

# UNIVERSITI TEKNOLOGI MARA FACULTY OF INFORMATION MANAGEMENT

# INDUSTRIAL TRAINING REPORT: KELANTAN ICT GATEWAY SDN BHD (KELANTAN) TINGKAT 5 BANGUNAN PKINK, JALAN TENGKU MAHARANI 15710 KOTA BHARU KELANTAN

SPECIAL PROJECT: KIGSB LEAVE MANAGEMENT SYSTEM (e-LMS)

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UNIVERSITI TEKNOLOGI MARA KELANTAN

01 AUGUST 2017 - 31 DECEMBER 2017

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# BY MUHAMMAD HILMI BIN HASSAN

FACULTY SUPERVISOR DR. MOHD IDZWAN MOHD SALLEH

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

01 AUGUST 2017 - 31 DECEMBER 2017

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Signed by

Muhmammad Hilmi bin Hassan

2015258272

Date of submission: January 2018

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#### **ABSTRACT**

Industrial training is an important phase of a student life. A well planned, properly executed and evaluated industrial training helps a lot in developing a professional attitude. It develops an awareness of industrial approach to problem solving, based on a broad understanding of process and mode of operation of organization. The aim and motivation of this industrial training is to receive discipline, skills, teamwork and technical knowledge through a proper training environment, which will help me, as a student in the field of Information Technology, to develop a responsiveness of the self-disciplinary nature of problems in information and communication technology. During a period of five months training at Kelantan ICT Gateway Sdn. Bhd. (Kelantan), I was assigned to create a leave management system since the company still based on manual method which is using a form submission (paper). Kelantan ICT Gateway Sdn. Bhd. Leave Management System (KIGSB LMS) is developed to fulfil the requirement as a trainee and to complete the industrial training. KIGSB LMS is a system that replaced the manual method for applying leave in the KIGSB Company itself. It will upgrade the current leave management method used in KIGSB. It is a system that enables users to apply for their leave conveniently. It is designed so that both applied and approved of leave can be done online, making every level of leave application a total breeze for both applying as well as those approving. This system allows officer to view the employee/staff leave history within one year. With this functionality also, each employee would be able to keep track of their current leave balance, leave taken and total leave balance.

Keywords: KIGSB, Leave Management Systen, industrial training

#### ACKNOWLEDGEMENT

The internship opportunity I had with Kelantan ICT Gateway Sdn. Bhd. was a great chance for learning of professional development. Therefore, I consider myself as a very lucky individual as I was provided with an opportunity to be a part of it. I am also grateful for having a chance to meet so many wonderful people and professionals who led me though this internship period.

Bearing in mind previous I am using this opportunity to express my deepest gratitude and special thanks to my supervisor, Pn. Farizan Binti Jafar, who in spite of being extraordinarily busy with her duties, took time out to hear, guide and keep me on the correct path and allowing me to carry out my project at their esteemed organization and extending during the training.

Appreciation also goes to all lecturers of Information Management faculty that always help and never ignore me when I need them the most. My heartfelt gratitude goes to my parent, brothers and my sister that always gives me continuous support, and sacrifice during my study. Besides, I would like to express my personal appreciation to my friends, Mohd Nazmi for his guidance. His effort really meant a lot to me. I would like to thank to all my friends, all classmates, and all staff from the Kelantan ICT Gateway Sdn Bhd for their support, and cooperation along the journey. Lastly, my gratitude goes to Allah SWT for giving me the strength, patience, courage, and determination to complete this work. Thank you very much.

I perceive as this opportunity as a big milestone in my career development. I will strive to use gained skills and knowledge in the best possible way, and I will continue to work on their improvement, in order to attain desired career objectives.

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#### **CHAPTER 1: INTRODUCTION**

#### 1.1 Background of the organization



Figure 1: Logo of Kelantan ICT Gateway Sdn Bhd

Kelantan ICT Gateway Sdn Bhd (KIGSB) is registered with the Suruhanjaya Syarikat Malaysia (SSM) under the Companies Act 1965 on 25 July 2011 with a wholly-owned subsidiary (100%) company by Kelantan State Government through Perbadanan Kemajuan Iktisad Negeri Kelantan (PKINK). KIGSB started to operate fully on 1 Muharram 1437H equivalent October 14, 2015.

KIGSB is a one stop agency to the development of the information and communication technology (ICT) industry and is fully responsible for implementing the Kelantan ICT development.

### 1.2 Organizational Chart

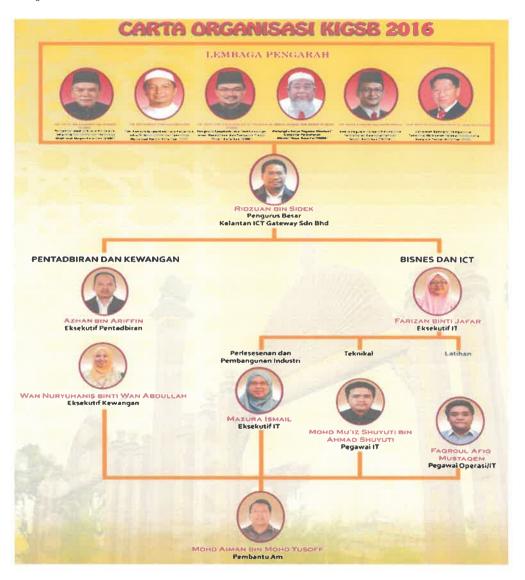


Figure 2: Organizational Chart of KIGSB Company

# 1.3 Vision

Enhance of ICT Industry Development of Kelantan to born a generation that step ahead towards IT.

## 1.4 Mission

To provide new value to our customers through high-quality products and superior services.

