding, deleting and updating the data of the user and the equipment.
- iii. Allows the admin to retrieve user's information from the database based on their registered Application form.

#### **3.2.1.5 TARGET USER**

The target user of Sistem Inventory Unit Promosi is all the staffs in Jabatan Pembangunan Kemahiran (JPK) included ten sub unit like Bahagian Pmbangunan Pemantauan Projek (PMO), Bahagian NOSS, Bahagian MOSQ, Bahagian Perancangan Penyelidikan Pembangunan(3p), Bahagian Penguat Kuasaan & Kawalselia, Bahagian Sistem Dual Nasional(SLDN), Bahagian Khidmat

Pengurusan & Sumber Manusia, Pusat Latihan Pengajar Dan Kemahiran Lanjutan (CIAST), Bahagian Kerjasama Strtegik (KS) and Pejabat-Pejabat Wilayah. Other than that, staff from other department also might use this system to take out the equipment.

#### **3.2.1.6 TOOLS USED FOR DEVELOPMENT**

- i. Notepad++ : customize the interface and functions of system
  
- ii. WampServer Version 2.0: and Xamp create web applications with PHP and a MYSQL database

## **3.2.2 PROJECT PLANNING**

### **3.2.2.1 GANTT CHART**

In project planning, these charts show start and finish dates, critical and non-critical activities, slack time, and predecessor-successor relationships. Below is the planning for this project. This project starts from 29 February till 29 May which is taking almost 91 days. Gantt chart below will conclude all the activity that related in order to complete the project on time without any delay.

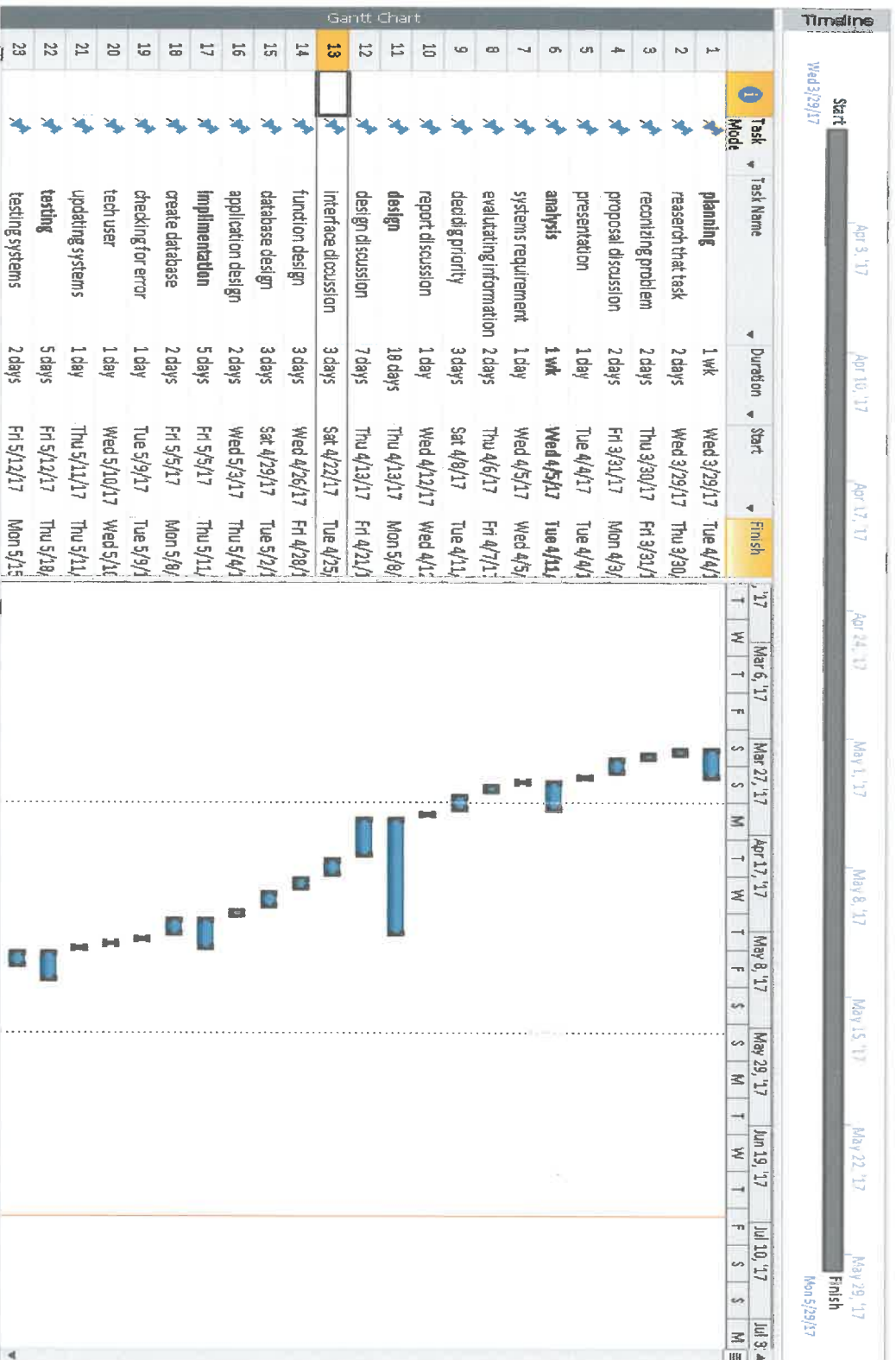


Figure 3.17

Gant chart planning



Figure 3.18

### 3.2.3 ANALYSIS

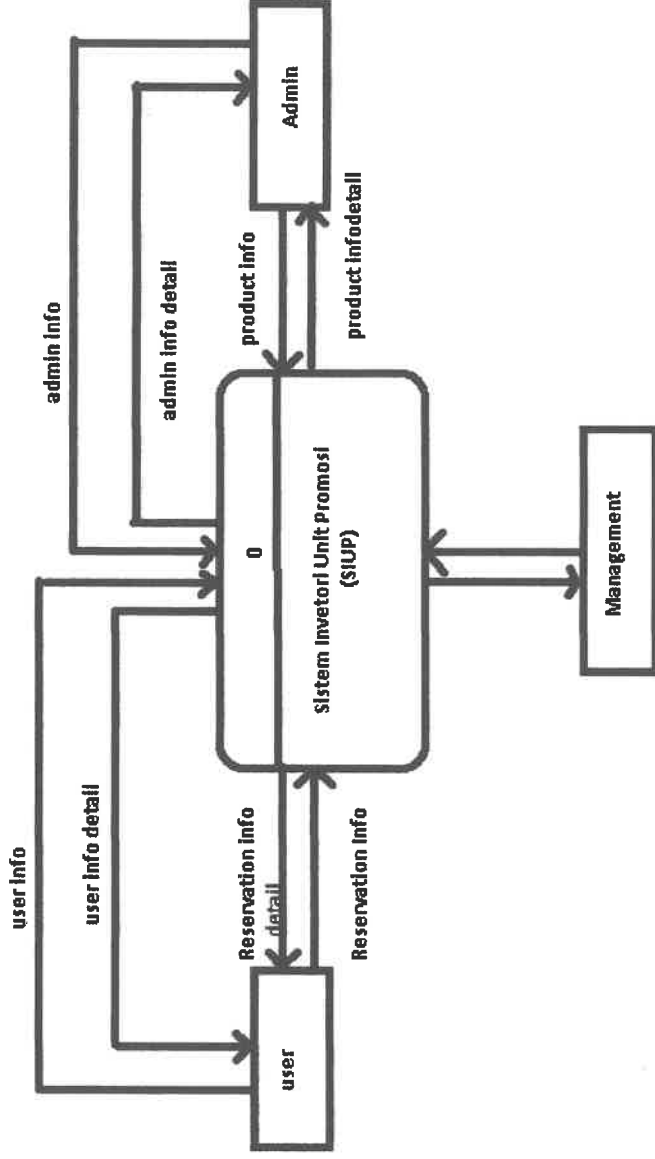
Then the second phases are analysis. Analysis means that should defines project goals into defined functions and operation of the intended application. It is the process of gathering and interpreting facts, diagnosing problems and recommending improvements to the system. The trainee makes sure all the information get from staff is enough so that can facilitate the trainee to make an effective and efficient system for Bahagian Promosi.

After collect all the information needed, the trainee starts the analysis the real problem of Bahagian promosi. Before develop the system, the trainee have to know the pros and cons of the system that will be developed. The trainee needs to plan the suitable system for Bahagian promosi regarding to their needs.

In this phase, the trainee designs the context diagram and data flow diagram (DFD) according to the system proposed. Context diagram and data flow diagram (DFD) is one of the easiest ways to explain about the system. Because it is easy to make user who is not so familiar with the specific terms more understand.