## 1.5 Corporate Profile

Company Name	Kelantan ICT Gateway Sdn Bhd
Registration Number	954150-P
Date of incorporation	25 July 2011
Registered Office	4th Floor, PKINK Building, Jalan Tengku Maharani, 15000 Kota Bharu, Kelantan.
Corporate Office	5th Floor, PKINK Building, Jalan Tengku Maharani, 15710 Kota Bharu, Kelantan
Phone Number	09- 743 5650, 09-7435652
No.Fax	09- 743 5651
Email	kigsb@kigsb.com
Website	www.kigsb.com

Business Type	Provides services and monitoring the development of the ICT industry in the State of Kelantan.		
Shareholder	Kelantan State Economic Development Corporation (PKINK) - 100%		
Company Secretary	UB Consult Sdn Bhd, 4th Floor, PKINK Building		
Company Auditors	Wan Nadzir & Co. Lot 1001-E, 1st Floor, Section 48, Jalan Bayam, 15200 Kota Bharu, Kelantan.		

Table 1: Corporate Profile of Kelantan ICT Gateway Sdn. Bhd.

#### **Chapter 2: Organization Information**

#### 2.1 Organization Department

#### 2.1.1 IT Department

KIGSB IT department are skilled and experienced in various fields such as Consultancy, research & development, technical services, multimedia, website development, ICT maintenance, system & networking development, security & network control systems and others related to ICT. They also provide a working environment that encourages employees to improve their productivity, quality and unleash their full potential.

Using the theme, "Make IT Happen", KIGSB continues to be committed to providing quality and best ICT services to meet corporate and government needs. KIGSB is committed to developing the Kelantan ICT industry as well as at the same time making the people "Celik IT" and providing an easier business environment with ICT.

#### **2.1.2** Vision

Information Technology Services will be recognized as a high performance team providing technology excellence that advances learning, teaching, and research.

#### 2.1.3 Mission

Demonstrate technical and operational excellence through a commitment to professionalism and continuous improvement.

#### 2.1.4 Organizational Chart (IT Department)

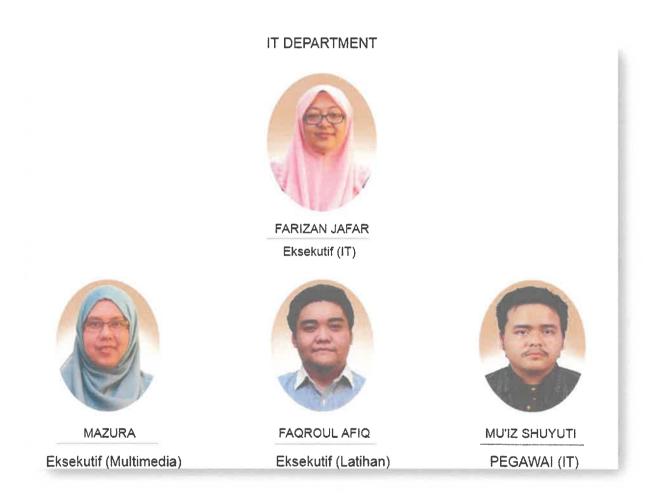


Figure 3: IT Department Organization Chart

#### 2.2 Department Function

- 1. Planning and Monitoring of ICT Industry Development of Kelantan
- 2. Monitoring the Implementation of State Government ICT Projects
- To provide advisory services on state ICT development to Kelantan State Government (Policy, Planning, Project)
- 4. Extend ICT-related issues to state governments or relevant central government agencies
- 5. Providing consultancy services to government agencies and private sector
- 6. Provide hardware and software supply services to government and private agencies
- 7. Promoting and attracting ICT-related investments to Kelantan
- 8. Promoting ICT related products and services from Kelantan

### **Chapter 3: Industrial Training Activities**

#### 3.1 Training Activities

Trainee got a lot of experience when undergo industrial training in 5 month under Kelantan ICT Gateway Sdn Bhd (KIGSB) and have been assigned manage and assist the lecturer has provided in terms of knowledge to the trainee trainee's own personality. Here this is the task that has been done by the trainee during the 5 month industrial training at KIGSB under IT Department.

#### 3.1.1 Administrative Task

Trainee has been given the task that related to the administrative task where trainee give a task about make a criteria must have in school web site with Microsoft Word. It because the Jabatan Pendidikan Negeri Kelantan (JPN) make a contest a school website within school in Kelantan. So that criteria that has been made all representative in school website must follow that.

Beside that, trainee also has been given task re-draw the Ar-Rahnu flowchart system where the flowchart has a minor correction and with the knowledge that has been learned the flowchart has been made correction successfully. Other than that, trainee hass been given responsible to monitor the company website KIGSB.com where trainee update the latest activities or any changes in company website.

Other than that, trainee also has given task about amending the website of Kompleks Perkayuan Kelantan Sdn. Bhd. (KPKSB) using wordpress that also involve major changes of their website. Meanwhile trainee also key in the databases about the survey of the KIGSB program at Gua Musang named 'Kursus Intermidiate Komputer Microsoft Word & Excel' where trainee must key in from form format to excel to make a databases about survey of that program.

# 3.1.2 Outreach Programme at Headquaters Kumpulan Perladangan Sungai Terah, Gua Musang

During internship period, trainee also has invlolved with outreach programme which is programme 'Kursus Intermidiate Komputer Microsoft Word & Excel' as a facilitator. This programme focus on staff of Kumpulan Perladangan Sungai Terah where that programme held on 6 days where this programme has divided by 3 sessions wijere 1 sessions for 2 days. This programme focus on intermediate function of Microsoft Word & Excel. Other than that trainee also responsible in setup the projector, microphone, computer and else to make sure the programme run smoothly.

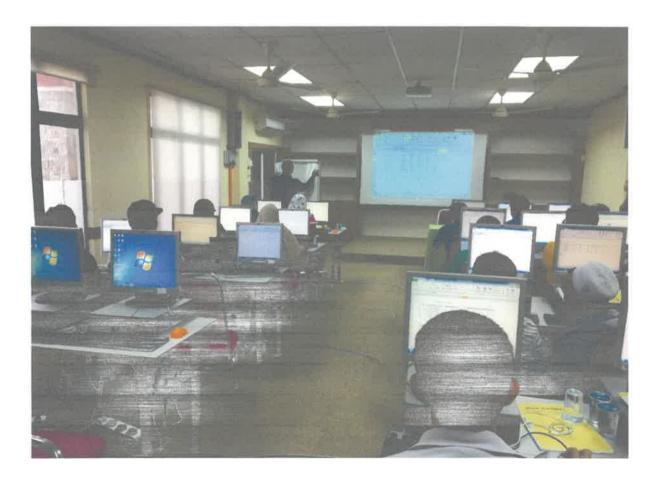


Figure 4: 'Kursus Intermediate Komputer Microsoft Word & Excel' programme

# 3.1.3 Outreach Programme 'Kuiz ICT Peringkat Sekolah Menengah Negeri Kelantan'

Trainee has involve in quiz competition Secondary School phase in Kelantan. This quiz has 2 type of school where first is 'Sekolah Menengah' and 'Sekolah Yayassan Islam Kelantan (YIK)'. Top 3 from representative of type of school will represent in Final of this quiz competition.