### 3.2.3.1 CONTEXT DIAGRAM



context diagram

Figure 3.19

Context diagram

## 2 DATA FLOW DIAGRAM (DFD)

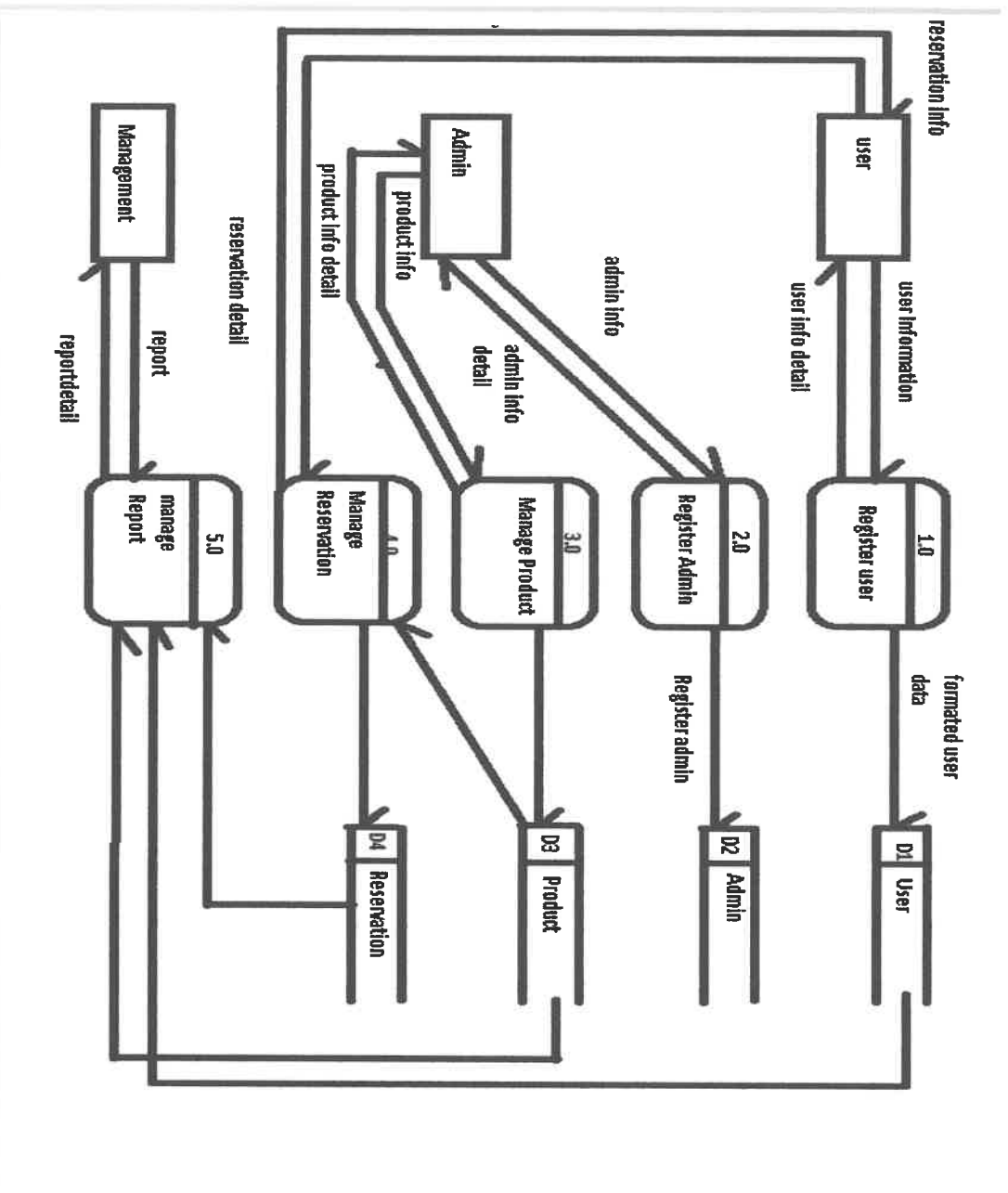


Figure 3.20

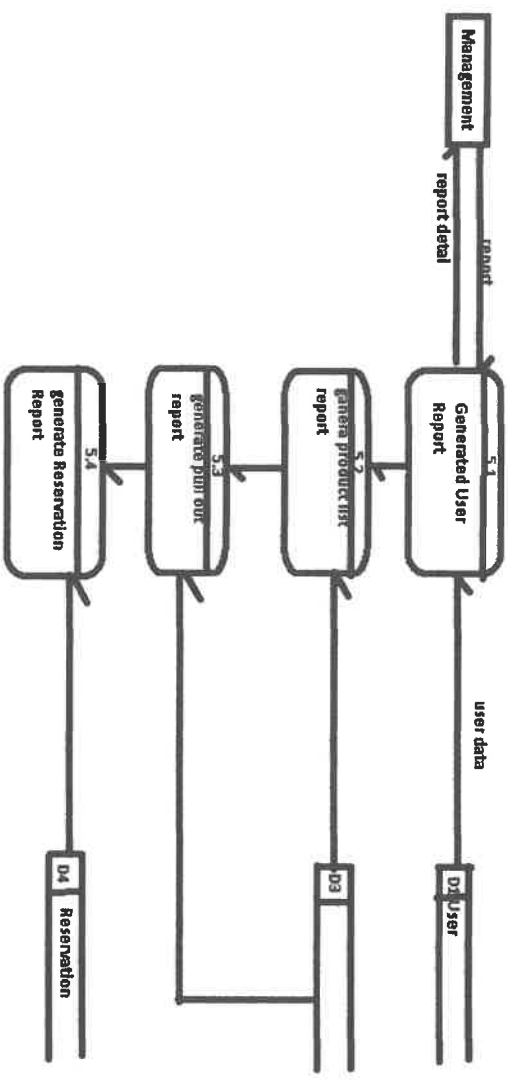


Figure 3.21

### **3.2.4 DESIGN**

In design phase, the trainee deal with the defining the types of information that need to put in the system. The process of logical design involves arranging data into a series of logical relationships called entities and attributes. An entity represents a chunk of information. In relational databases, an entity often maps to a table. An attribute is a component of an entity and helps define the uniqueness of the entity. The trainee needs to identify each entity and the attributes to ensure all the information can be linked to another entity or tables. All functional features of the system chosen for development in analysis are described independently of any computer platform. The features created can be accomplished and displayed on computer.

For this phase the trainee converts the data gathered during the logical design phase into a description of the physical database, including tables and constraints. Physical design decisions, such as the type of index or partitioning have a large impact on query performance. Physical design means that the logical specifications of the system from logical design are transformed into the technology specific details from which all programming and system construction can be accomplished. Besides that, for physical design the attributes and entities also should be linked to each other. So the relationship is successful. For each attributes the linked are very important because to ensure all the attributed are related with another attributes.