Before that day of event, trainee has set up the place of the quiz competition like PA system to make sure there are no mistake during the competition. For the first phase is a 'Sekolah Menengah' at Sekolah Menengah Kebangsaan Kubang Kerian 1 and after that for second phase is a 'Sekolah Yayasan Islam Kelantan (YIK)' where held at Yayasan Islam Kelantan (YIK) Hall.

After the 2 type of school has been finish the competition they will be compete at the final where the top 3 from 2 type of school will meet at the final where the final competition held at Hall of Setiausaha Kerajaan Kelantan (SUK). This programme objective are to encourage the student to more expose to the term of IT because in the IT generation nowadays the young generation must familiar with IT term or adapt to their life.



**Figure 5: Setting the Place Kuiz ICT** 



Figure 6: Registration of the participant



Figure 7: Emissions to the Winner



Figure 8: Final of the Kuiz ICT

#### 3.1.4 Outreach Programme 'Karnival Sains & Teknologi Kelantan 1.0'

This programme conduct by Kelantan ICT Gateway at UTC Tunjong, Kelantan and entrusted by Kelantan State Economic Development Coporation (KSEDC) where purpose of this programme to encourage the people in Kelantan to explore the uniqueness of Science and Technology. Trainee given task to be a crew to handle this programme where setting the place, handle registration and else. There are many activities in there like coloring competition, newcaster competition, Hot Wheels Race and others.

The task that do by trainee are setup the place of the event, deal with the vendor of the booth, and setting the place for active event like setup the chair, the desk for vip, coloring event, penguin event and else that related to the crew task.

This programme got so many visitor because there are many activities that provide by this programme especially kids. With corporation with Terengganu Science & Creativity Centre (TSCC) and Antartica Malaysia bring more happening activities to the visitor to bring their kids to enjoy it.



Figure 9: Crew of the 'Karnival Sains & Teknologi 1.0'



Figure 10: Display Penguin from Antartica



Figure 11: Coloring Competition

#### 3.2 Special Project (KIGSB Leave Management System (e-LMS)

#### 3.2.1 System Overview

Nowadays the technologies bring the people to change their style to manage their work, store their important information, their business process and their everyday activity. The technology exists today helped to facilitate the daily activities. Practically almost all areas, including education, manufacturing, research, sports, entertainment and business, that use the information system as a necessity

Many of company used computerized system to manage all their business. This is because, system is easy to use and it saved time. Kelantan ICT Gateway Sdn Bhd is one of the business companies that moving forward in the business environment. Currently, they still using manual system to apply leave. Day after day, they realize that they need to have leave system to make sure all the management will manage easily.

Online Leave Application System is proposed for Kelantan ICT Gateway Sdn Bhd to allow and support applications by staff through web. This system will develop to help them to keep or save all the leave application details in this system. This system will provide the features such as insert, delete, save, view, generate report, update and calculate the quantity of the leave application to user. This system will avoid the company to use the documentation to check and to apply new leave. Leave Management System will guarantee that all record are saving securely and no need to worry about losing data.

#### 3.2.2 Planning

#### 3.2.2.1 Problem Statement

Kelantan ICT Gateway Sdn. Bhd. (KIGSB) is a company that responsible of implementing IT development in Kelantan. However, for staff to apply leave, it is still based on using the manual way which is through form submission. There are a few drawbacks by using the manual way.

#### • Waste time and energy

Staffs need to fill up the leave application form then pass it to the officer in charge for approval. This will make the applying leave process become slower as the staff need to wait and be inform directly about their leave applying status.

#### Waste financial source

By using the currently method to apply leave, it will cost money for papers, ink, files to keep the leave record, cabinet to store the files and etc.

#### Leave approval process delayed

Leave approval process become slower if approving officer is not in the office.

It will delay the leave application and probably give a hard times to staff that apply it in short time of period or applying for urgent leave.

By using the manual way also, a few future problems probably can occur such as tracking the leave taken by a staff in a year, increasing amount of form to be kept.

#### 3.2.2.2 Objective

The main purpose of the E-Leave system is to improve the current medium or method for applying leave. There are several main objectives that this project is going to meet:

- To save time of the staff to apply the leave.
- To reduce the paper or paperless environment and reduce cost of maintenance.
- To ensure a timely approval of leave management of staff.

#### 3.2.2.3 Scope

The scope of the project is to help the KIGSB management to easily manage the leave application process. The module exist in the leave application system will allow for easy approval and monitoring of remaining leave for each staff. Furthermore, it will also allow staff to keep track of their own remaining leave. There are 2 module divided is admin and staff:

#### **3.2.2.3.1 Admin Module**

#### 1. Registration New Staff

This module will process the function for administrator to register new staff in Kelantan ICT Gateway Sdn Bhd (KIGSB).

#### 2. Leave Application Module

This module will process the function for staff, administrator to apply online.

#### 3. Leave Approval Module

This module will process the function for manager to approve the leave application.

#### 4. Personal Setting Module

This module will process the function to change the new password and update the profile for more security.

#### 5. Report for leave module

Report that generated can be graphical form such as bar graft or table.

#### 6. Carry Forward Leave Approval

Module that approve carry forward balance leave by staff.

#### **3.2.2.3.2 Staff Module**

#### 1. Personal Setting Module

This module will process the function to change the new password and update the profile for more security.

#### 2. Leave Application Module

This module will process the function for staff, administrator to apply online.

#### 3. Leave Cancellation Module

This module give the staff cancel leave that staff do on a purpose.