### 3.2.4.1 ENTITY RELATIONSHIP DIAGRAM (ERD)

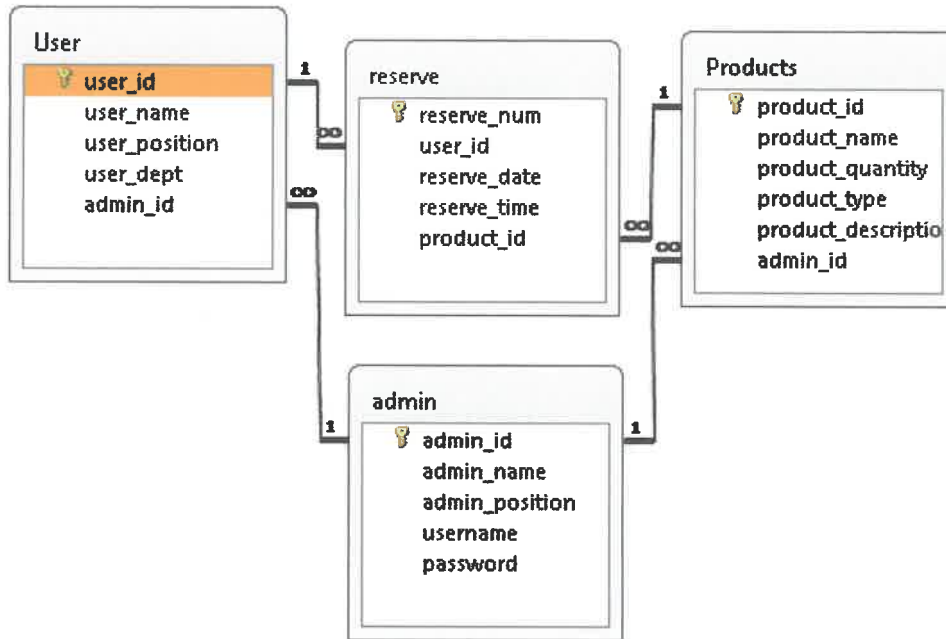


Figure 3. 22

### Entity Relationship Diagram (ERD)

## Interface Sistem inventori Unit IT

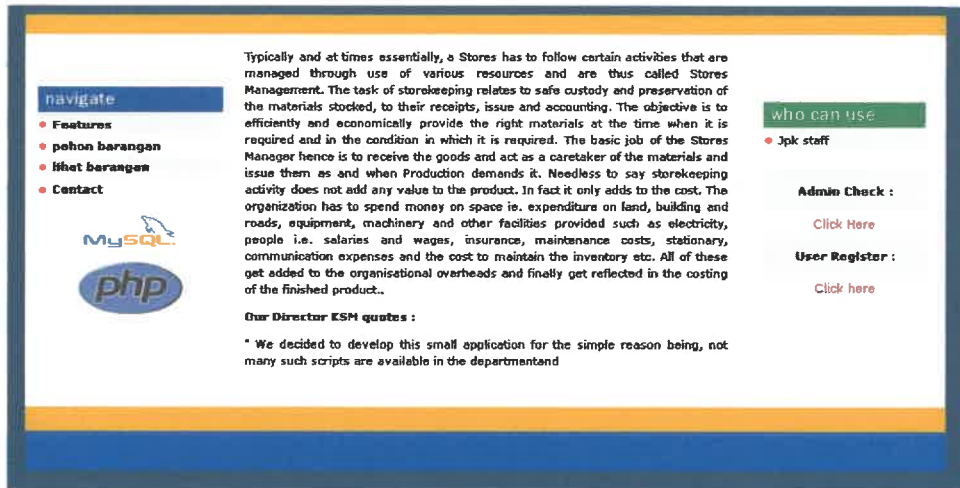


Figure3.23  
Home systems

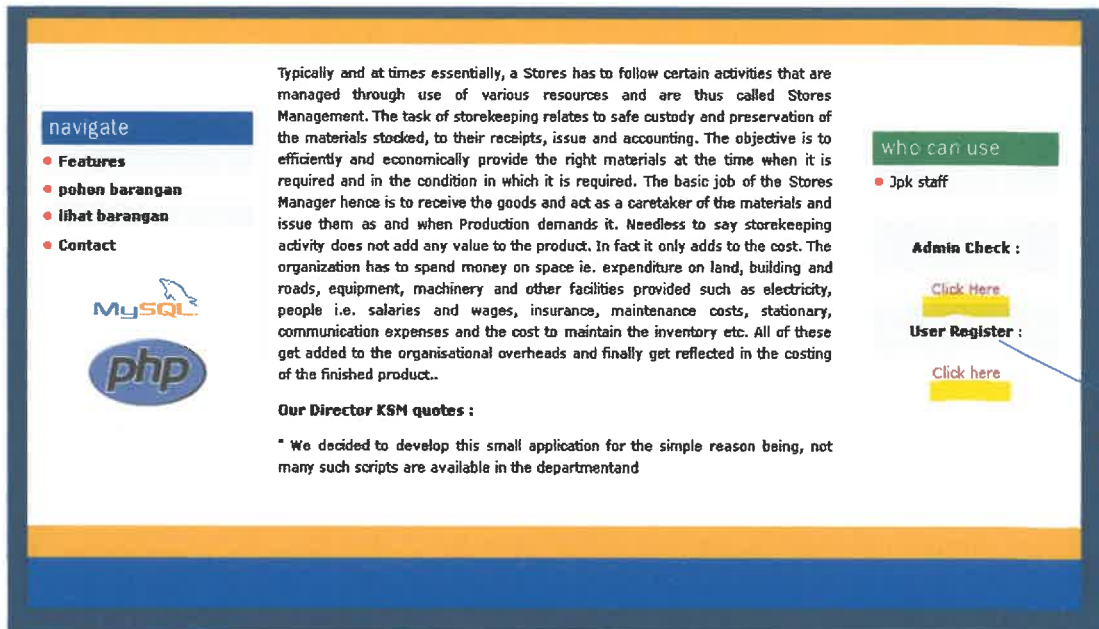


Figure3.24  
Admin button

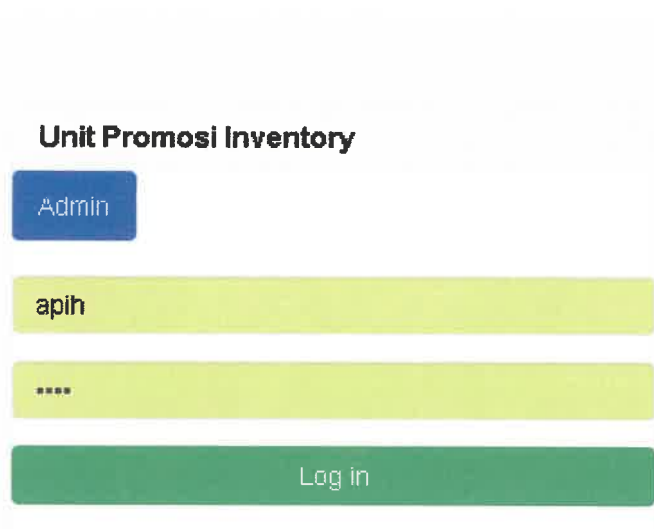


Figure 3.25  
Log in systems

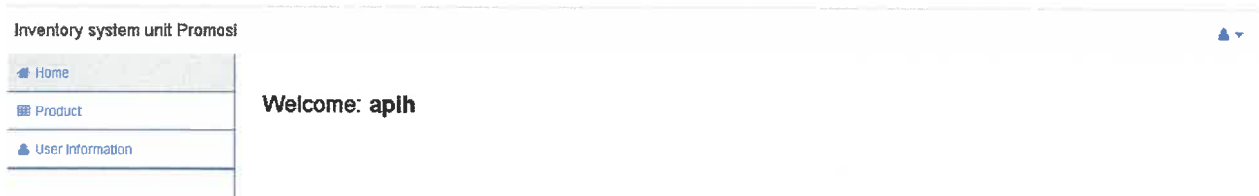


Figure 3.26  
Home systems



Figure3.26  
Log out button

👤 Add User  
🚪 Logout

12

### Add User ✕

USERNAME :  
apih

PASSWORD:  
\*\*\*\*

FULL NAME :