#### 4. Carry Forward Leave Module

Module that will forward the leave that has a balance on previous years.

# 3.2.2.4 Project Base Line

Name Task	<b>Expectation Date</b>	Actual Date	
Planning	21/8/2017	2/9/2017	
Study current problem	21/8/2017	24/8/2017	
Determine objective, scope of project	26/8/2017	29/8/2017	
Collecting the data	30/8/2017	6/9/2017	
Determine project standard	7/9/2017	10/9/2017	
Set the baseline project plan	7/9/2017	10/9/2017	
Analysis	11/9/2017	10/10/2017	
Determine database requirement	11/9/2017	14/9/2017	
Determine system requirement	15/9/2017	20/9/2017	
Determine hardware and software Use	21/9/2017	23/9/2017	
Develop the Data Flow Design Diagram	24/9/2017	7/10/2017	
Acquire client approval	8/10/2017	10/10/2017	
Design	11/10/2017	19/10/2017	
Develop ERD of system	20/10/2017	28/10/2017	
Develop data dictionary	29/10/2017	4/11/2017	
Develop design of system	5/11/2017	12/12/2017	

Implementation	20/12/2017	-
Test a system	22/12/2017	~

**Table 2: Project Baseline** 

The current stage that trainee stuck at implementation at one module of Leave KIGSB Leave Management System are Carry Forward Leave where the module that carry the balance leave of staff that has for previous year because of the time constraint because overload of rask and lack some of skill of the php.

#### 3.2.3 Analysis

The analysis is a part of the system development life cycle (SDLC) where in this phase we need to understand in depth for the system changes which means, in this system, all requirements will be studied and structured. The purpose of this phase is to determine what information and information processing services are needed in order to support the selected organization function and objective. Analysis has two subphases which requirement determination and requirement structuring.

#### 3.2.3.1 Traditional Ways of Leave Management System in KIGSB

Before this system applied, Kelantan ICT Gateway Sdn Bhd (KIGSB) using traditional system in applying leave, where involved in 4 processes where first is the staff that apply the leave they must get a form to filled with detail of their leave. Next, they must submit to Human Resource (HR) admin first for first sign, after that, to their department leader for signature and lastly signature from General Manager (GM). The manual style is that the process of applying leave is not efficient. The process of applying and approving leave is slow and in some cases the forms get lost in the process.

#### 3.2.3.2 Determine Hardware and Software Requirement

Database use is MySQL. It stands for Structured Query Language which standardized language use to access databases. The SQL can be entered directly, embed SQL statements into code written in another language or use a language-specific API which hides SQL syntax. It is open source software which allows free download and use. The source code can be obtain and edit to suit the needs. MySQL is a relational database which stores data in separate tables.

For that, this system will use Xammp Server in order to make the database functional. Thus, this system also uses Windows 8 as operating system. It supports 64 bit and 32 bit. It supports latest hardware and software Coding use to develop the system is PHP. PHP is open source scripting language suited for web development and can be embedded into HTML. PHP is easier and have many advance features. The Dreamweaver software has being use in developing this system. Thus, the Adobe Photoshop also being used in this project in order to design the system.

Hardware use is Asus A55V laptop. According to Asus Company, Asus A55V operating using Windows 7 64-bit or upgrade to Window 8. It uses memory of dual channel DDR3 SDRAM which support up to 4GB of DDR3 system memory. The display screen is 15.6" HD 1366 x 768 resolution with 16:9 aspect ratios. It storage of hard disk drive is 500. For security, Asus featured Asus A55V with Kaspersky as an antivirus. The External hard disc also has being used in order to back up the data.