POSITION:  
Admin ▼

save

Figure 3.28  
Add User Detail



## Inventory system unit Promosi

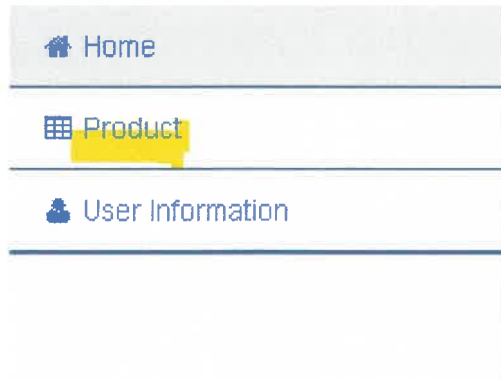


Figure3.29  
Add Product

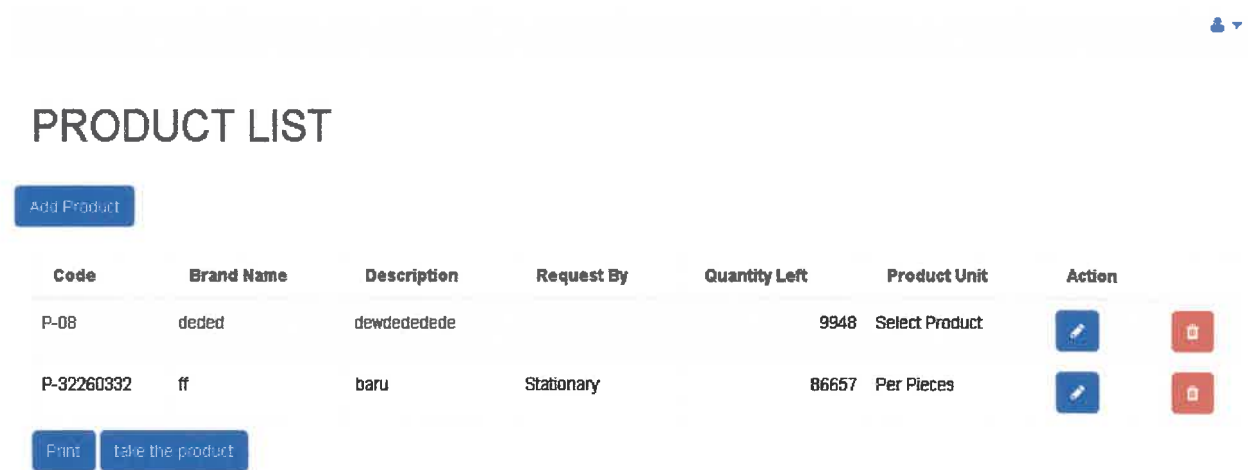


Figure 3.30  
Produc List

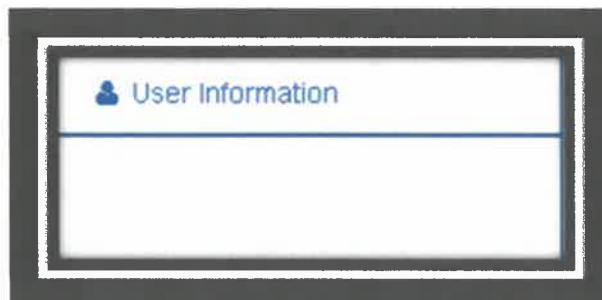


Figure 3.31  
User Information

Simpan ke Excel

Bil	No ic	Nama	Jawatan	Bahagian	No_pohome	Nama_program	Tarikh Program	Lokasi	Jumlah_peserta	Baragan1	Kuantiti1	Baragan2	Kuantiti2	Baragan3	Kuantiti3	Baragan4	Kuantiti4
6	5sgrgyfifitfifitfifitfif	kjfdjghreh	hrzhr	hgfgbew	lwhtetf	chfchfch	fehfeh	efhefeh	fchfchfchfchfchfch	hfchfch	chhchf	chhchfch	hfhchfch	hfchfch	hhfhwhfch	fhchfch	chfchfchf

Figure 3.32  
Data User

### 3.2.5 IMPLEMENTATION

Project implementation is the phase where visions and plans become reality. Implementation takes time, usually more than it is planned, and that many external constraints can appear, which should be considered when initiating the implementation step. The final stage of initial development is where the software is put into production and runs actual business. Sistem Inventory Unit Promosi is coded in php and Wamp Server is ready to run. Before that, all the coding is checked for many times to ensure the coding are correct and it will be run successful. After all have been coded, the trainee tested the system. This is to ensure the coded are correct and it will install without any problem. The system must be tested for two or three times to avoid any complexation. While tested, everything alright, the system can run on computer.

## **CHAPTER 4: CONCLUSION**

Through the 4 months of the industrial training program in bahagian Pengurusan Maklumat ,Jabatan Pembagunan Kemahiran , Kementerian Sumber Manusia Malaysia the learner has picked up a considerable measure of important information, abilities and obviously encounter that student would not get in class. It is entirely unexpected from the investigation condition and workplace. So this part will finish up the use of information, abilities and involvement in undertaking the errand (learning increased), individual considerations and sentiment, lesson learnt and impediments and proposals by the learner.

### **4.1 Application Of Knowledge, Skills, And Experience In Undertaking The Task**

Numerous abilities obtained by the learner amid the temporary position program in this organization. Abilities increased great as it can help build the mastery of learner in the field of expert work and it might be valuable to student later on. Learner get new information which generally not got while learning at university.

#### **4.1.2 System Documentation**

The trainee are given a task to create a documentation for systems that are being developed and the trainee are also asked to design a screen of the system. The trainee use the experience from the subjects 'Information System Analysis for Information Professionals I and II' (IMS606 / IMS655) and also Advanced Web Design and Content Management (IMS607). Both of these subjects help trainee to solve a given task. As a result of this task, the trainee have acquired the new skills for using Microsoft Visio with more efficiently. The trainee may also improve communication skills because tasks performed by the trainee requires a high communication between the trainee and the other team members. In addition, the trainee also get more knowledge about how to use Microsoft Word more efficiently while making documentation.

### **4.1.3 System Testing**

The learner additionally procure aptitudes in Microsoft Excel while doing the testing for the finished framework. In this undertaking, student were made a request to make testing and blame records accessible in Microsoft Excel. The student need to request that other colleagues discover more effective approaches to utilize this product and as the outcomes, the learner has made a client manual for one of the capacities accessible in Microsoft Excel (Refer Appendix H).

### **4.1.4 Knowledge Sharing**

The student utilizes the experience while at college when required in an "Information Sharing Session". At in the first place, learner feels like "somebody who abandoned" and not qualified for share anything besides rather that supposition changed when some other staff energize and bolster the student to share something in this "Information Sharing Session". The student utilizing the aptitudes of learner to get the consideration of other staff amid this session and the aftereffect of the experience that learner get when do an introduction at the college help the learner to do a sharing here. With a blend of aptitudes and experience, the student has pulled in the consideration of staff and the best administration of the ICT office and therefore, the learner got

praise and won one award from 10 winners (total 30 persons) of the top management of the ICT department. Awards received name "Someone who is not involve with knowledge sharing but still want to share and delivered something meaningful." The involvement of trainee in the "Knowledge Sharing Session" not only provides an opportunity for trainee to share knowledge but it also helps trainee to improve the skills of speaking and making presentations.

#### **4.1.5 Netbook Security Setup**

The student picked up another information when enable the Support to staff to setup another netbook's vital. This assignment is extremely straightforward however it give a considerable measure of understanding and an information to the learner. It is on account of, the learner find out about how to setup as well as how to relate everything with a staff in the organization. It is on account of the student need to setup the key concurring the staff ID so the care staff can recognize the proprietor of the key. By thusly, the administration of the staff gear will turn out to be more proficient.

#### **4.1.6 System Application Trainer**

Trainee additionally turn into a mentor to one staff from Procurement and Contract Department when preparing about new framework. By along these lines, learner can enhanced the relational abilities, relational aptitudes, and more couple of abilities.

#### **4.1.7 Speaking Skills**

Showing procedure in English in UiTM bolstered by subject BEL, are extremely useful the learner amid the temporary job program. This is on the grounds that the organization has many staff from various races and religions, including vagrant laborers. The learner need to talk in English with some staff and now and again the student need to answer the call from the vagrant laborers. The student feel this is a trouble and difficulties to be confronted, however it turns into a propensity after couple of times happen. Moreover, a staff part at the ICT office is a Chinese and she untalented to talk in Bahasa Malaysia and this made a student communicate in English practically without fail.

#### **4.1.8 Hardware Stock Inventory**

In this procedure the learner need to help the Support's staff to checking the old PC equipment set in the store. It only a basic action however the student increased numerous abilities and information amid this action which is relational abilities, listening aptitudes, talking aptitudes, and furthermore collaboration aptitudes.

#### **4.1.9 Training**

The student need to go to the preparation of Microsoft Visual Studio compose by the association. This preparation is great since it share the data about something that the student don't know some time recently. The learner likewise increased numerous aptitudes amid the student. In the meantime, student likewise can make another association with the staff from other association.

Table 4.1 : Application of Knowledge, Skills, and Experience

No.	Tasks	Knowledge	Skills	Experience	Related Course
1	System documentation	- Know how to create a documentation for the new system	- Computer skills (Microsoft Word) - Communication skills	Trainee need to do a documentation for the system according to screen design and the documentation will be used by the programmer to developing a system	- Information System Analysis for Information Professionals I and II (IMS606/IMS655) - Advanced Web Design & Content Management (IMS607)
2	System screen design	- Know how to create a new design according others desire	- Computer skills (Microsoft Visio) - Teamwork skills - Communication skill	Trainee need to design a screen for a new system	- Information System Analysis for Information Professionals I and II (IMS606/IMS655) - Advanced Web Design & Content Management (IMS607)
3	System database documentation	- Know how to create a document of database	- Computer skills (Microsoft Word) - Communication skills	Trainee need to create a document of database for the system	- Information System Analysis for Information Professionals I and II (IMS606/IMS655)
4	System Testing	- Use Microsoft Excel in a more efficient way - Know how to detect error	- Computer skills (Microsoft Excel) - Time management	Trainee need to testing completed system to ensure that the system are function normally and don't have any	- Advanced Web Design & Content Management (IMS607)



			skills	lack. The testing will be repeated until all the lack fixed.	
5	Form design for User Acceptance Test (UAT)	<ul style="list-style-type: none"> <li>- Know how to create a User Acceptance Test form in more detail</li> </ul>	<ul style="list-style-type: none"> <li>- Computer skills (Microsoft Word)</li> <li>- Understanding skills</li> </ul>	Trainee need to create an User Acceptance Test form according to the system to be used by Procurement & Contracts Department (PCD) staff	<ul style="list-style-type: none"> <li>- Information System Analysis for Information Professionals I and II (IMS606/IMS655)</li> </ul>
6	Filing	<ul style="list-style-type: none"> <li>- Know how to create a record filing system</li> </ul>	<ul style="list-style-type: none"> <li>- Problem solving skills</li> <li>- Time management skills</li> </ul>	Trainee need to handle completed User Acceptance Test and completed User Access Form and trainee create a simple filing system for both form according to the name for User Acceptance Training form and date for User Access form	<ul style="list-style-type: none"> <li>- Classification and Filing System (IMR 504)</li> </ul>
7	Knowledge Sharing	<ul style="list-style-type: none"> <li>- Know how to share information</li> <li>- Know how to attract others attention</li> <li>- Learn about many new information in detail</li> </ul>	<ul style="list-style-type: none"> <li>- Presentation skills</li> <li>- Computer skills (Microsoft Powerpoint)</li> <li>- Self-confidence skills</li> <li>- Communication skills</li> <li>- Listening skills</li> </ul>	The trainee share information and also gained a new information from others staff during the Knowledge Sharing Session	<ul style="list-style-type: none"> <li>- Presentation Skills (BEL492)</li> </ul>
8	Netbook security setup	<ul style="list-style-type: none"> <li>- Know how to setup a new netbook's key according to the staff ID</li> </ul>	<ul style="list-style-type: none"> <li>- Technical skills</li> </ul>	The trainee help the Support staff to setup the netbook's key to the new trainee	<ul style="list-style-type: none"> <li>- Support Service &amp; Maintenance for Information Systems (IMS455)</li> </ul>
9	System	<ul style="list-style-type: none"> <li>- Learn how to teach</li> </ul>	<ul style="list-style-type: none"> <li>- Communication skills</li> </ul>	The e trainee give a training to	<ul style="list-style-type: none"> <li>- Information System</li> </ul>

	application trainer	someone	<ul style="list-style-type: none"> <li>- Learn how to delivered information</li> <li>- Interpersonal skills</li> <li>- Presentation skills</li> <li>- Problem solving skills</li> </ul>	Procurement & Contracts Department (PCD) staff about how to use the new system	Analysis for Information Professionals I and II (IMS606/IMS655)
10	User Manual development	<ul style="list-style-type: none"> <li>- Know how to create a user manual according to completed system</li> <li>- Know how to make a document to delivered information</li> </ul>	<ul style="list-style-type: none"> <li>- Computer skills (Microsoft Word)</li> <li>- Understanding skills</li> </ul>	The trainee need to create a user manual for completed system to be used by Procurement & Contracts Department (PCD) staff	<ul style="list-style-type: none"> <li>- Information System Analysis for Information Professionals I and II (IMS606/IMS655)</li> </ul>
11	Hardware stock inventory	<ul style="list-style-type: none"> <li>- Know how to check the hardware (computer) stock according to the serial number</li> </ul>	<ul style="list-style-type: none"> <li>- Communication skills</li> <li>- Listening skills</li> <li>- Speaking skills</li> <li>- Teamwork skills</li> </ul>	The trainee help Support staff to check the old computer hardware in the store	<ul style="list-style-type: none"> <li>- Support Service &amp; Maintenance for Information Systems (IMS455)</li> </ul>
12	Training	<ul style="list-style-type: none"> <li>- Know how to use Microsoft Visual Studio</li> </ul>	<ul style="list-style-type: none"> <li>- Learning skills</li> <li>- Listening Skills</li> <li>- Information Skills</li> </ul>	The trainee need to attend the training about Microsoft Visual Studio	<ul style="list-style-type: none"> <li>- None</li> </ul>

#### **4.2 Personal Thoughts and Opinion**

The student adapts more about genuine of workplace. Prior to that student simply tune in and gain from lesson in college class, in the lesson find out about how to take care of issues and how to settle it. In genuine circumstance student require take in more than class learning process. For instance in genuine circumstance when construct frameworks for office require utilize propel programming and thinking from out the crates no need essential thought yet propel it can be acknowledge in genuine workplace.

Nature of condition offer effect to student, when positive condition it can make learner work with extremely appreciate and not weight, weight in working procedure make the student can't center and enthusiastic response . At times weight in working zone great rely upon circumstance and individual deal with that circumstance.

The student feels this Department is a not too bad departmen for present day get ready in light of the way that this association is a wonderful association that is known at Malaysia and besides abroad. Regardless of the way that understudy encountering planning at the Unit IT division, student can learn and grasp about the organization of a tremendous scale Department. It requires a workforce that is really capable and has a high beyond any doubt level.

Situating student set in a social event that is developing the wander is to a great degree reasonable because the understudy can adopt in the certified strategy to develop a wander. At the school, the understudy just learns on a fundamental level and can't know the genuine level of data of student. With the commitment of understudy in this gathering, student can apply what have acknowledged in class in school and understudy understands that to develop a system, it requires an anomalous state mastery and tirelessness. We moreover need to participate with numerous social events to ensure that the system will be made address the issues of customer. The situation is through and through not quite the same as what have acknowledged by means of understudy at the college.

The results gotten by the learner in the midst of look at in school helped understudy to get required with the change of this system. In any case, the understudy speculated that the faculty should give more acquaintances down with earth and not simply focus on theory alone. This is because of about the entire change methodology of the structure requires high specific capacities and is not focus on theory in a manner of speaking.

student thought the workforce should focus moreover on the item that is frequently used as a piece of the change of the system. This is by virtue of the understudy feels to some degree behind to the extent the usage of refined programming in light of the fact that the student don't get full presentation at school. The work force moreover need to give more critical introduction in

respect of measures to develop the system and besides the inferences that can be used to develop the structure. This is in light of the fact that the understudy found that students are more revolved around the way as trained in universities figuratively speaking. This realized student need to make sense of how to fathom the case of headway of the system done in this wander.

trainee thought the workforce should concentrate additionally on the product that is regularly utilized as a part of the improvement of the framework. This is on account of the student feels somewhat behind as far as the utilization of refined programming on the grounds that the learner don't get full exposure at college. The personnel additionally need to give more noteworthy presentation in regard of measures to build up the framework and furthermore the implies that can be utilized to build up the framework. This is on the grounds that the student found that learners are more centered around the path as instructed in colleges as it were. This brought about learner need to figure out how to comprehend the example of advancement of the framework done in this venture.

### **4.3 Lesson Learnt**

Lesson learnt is a lesson picked up by the trainee amid 4 months in.

#### **4.1.1 Teamwork**

Teamwork gives the student and individuals figure out how to help each other in accomplishing an assignment or objective, instead of leaving the obligation on one individual's shoulders. People advantage through shared help and a joined feeling of achievement.

#### **4.1.2 Communication**

Trainee know how to understand and consider the most ideal way to deal with connect with some individual as shown by their vitality and their positions. The commitment of understudy in the succinct social affairs held between the student's gathering and the customer and vendors add data about how to deal and interface with a man who have a substitute learning

#### **4.1.3 Self-Confidence**

The trainee can expand self-assurance to stand up and talk before individuals including the best administration of the Unit Pengurusan Maklumat. In actuality, working student meet more staff and any positions begin from lower and upper in division. Learner had issues when meet best staff and startling to talk up. for fabricate self-assured student attempt to talk up with great ways and utilizing convention dialects .

#### **4.1.4 Language**

The trainee likewise comprehend that the abilities to talk in various dialects is a need in the expert work these days. It is not an obligatory prerequisite, but rather it will help enhance the execution of the organization. This is on account of in an expert employment part, many organizations complete participation with organizations from abroad. These aptitudes additionally can enhance relations between staff of various race and religions. The student learned by encounter that the learner himself need to talk in English with some staff individuals who are not capable in speaking Malay.

#### **4.1.5 Respect each other**

The trainee The student figure out how to regard the colleagues and furthermore to hear guidelines with all the more better way. This is the aftereffect of a connection between the student with other staff what's more, bosses. The student comprehend that regarding each other will give many favorable circumstances to all gatherings included and it will produce a positive advancement among staff.



#### **4.1.6 Problem solving**

The trainee are included in numerous exercises and practically all action had an issue. From this issue, the learner figure out how to tackle the issue by alluding to the student's boss and other staff in the Unit IT division. The student comprehend that the example of critical thinking is basic to guarantee that issues could be settled accurately.

#### **4.1.7 Critical thinking**

Critical thinking Basic believing is vital in any things on the grounds that not all things can be illuminated effectively. In view of perceptions of the learner in the Unit IT division, the staff here have dependably thought top to bottom to settle on any choice or to create an impression. This is on the grounds that this division is a focused on office in light of the fact that all office in this association will allude to it. Consequently, the student realize that basic believing is one thing that should be prepared.

#### **4.1.8 Time Management**

During industrial training mechanical preparing in this association, the learner should dependably be worried about time administration. The learner need to make a point to go to the workplace at the delegated time and the student can not be late to get things done for fear it would influence different things. In light of this circumstance, the student comprehend that the productive time administration is critical in regular day to day existence.