# 3.2.3.3 Context Diagram

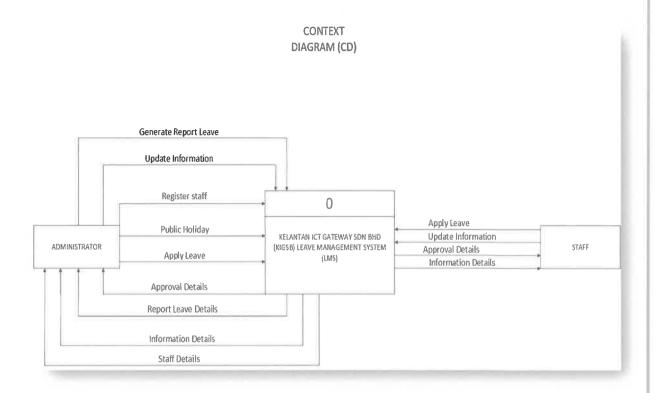


Figure 12: Context Diagram

#### 3.2.3.4 Data Flow Diagram (DFD)

#### 3.2.3.4.1 Admin Data Flow Diagram

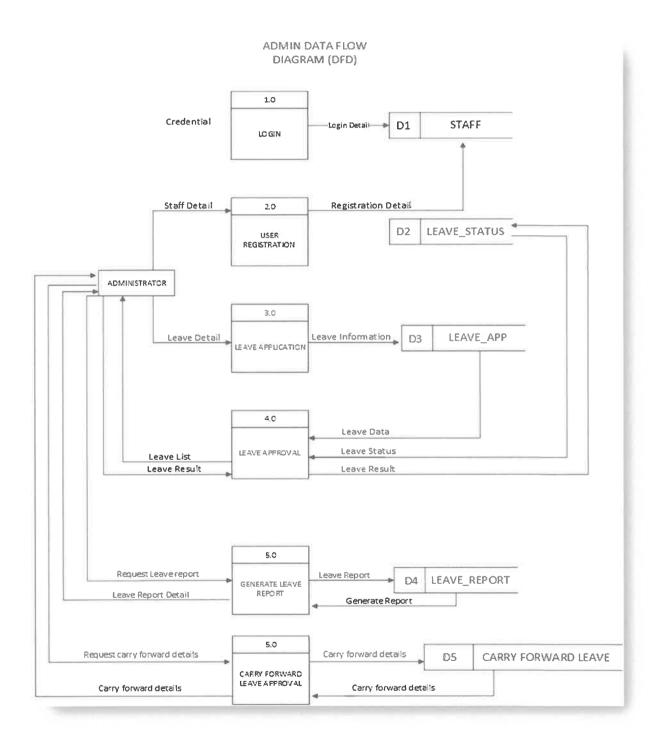


Figure 13: Admin Data Flow Diagram

# 3.2.3.4.2 Staff Data Flow Diagram

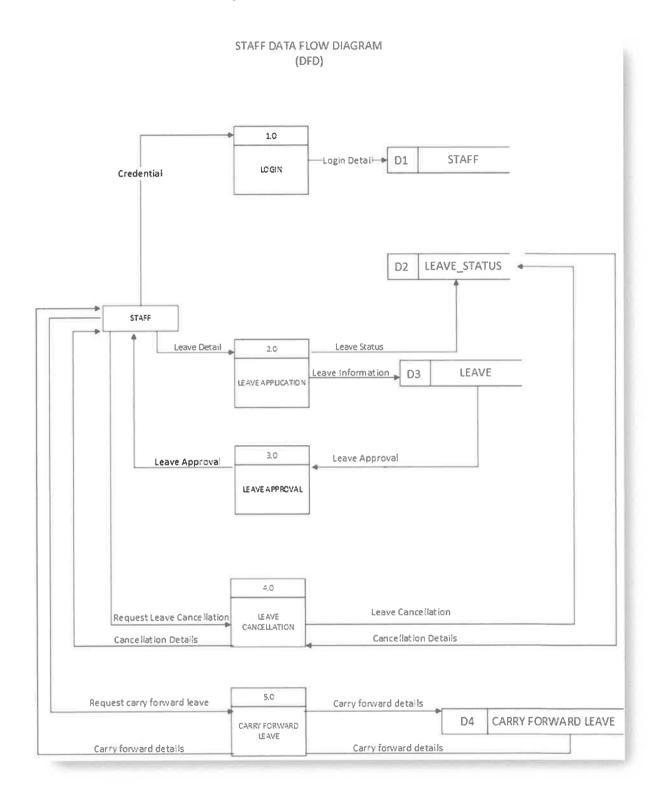


Figure 14: Staff Data Flow Diagram

#### 3.2.4 Design

During the Design Phase, the system is designed to satisfy the requirements identified in the previous phases. The requirements identified in the Requirements Analysis Phase are transformed into a System Design Document that accurately describes the design of the system and that can be used as an input to system development in the next phase. The purpose of the Design Phase is to transform the requirements into complete and detailed system design specifications

#### 3.2.4.1 Flowchart

#### 3.2.4.1.1 Admin Flowchart

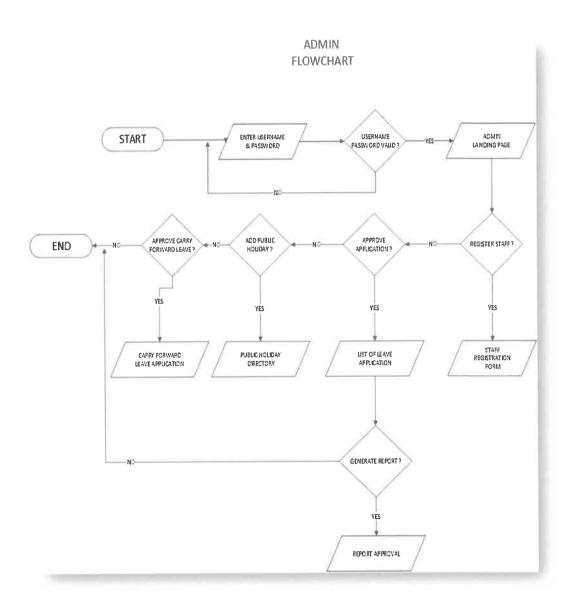


Figure 15: Admin Flowchart

#### 3.2.4.1.1 Staff Flowchart

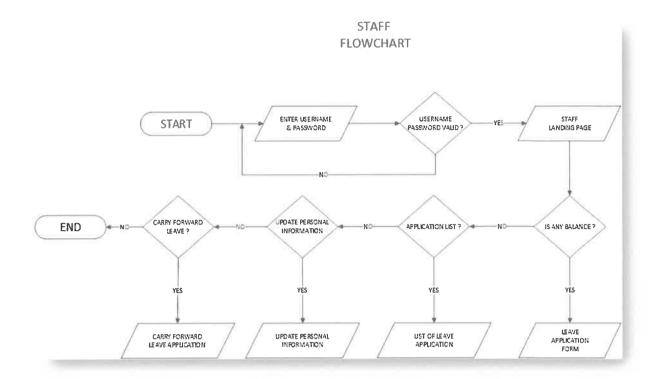


Figure 16: Staff Flowchart

# 3.2.4.2 Entity Relationship Diagram (ERD)

STAFF LEAVE id PK id ic\_no date\_apply date\_from date\_to ic\_no staff\_password first\_name position staff\_id email period leave\_type leave\_reason application\_status role Admin LEAVE\_STATUS PK <u>id</u> id ic\_no staff\_password first\_name position ic\_no leave\_pending leave\_taken leave\_balance staff\_id email role REPORT PK report\_id year month date\_apply leave\_type reason status

Entity Relationship Diagram (ERD)

Figure 17: Entitiy Relationship Diagram

# 3.2.4.3 Data Dictionary

PK/FK	FIELD NAME	CAPTION	DATA	FIELD
			TYPE	SIZE
PK	Id	Auto	int	11
		generate		
PK	ic_no	IC number	varchar	20
	staff_password	Password	varchar	20
	first_name	First name	varchar	100
	last_name	Last name	varchar	100
	position	Job	varchar	100
		position		
	staff_id	Id for staff	varchar	25
	email	email	varchar	150
	level	Access	varchar	30
		level		
PK	leave_id	Auto	int	11
		generate		
FK	ic_no	IC number	varchar	25
	date_apply	Leave	date	-
		apply date		
	date_from	Leave start	date	-
		date		
	date_to	Leave	date	-
		finish date		
	period	Leave	int	11
		period		

	leave_type	Type of leave	varchar	100
	leave_reason	Reason for leave	varchar	255
	application_status	Leave status	varchar	50
PK	status_id	Auto generate	int	11
PK	ic_no	IC number	varchar	20
	leave_pending	Total leave pending	int	11
	leave_taken	Total leave taken	int	11
	leave_balance	Total leave balance	int	11

**Table 3: Data Dictionary** 

#### 3.2.4.4 Current Systems of KIGSB Leave Management System (e-LMS)

KIGSB Leave Management System (e-LMS) has reduce the 4 process where with this system the staff just log in to this system and wait for confirmation whether rejected or approved. For the admin they just need one click to decide the approval of the staff leave. This system track all the staff that working in the organization on that particular day and give the superior officer to evaluate the staff in an organization. By using the KIGSB Leave Management System (e-LMS) it can helps to increase efficiency in leave application process.

# 3.2.4.5 Storyboard

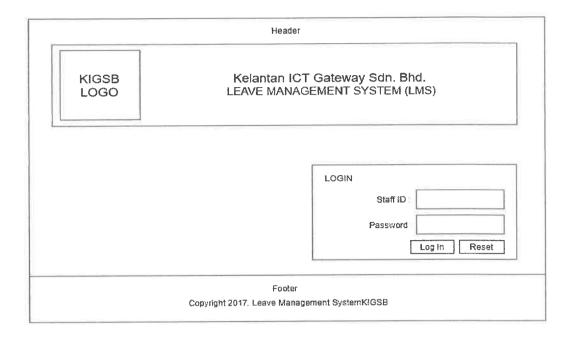


Figure 18: Login Page

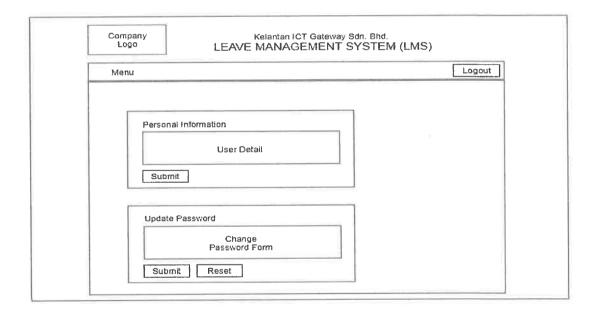


Figure 19: User Main Interface

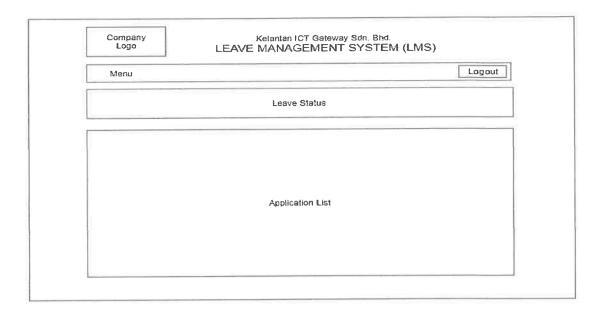


Figure 20: Leave Application

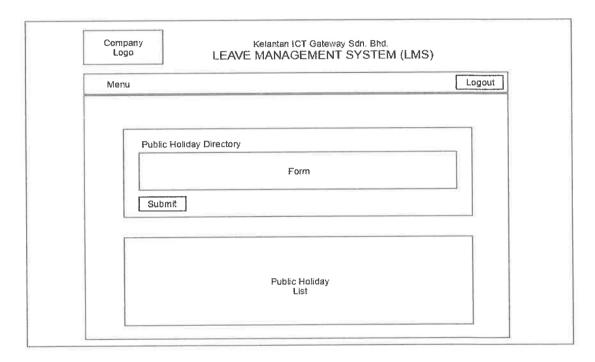


Figure 21: Public Holiday Directory

# 3.2.4.6 Menu and Interface Design



Figure 22: Login Page Interface

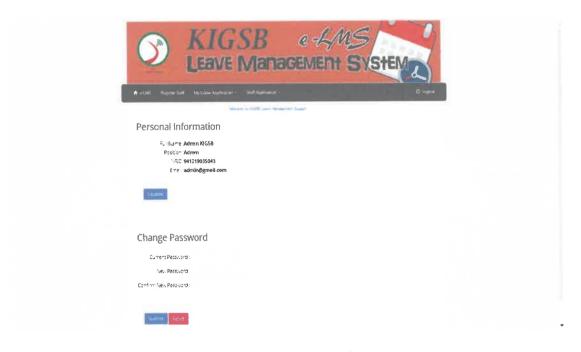


Figure 23: Admin Interface

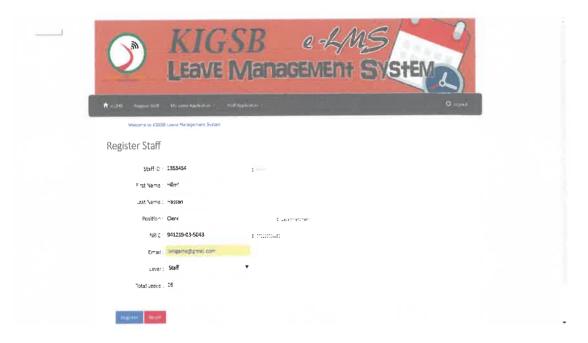


Figure 24: Register Staff Interface



Figure 25: Approve Application

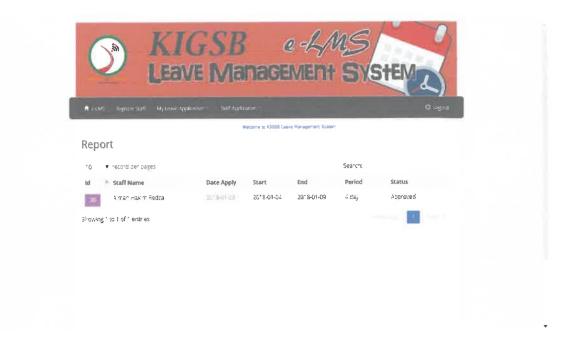


Figure 26: Report of Staff Leave



Figure 27: Staff Leave Form

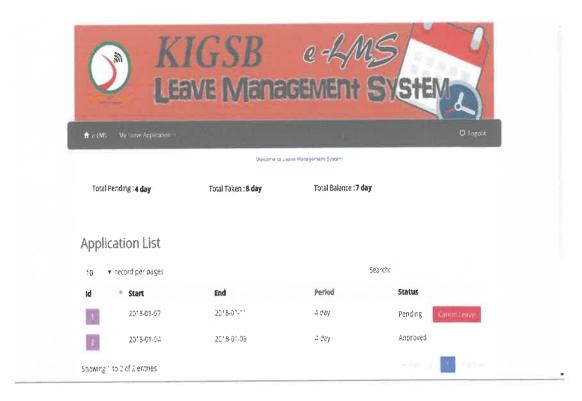


Figure 28: Staff Application List

#### 3.2.4.7 User Manual

#### 3.2.4.7.1 Admin



Figure 29: Log In Interface

There have a USERNAME and PASSWORD that must to fill before the staff can login into the system. LOGIN button is for submit the username and password before login into system.