## REFERENCES

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- Welcome to PHPJabbers! (n.d.). Retrieved May 03, 2016, from <https://www.phpjabbers.com/>

# APPENDICES

**APPENDICES A:**  
**INDUSTRIAL TRAINING**  
**STUDENT'S CHECKLIST**

### INDUSTRIAL TRAINING STUDENT'S CHECKLIST

**Student's Name** : .....  
**Student's Id** : .....  
**Unit / Department** : .....  
**Organization** : .....  
**Semester** : Mac- July 2017

NO.	DESCRIPTION	APPENDICES IN REPORT	TICK (√)	DATE
1.	Receive, read and understand the documents;			28/12/16
	1. Industrial Training Handbook			
	2. IMC690 Assessment			10-14/7/2017
	3. Definition of Special Project (IM225/245 Only)			
	4. Insurance Letter (UiTM)			
	5. Industrial Training Report Overall Contents			
	6. Cover & Title Page Guideline			
	7. Declaration Guideline			
2.	Receive, read and understand the rubrics;			
	1. Rubric – Industrial Evaluation			
	2. Rubric - Individual Presentation			
	3. Rubric - Industrial Training Report (Overall)			
4.	4. Rubric - Industrial Training Report (Reflection Assessment)			
3.	Receive, read and understand all the forms			
4.	Report duty to organization and submit report duty form to the Industrial Training Coordinator('Borang Report Duty') within the first week of internship Email : nurul1217@kelantan.uitm.edu.myOR Fax : 09-9762156 – HEA (please put a note : "U.P : PuanNurulannisaBinti Abdullah")			1-10/2/2017
5.	Understand that students are <b>NOT ALLOWED</b> to take any leave during internship, unless for emergency leave / MC / special case (not more than 6 days in 5 months); or else the internship status is automatically <b>FAIL</b> . Get the permission from Organizational Supervisor before taking any leave. **Any extra leave provided by organization is not counted under this clause. Organization may provide extra leave / benefits to students, if necessary**	YES (MC / Letter)		
6.	Understand that <b>NO</b> semester break during internship.			

7.	Understand that public holidays/special leaves/weekend are different between states; follow current state during internship / organization's policy. (put remark in the logbook)			
8.	Record every attendance in the form ('BorangKedatanganLatihanIndustri') or use any method provided by organization (thumbprint or punch card).	YES (Copy of attendance)		
9.	Record every task given in the logbook every day. Ask the Organizational Supervisor to sign/verify on daily OR weekly OR monthly basis.	YES (Copy of logbook entries)		
10.	Fill up Organizational Supervisor's details ('Template MaklumatPenyelia') and submit to the Industrial Training Coordinator once the supervisor has been assigned. (**You may include the topic for Special Project, if you already have it**) Email : nurul1217@kelantan.uitm.edu.my			28/2/2017
11.	Discuss with Organizational Supervisor regarding Special Project (must be ISM OR IM related tasks).			
12.	Plan and strategize all the tasks given during internship (discuss with the Organizational Supervisor regarding duration for the tasks, especially Special Project). You may use the planner ('JadualPerancanganLatihanIndustri')OR make your own custom planner using MS Office / MS Project OR use the planner provided by the organization (if any).	YES		
13.	Consult with your Faculty Supervisor regarding the tasks (especially Special Project) at least 3 TIMES, via face-to-face OR email OR phone calls OR any types of communication medium, which necessary.			
14.	Hand over the industrial evaluation form (Rubric – Industrial Evaluation) to the Organizational Supervisor (softcopy or hardcopy, any way preferable by the supervisor). The Organizational Supervisor will make an evaluation on the student's performance.			
15.	PAY your fees (semester Mac – July 2017)Refer Academic Calendar for the date.			BEFORE 26/3/2017
16.	REGISTER for IMC690 (Industrial Training) course– Refer Academic Calendar for the date.			27/2– 12/3/2017
17.	VALIDATE for IMC690 (Industrial Training) course.– Refer Academic Calendar for the date.			13–26/3/2017 GUGUR TARAF 30/3/ 2017
18.	Update your MUET status to the HEA (to those who not yet submitted the result/status).			

19.	Have a visit from the Visiting Supervisor (from nearest campus / faculty) during internship. Prepare the evaluation form ('BorangPenilaianVisiting Supervisor'). Students may discuss or seek for opinions from the Visiting Supervisor. But approval for the tasks (especially Special Project) may only be done by the Organizational Supervisor & Faculty Supervisor.			
20.	Submit the evaluation form (Rubric – Industrial Evaluation) to Industrial Training Coordinator OR Faculty Supervisor within the last week of internship			BEFORE / ON 30/6/2017
21.	Attend the presentation (viva) at the faculty *subject to change. Bring along the evaluation form ('BorangPenilaianPelajar') during the presentation.			10-14/7/2017
22.	Submit the Industrial Training Report (hard cover bind, dark blue)			10-14/7/2017
23.	Provide a softcopy of Industrial Training Report in a CD, sealed in an envelope nicely, and attached at the back of the report.	YES		
24.	Attach this checklist in <b>Appendices</b> section.	YES		
25.	Attach any other necessary documents which related to your tasks in Appendices section (i.e. : user manual, photos of activities, forms, sketches of storyboard, sample of interface, etc.).	YES		

#### NOTES :

1. Organizational Supervisor – supervisor assigned by the industry / organization.
2. Faculty Supervisor – supervisor (lecturer) assigned by the faculty / campus, of which students come from. (i.e.: A faculty supervisor from Kelantan campus will be assigned for students from Kelantan campus).
3. Visiting Supervisor – supervisor (lecturer / staff) assigned by the faculty / campus, from the nearest campus/state to the organization. (i.e.: A visiting supervisor from Shah Alam will be assigned for students who undergo the internship in Selangor / Kuala Lumpur).

**APPENDICES C:**  
**REPORT DUTY DECLARATION**  
**FORM**





FACULTY OF INFORMATION MANAGEMENT  
UNIVERSITI TEKNOLOGI MARA (UiTM)  
KELANTAN BRANCH

REPORT DUTY DECLARATION FORM  
(Semester March – July 2017)

To PuanNurulannisaBinti Abdullah  
Industrial Training Coordinator IM245 – UiTM Kelantan

Name MUHAMMAD HAFIZ BIN KAMARUDIN

UiTM ID 2014363235

Program Code Ia 1245

H/P No

I hereby, confirmed and report my duty to Jabatan Pembangunan Kemahiran (organization).

Date: 2 February 2017

Student Signature

Verified by,

Signature

Name NORHAZIRA BINTI KAMARUDIN

Designation PEG. TEKNOLOGI MAKLUMAT.

Official Stamp

**NORHAZIRA BINTI KAMARUDIN**  
Pegawai Teknologi Maklumat  
Jabatan Pembangunan Kemahiran  
Kementerian Sumber Manusia

**APPENDICES B:**  
**REKOD KEDATANGAN**  
**LATIHAN INDUSTRI**

**KAD MENCATAT WAKTU**

A No. NAMA: MUHAMMAD HAFIY BIN KAMARUDIN

KEM.JAB.: SUNBEK MANUSIA

BAHAGIAN/SEKSYEN: PMC

BULAN..... PBS .....

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1						
2	8.30		817:08		Lapor diri	
3	817:54		817:14			
4						
5						
6	817:56		817:56	817:13		
7	817:55		817:54	817:10		
8	817:58		817:12			
9						
10	817:50		817:35			
11						
12						
13						
14	817:48		817:32		Pergi ke pejabatnya	
15	817:55		817:09			

.....  
**NOKHAZIRA BINTI KAMARUDIN**  
 Pegawai Teknologi Maklumat  
 Jabatan Pembangunan Kemahiran  
 Kementerian Sumber Manusia  
 nokhazira@mohe.gov.my

**AMARAN**

Sesiapa yang mendapati mengetik kad orang lain, tindakan tatatertib akan diambil ke atasnya.

**KAD MENCATAT WAKTU**

B No. NAMA: Hafiy

KEM.JAB.: JPK PMO

BAHAGIAN/SEKSYEN: 217

BULAN..... ..

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16	817:55		817:30			
17	817:57		817:23			
18						
19						
20	817:58		817:20			
21	817:54		817:33			
22	817:59		817:14			
23	817:57		817:04			
24	818:03		818:06		berlepas	
25						
26						
27	817:55		817:20			
28	817:58		817:34			
29						
30						
31						

WJF000818—PNMB., K.L.

**AMARAN**

Sesiapa yang mendapati mengetik kad orang lain, tindakan tatatertib akan diambil ke atasnya.