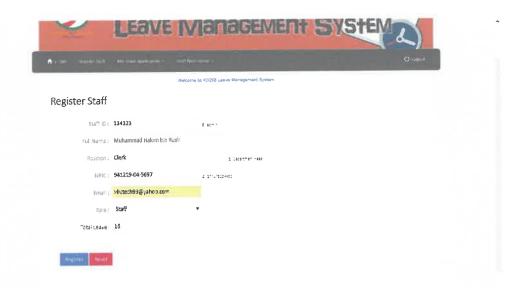


Figure 30: Register Staff for Admin

Here is a register user process. Admin must fill the Staff ID, Full Name, Position,NRIC, Email, Role, Total Leave, and then click REGISTER, the password will give automatically and the user must change it after first log in.

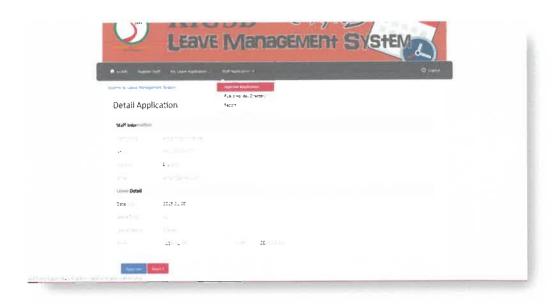


Figure 31: Approve Application for Admin

Admin click to APPROVE or REJECT the leave application from staff. Instead the staff CANCEL the leave application there will no record for admin to approve.

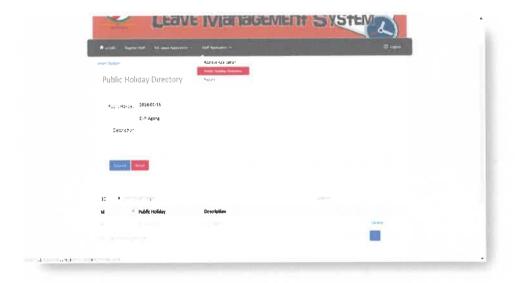


Figure 32: Public Holiday Directory for Admin

Admin fill the public holiday directory in case of there will have a public holiday and then click SUBMIT.



Figure 33: Report Approval for Admin

Enter this interface for report detail of staff that had a leave during the all time. This interface can filter by years or month for auditing purpose.

#### 3.2.7.4.2 Staff



Figure 34: Leave Application for Staff

Staff just click 'Application Form' to apply a leave and then click SUBMIT. There also shown leave balance for leave that taken.



Figure 35: Application List For Staff

The staff must alert in this interface to check whether their application rejected or approved. If the staff want cancel the leave they just click CANCEL LEAVE.

#### 4.0 Conclusion

# 4.1 Application of Knowledge, Skills, and Experience in Undertaking the Task

#### Knowledge

The trainee has applied the knowledge in has been learned during the studies in the subject System Analysis I & II which it will help the trainee in developing the system for Kelantan ICT Gateway Sdn Bhd (KIGSB). During the studies, there will be five process involved in order to develop a system which is planning, analysis, design, implementation and maintenance. All of this process the trainee must practice it during to developing the system. Thus, the trainee also has to explore more about the PHP coding which it require trainee to referring other sources. The trainee also get the lesson in developing the system by referring someone that has experience in developed a system from the internet. Thus, the trainee also has practices the computer skill such as using the Microsoft Word, Microsoft Excel, Microsoft Publisher, and Microsoft PowerPoint in order to completing the task. All of that system helps the trainee to improve a lot of computer skill and as an information system student.

#### • Skills

Skills that trainee got from the industrial are framework programming wordpress WordPress is a free and open-source content management system (CMS) based on PHP and MySQL.To function, WordPress has to be installed on a web server, which would either be part of an Internet hosting service or a network host in its own right. An example of the first scenario may be a service like WordPress.com, for example, and the second case could be a computer running the software package WordPress.org. A local computer may be used for single-user testing and learning purposes. Features include a plugin architecture and a template system.

#### • Experience

Trainee experiencing in communicating with the staff, officer and with the top management which it help the trainee to improve a lot in communicate with them. The experience that was gained from studied in university such as in public speaking, user training, or when handling the festival has helps the trainee to start the communication with all the staff in Kelantan ICT Gateway (KIGSB) properly. Thus, the trainee also has experiencing in communicate with outside people which is the trainee is responsible in handling the booth counter whenever the people come to has a deal with a program that have provide by the KIGSB. Meanwhile, the trainee also experiencing in using the photocopies machine, fax machine, the printer.

# 4.2 Personal Thoughts and Opinion

The trainee felt that doing the practical in KIGSB has given a lot experience which all of the staff provided to the trainee in experiencing the working surrounding by given the trainee a task that related to their work and related to trainee studies which is information system management by given the trusted to involve with the program that have been organize especially join KIGSB outreach programme. In early stage when started the practical, the staff give the much help in doing the office work before the trainee can doing the work by its own.

Besides that, there also have a weakness about payment to the trainees that committee to their company. They should have a payment or gift in money to appreciate to the trainee.