**WP 2**

**KAD MENCATAT WAKTU**

A No. **27** NAMA: **MUHAMMAD HAFIY BIN KAMARUDDIN**  
 KEM./JAB.: **JABATAN PEMBANGUNAN KEMAHIRAN**  
 BAHAGIAN/SEKSYEN: **PMO**

BULAN.....  
**MAC 2017**

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1						
2	08:00	08:00	08:00	08:00		
3	08:57		08:32			
4	08:56		08:41		SABTU	
5					AHAD	
6	08:02		08:16			
7	08:07		08:25			
8	08:00		08:41			
9	08:59		08:50			
10	08:59		08:06			
11					SABTU	
12					AHAD	
13	08:01		08:06		Kejohor	
14	08:59		08:49			
15	08:00		08:16			

.....  
**NORHAZIKAH BINTI KAMARUDDIN**  
 Pegawai Teknologi Maklumat  
 Jabatan Pembangunan Kemahiran  
 Kementerian Sumber Manusia  
 norhazika@ancbr.gov.my

**AMARAN**

Sesiapa yang didapati mengetik kad orang lain, tindakan tatatertib akan diambil ke atasnya.

SALINAN DIAKUISAH

**WP 2**

**KAD MENCATAT WAKTU**

B No. **27** NAMA: **MUHAMMAD HAFIY BIN KAMARUDDIN**  
 KEM./JAB.: **JABATAN PEMBANGUNAN KEMAHIRAN**  
 BAHAGIAN/SEKSYEN: **PMO**

BULAN.....  
**MAC 2017**

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16						
17	08:02	08:16				
18	08:05		08:19		SABTU	
19					AHAD	
20	08:03		08:05			
21	08:52		21/08:58			
22	08:01		08:50			
23	08:50		08:20			
24	08:01		08:24		SABTU	
25					AHAD	
26						
27	08:01		08:07			
28	08:05		08:13			
29						
30			08:01		Cuti bertumpu Supervisor	
31						

WJF001231—PNMB., K.L.

**AMARAN**

Sesiapa yang didapati mengetik kad orang lain, tindakan tatatertib akan diambil ke atasnya.

**WP 2**

**KAD MENCATAT WAKTU**

A No.	<b>4</b>	NAMA:	MUHAMMAD HAFIY BIN KAMARUDDIN
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KEM./JAB.: **JABATAN PEMBANGUNAN KEMAHIRAN**

BAHAGIAN/SEKSYEN: **PMO (PRAKTIKAL)**

**APRIL 2017**

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1					<b>SABTU</b>	
2					<b>AHAD</b>	
3	8:30-10		8:15-55			
4	8:30-55		8:15-55			
5	8:30-55		8:15-55			
6	8:30-55		8:15-55			
7	8:30-55		8:15-55		<b>SABTU</b>	
8					<b>AHAD</b>	
9						
10	8:30-104		8:15-20			
11	8:30-57		8:15-55			
12	8:30-54		8:15-14			
13	8:30-55		8:15-55			
14	8:30-55		8:15-57		<b>SABTU</b>	
15						

SALINAN DIAKUI SAH

**AMARAN**

Sesiapa yang didapati mengetik kad orang lain, tindakan tatatertib akan diambil ke atasnya.

**AMARAN**

Sesiapa yang didapati mengetik kad orang lain, tindakan tatatertib akan diambil ke atasnya. **MORHAZIRA BINTI KAMARUDIN**  
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 mohazira@psm.gov.my

**WP 2**

**KAD MENCATAT WAKTU**

B No.	<b>4</b>	NAMA:	MUHAMMAD HAFIY BIN KAMARUDDIN
-------	----------	-------	-------------------------------

KEM./JAB.: **JABATAN PEMBANGUNAN KEMAHIRAN**

BAHAGIAN/SEKSYEN: **PMO (PRAKTIKAL)**

**APRIL 2017**

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16					<b>AHAD</b>	
17	8:30-57		8:15-10			
18	8:30-52		8:15-24			
19	8:30-55		8:15-20			
20	8:30-57		8:15-46		<b>SABTU</b>	
21	8:30-55		8:15-55		<b>AHAD</b>	
22						
23						
24						
25	8:30-52		8:15-26			
26	8:30-55		8:15-19			
27	8:30-55		8:15-14			
28	8:30-55		Klinget		<b>SABTU</b>	
29			Puch		<b>AHAD</b>	
30						
31						

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**WP 2 KAD MENCATAT WAKTU**

B No. **4** NAMA: **MUHAMMAD HAFIY BIN KAMARUDDIN**  
 KEM./JAB.: **JABATAN PEMBANGUNAN KEMAHIRAN**  
 BAHAGIAN/SEKSYEN: **PMO (PRAKTIKAL)**

**MEI 2017**

BULAN.....

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16						
17	07:00	17:11				
18	07:39	16:14				
19	07:00	17:26				
20	07:00	17:22				
21					<b>SABTU</b>	
22					<b>AHAD</b>	
23	07:00	17:00				
24	07:00	17:00				
25	07:00	17:00				
26	07:00	17:00				
27	07:00	17:00			<b>SABTU</b>	
28					<b>AHAD</b>	
29	07:05	17:00				
30	07:00	17:00				
31	07:00	17:00				

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**AMARAN**

Sesiapa yang didapati mengetik kad orang lain, tindakan tatatertib akan diambil ke atasnya.

**WP 2 KAD MENCATAT WAKTU**

A No. **4** NAMA: **MUHAMMAD HAFIY BIN KAMARUDDIN**  
 KEM./JAB.: **JABATAN PEMBANGUNAN KEMAHIRAN**  
 BAHAGIAN/SEKSYEN: **PMO (PRAKTIKAL)**

**MEI 2017**

BULAN.....

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1	07:00					
2					<b>CUTI AM</b>	
3			07:00	17:00	<i>Kingsat Punch</i>	
4	07:00	17:00	07:00	17:00		
5	07:00	17:00	07:00	17:00		
6	07:00	17:00	07:00	17:00	<b>SABTU</b>	
7					<b>AHAD</b>	
8	07:00	17:00	07:00	17:00		
9	07:00	17:00	07:00	17:00		
10					<b>CUTI AM</b>	
11			07:00	17:00		
12	07:00	17:00			<i>Sampah Supervisor</i>	
13					<b>SABTU</b>	
14					<b>AHAD</b>	
15						

**AMARAN**

Sesiapa yang didapati mengetik kad orang lain, tindakan tatatertib akan diambil ke atasnya.

SALINAN DIAKUT SAH

WP 2

KAD MENCATAT WAKTU

B No. **4** NAMA: MUHAMMAD HAFIY BIN KAMARUDDIN  
 KEM./JAB.: JABATAN PEMBANGUNAN KEMAHIRAN

BAHAGIAN/SEKSYEN: PMO (PRAKTIKAL)

JUN 2017

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16						
17					SABTU	
18					AHAD	
19	19:06:00				19:17:35	
20	20:03:07				20:17:15	
21	20:09:02				21:17:23	
22	22:01:05				22:16:15	
23						
24					SABTU	
25					AHAD	
26					CUTI AM	
27					CUTI AM	
28						
29						
30						
31						

WJF001231-PNMB.. K.L.

AMARAN

Sesiapa yang didapati mengetik kad orang lain, tindakan tatatertib akan diambil ke atasnya.

WP 4

KAD MENCATAT WAKTU

A No. **4** NAMA: MUHAMMAD HAFIY BIN KAMARUDDIN  
 KEM./JAB.: JABATAN PEMBANGUNAN KEMAHIRAN

BAHAGIAN/SEKSYEN: PMO (PRAKTIKAL)

JUN 2017

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1						
2						
3					SABTU	
4					AHAD	
5						
6						
7						
8						
9						
10					SABTU	
11					AHAD	
12					CUTI AM	
13						
14						
15						

SALINAN DIKUTIP SAH

WJF001231-PNMB.. K.L.

**NORHAZIRA BINTI KAMARUDIN**  
 Pegawai Teknologi Maklumat  
 Jabatan Pembangunan Kemahiran,  
 Kementerian Sumber Manusia  
 norhazira@amohr.gov.my

AMARAN

Sesiapa yang didapati mengetik kad orang lain, tindakan tatatertib akan diambil ke atasnya.

# **APPENDICES I:**

## **LOG BOOK**



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2/2/2017	<p>Register in internship place - intro trainee</p>	<p>instruct computer</p>
3/2/2017	<p>daily activity helps sep En. Saiful setup staff PC</p>	
6/2/2017	<p>help En. Saiful</p>	
7/2/2017	<p>meeting department - intro in meeting - first task treat poster of create " printer maint " meeting</p>	
8/2/2017	<p>learn add printer - help desk task</p>	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/2/2017	- Repair daily activity helps ms sofia in floor 8 setting printer	SAIFUL BAHRI BIN OTHMAN Jurutera Komputer
16/2/2017	- prepare printer to cyberjaya 7 unit printers	
17/2/2017	- give task build " file mega " on systems	SAIFUL BAHRI BIN OTHMAN Jurutera Komputer
20/2/2017	- install printer Jpk cyber zaya - learn using ip adres add printer	
21/2/2017	- make poster - setting printer	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/2/2017	- learn repair email	SAIFUL BAHRI BIN OTHMAN Jurutera Komputer
16/2/2017	- network setup - help desk	
17/2/2017	- Supervisor in praktika give explanation about task for trainer	
20/2/2017	- email setup - sharing folder	
21/2/2017	- email setup - learn format pc	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
		SAIFUL BAHRI BIN OTHMAN Jurutera Komputer
22/2/2017	- back up data in hardisk department - format pc	
23/2/2017	- list pc must be format - setau new pc for staff	
		SAIFUL BAHRI BIN OTHMAN Jurutera Komputer
24/2/2017	go to bangi claim with contractor about computer enguipment	
27/2/2017	- arrange the pc - setau store	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
28/2/2017	- printk setup room - pn siti some	SAIFUL BAHRI BIN OTHMAN Jurutera Komputer
	- hadisk pn siti hasmah Rosak	
1/3/2017	- internet problems in bahagian pentadbiran - setup internet	
2/3/2017	- email setup - Administrative activity	
		SAIFUL BAHRI BIN OTHMAN Jurutera Komputer
3/3/2017	- Cabelc network build - internet Setup - add printer	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/3/2017	- receive call from Pn Salbiah computer keyboard problems	SAIFUL BAHRI BIN OTHMAN Instruktur Komputer
	- call hp to used claim warranty	
7/3/2017	- prepare led - VGA cable - PC meeting in bilik wacasan	SAIFUL BAHRI BIN OTHMAN Instruktur Komputer
8/3/2017	- Add Printer using ip address	
9/3/2017	Setup email logovuc password: ksm @ 2016	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
10/3/2017	- Format 3 pcs - helps Mrs Sofiq	SAIFUL BAHRI BIN OTHMAN Instruktur Komputer
13/3/2017	- Format 2 pcs - En Saiful setup router wifi	SAIFUL BAHRI BIN OTHMAN Instruktur Komputer
14/3/2017	- Format 3 pcs - sharing folder setup	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
18/3/2017	<p>SAIFUL BAHKI BIN OTHMAN Manteknik Komputer</p> <p>- format pc - maintain network</p>	
16/3/2017	helpdesk activity	
17/3/2017	<p>SAIFUL BAHKI BIN OTHMAN Manteknik Komputer</p> <p>helpdesk activity printer network problems</p>	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
20/3/2017	<p>SAIFUL BAHKI BIN OTHMAN Manteknik Komputer</p> <p>- format pc - email setup - repair computer</p>	
21/3/2017	back up data	
22/3/2017	back up data	
23/3/2017	<p>SAIFUL BAHKI BIN OTHMAN Manteknik Komputer</p> <p>- meeting department Pmo - it problem - internet low</p>	
24/3/2017	<p>visit sever rack ksm</p>	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
27/3/2017	SAIFUL BAHRI BIN OTHMAN SAIFUL BAHRI BIN OTHMAN consult Systems with Industrial Super visor	SAIFUL BAHRI BIN OTHMAN Industrial Computer
28/3/2017	build system inventori	
29/3/2017	met Super visor faculty	SAIFUL BAHRI BIN OTHMAN Industrial Computer
30/3/2017		
31/3/2017	Er. staff	
	consult about ERD	
	DFD Entity	
	System inventory Unit promosi	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
3/4/2017	SAIFUL BAHRI BIN OTHMAN follow up with user about System	SAIFUL BAHRI BIN OTHMAN Industrial Computer
4/4/2017	visit Server make sure server running turn of and turn on Server	
5/4/2017		
	Report to dr met about System	SAIFUL BAHRI BIN OTHMAN Industrial Computer
6/4/2017	- maintai pc - help desk	

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
7/4/2017	SAIFUL BAHRI BIN OTHMAN Informatik Komputer format pc 3 pc	SAIFUL BAHRI BIN OTHMAN Informatik Komputer
	- email setup	
	- lura ed for sudu	
10/4/2017	- networ problems Creat poste	SAIFUL BAHRI BIN OTHMAN Informatik Komputer

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
11/4/2017	- Add printer - Chong LCD - arrange pc	SAIFUL BAHRI BIN OTHMAN Informatik Komputer
12/4/2017	- maintain pc - Add email	
13/4/17	format pc - Add printer - setup network	SAIFUL BAHRI BIN OTHMAN Informatik Komputer
14/4/2017	- Administralive - printer setup	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17/4/2017	Consol units	SAIFUL BAHRI BIN OTHMAN Jurutera Komputer
18/4/2017	meeting unit IT Present Systems	
19/4/2017	build systems	SAIFUL BAHRI BIN OTHMAN Jurutera Komputer
20/4/2017	build systems	
21/4/2017	build systems	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
25/4/2017	format pc	SAIFUL BAHRI BIN OTHMAN Jurutera Komputer
26/4/2017	* install printer for pin pay slip	
	* instruction from vendor	SAIFUL BAHRI BIN OTHMAN Jurutera Komputer
27/4/2017	- format 3 pc - help desk - Administrative activity	
28/4/2017	- prepare network cable for new pc - new staff want pc printer - install software espes	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
22/5/2017	SAIFUL BAHRI BIN OTHMAN Juriteknik Komputer consult about system problem	SAIFUL BAHRI BIN OTHMAN Juriteknik Komputer
3/5/2017	lear with saifud. pn azira how to create database	SAIFUL BAHRI BIN OTHMAN Juriteknik Komputer
4/5/2017	build systems	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5/2017	SAIFUL - format pc - add email - setup email	SAIFUL BAHRI BIN OTHMAN Juriteknik Komputer
08/5/2017	check number series pc dispose process - LCD no - CPU NO	
9/5/2017	prepare pc for cyberjaya staff	SAIFUL BAHRI BIN OTHMAN Juriteknik Komputer
11/5/2017	arrange pc	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17/5/2017	build system	SAIFUL BAHRI BIN OTHMAN Jurutera Komputer
18/5/2017	build system	
19/5/2017	build system	
20/5/2017	build system	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/5/2017	complete system with sir def	SAIFUL BAHRI BIN OTHMAN Jurutera Komputer
	70% system must be completed	
	Utara kelantan	
15/5/2017	- complete format 60 pc	SAIFUL BAHRI BIN OTHMAN Jurutera Komputer



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
22/5/2017	Administrative work	SAIFUL BAHRI BIN CHAIMAN Jurutera Teknik Komputer
23/5/2017	email Outlook Setup	
24/5/2017	- Add Printer - Create sharing	SAIFUL BAHRI BIN CHAIMAN Jurutera Teknik Komputer
25/5/2017	PA - Setup printer bike pengarah - buat report zerasakan printer	
26/5/2017		

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
29/5/2017	- Setup computer - data back up	SAIFUL BAHRI BIN CHAIMAN Jurutera Teknik Komputer
30/5/2017	Administrative work	
31/5/2017	finishing format pc 60 pcs done / /	SAIFUL BAHRI BIN CHAIMAN Jurutera Teknik Komputer

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/2017	* Remove component pc * Setting printer	SAIFUL BAHRI BIN OTHMAN Juriteknik Komputer
21/2017	help desk activity	
16/2017	Setup internet at KINAGAN	SAIFUL BAHRI BIN OTHMAN Juriteknik Komputer
16/2017	- espbk install - install driver impc	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
7/6/2017	process finishing System "STOP"	SAIFUL BAHRI BIN OTHMAN Juriteknik Komputer
8/6/2017	- Sharing Document - monitor network	
9/6/2017	Per setting LSP VGA HDMI Cable Setting	SAIFUL BAHRI BIN OTHMAN Juriteknik Komputer

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13/6/2017	SAIFUL BAHRI BIN OTHMAN Kementerian Komputer network setting	
14/6/2017	* give donation pc to school * prepare pc 10 unit	
15/6/2017	task for manage equipment of network - labelling - tagging	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/6/2017	SAIFUL BAHRI BIN OTHMAN P. Eksa Program - manage file - arrange it storage - tagging process	
19/6/2017	setup my system	
20/6/2017	postpone presentation	

EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/2017	SAIFUL BAKU BIN UTHMAN Rangkaian Komputer
- Last Presentation systems	
- complete the system	
08/2017	
- Arrange	
- PC Component	SAIFUL BAKU BIN UTHMAN Rangkaian Komputer

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
28/6/2017		SAIFUL BAKU BIN UTHMAN Rangkaian Komputer
29/6/2017	diberi pelajaran untuk tamatkan tugasan practical	
30/6/2017		