#### 4.3 Lesson Learnt

The trainee has learned many thing during practical which it help the trainee to become more discipline, punctual and the most important thing it improve a lot of the trainee communication skill. When the trainee entering the KIGSB office, it does not feel as a practical but more to as a staff and it is very important to shown the good discipline and attitude which the trainee has to wear the formal attire every day. The trainee also cannot wear slippers, jean and must be proper attire whenever in the department. Because of that, to avoid the bad images of the university, the trainee has to make sure to wear the proper attire for every day.

Thus, the trainee also has learned how to be more punctual during practical. The trainee has to come like other staff which at KIGSB office it start operate at 8.00 a.m. until 5.00 p.m. for Sunday to Wednesday but on Thursday the office finished on 5.00 p.m.

Since, the trainee also has improved a lot in communication skill during practical day in KIGSB. The trainee has learned how to communicate properly with all the staff in KIGSB and how to interact with them. The trainee also has learned to communicate with the people more confidently yet nice when dealing with them. The staff teaches the trainee not to scare whenever dealing with them but show to people that we can help to solve their problem. It same when the trainee needs to call the staff to remind them about the meeting or programs.

### 4.4 Limitation and Recommendation

#### 4.4.1 Limitation

# • .Information Management System (IMS)

IMS implementation can be very expensive for companies looking to manage their operations more effectively. All divisions and processes must be reviewed when determining what information management wants extracted for decision purposes. The cost of this review followed by the installation costs can be extremely expensive for large companies. Additionally, new employee hiring or employee training related to the MIS can also add to the implementation costs.

#### 4.4.2 Recommendation

Although this system already meets the project and user requirements, there are always suggestions available for future work as listed:

- Increase manpower in Kelantan Ict Gateway (KIGSB) to make efficienct task to the others.
- Have a payment to the trainee to appreciate them.

#### References

- Dennis, A., Wixom, B. H., & Roth, R. M. (2012). Systems analysis and design, 5th edition (5th ed.). United States: Wiley, John & Sons.
- DIGITAL SIGNAL PROCESSING: system analysis and design. (2017). S.1.: AURIS REFERENCE.
- KELANTAN ICT GATEWAY Sdn. Bhd. (n.d.). Retrieved October 08, 2017, from https://kigsb.com/

# APPENDICES

# **lectronic Time Card**

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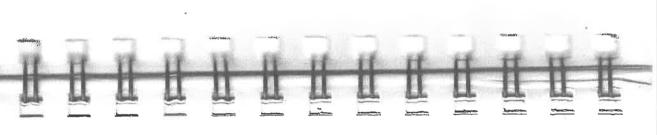


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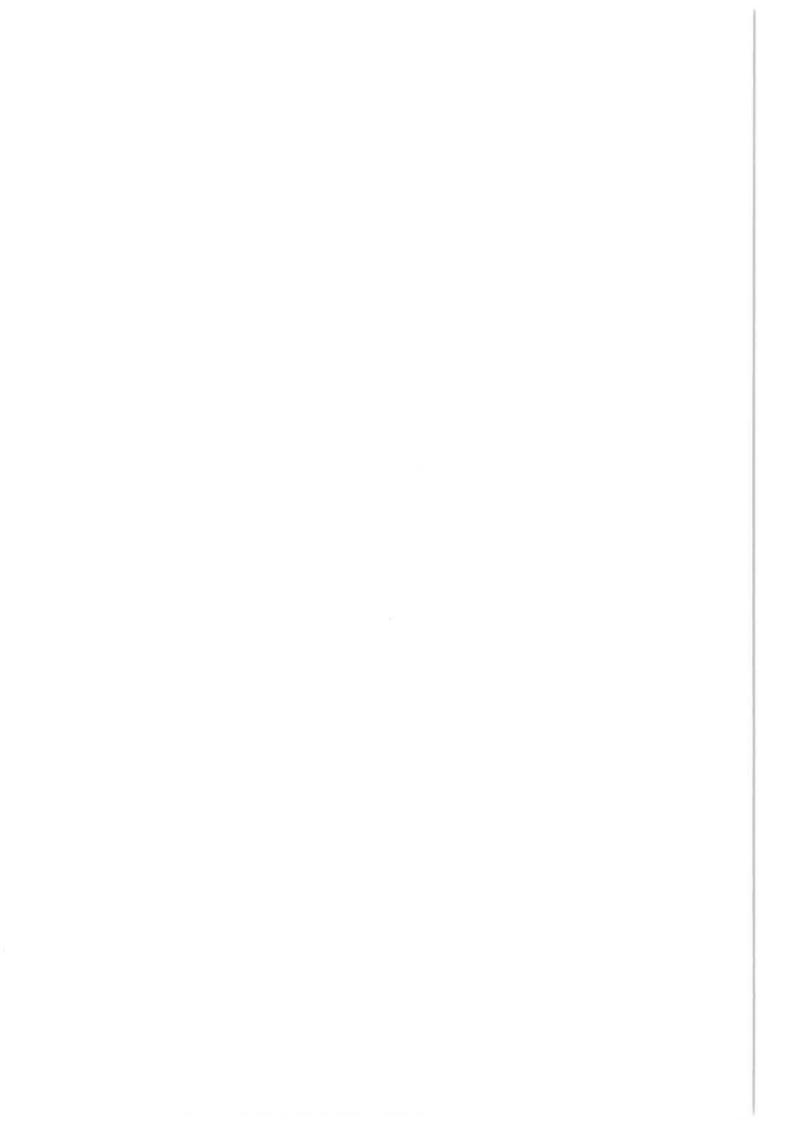
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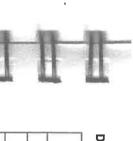
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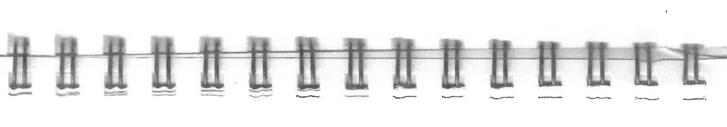
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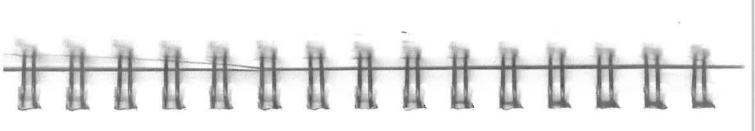
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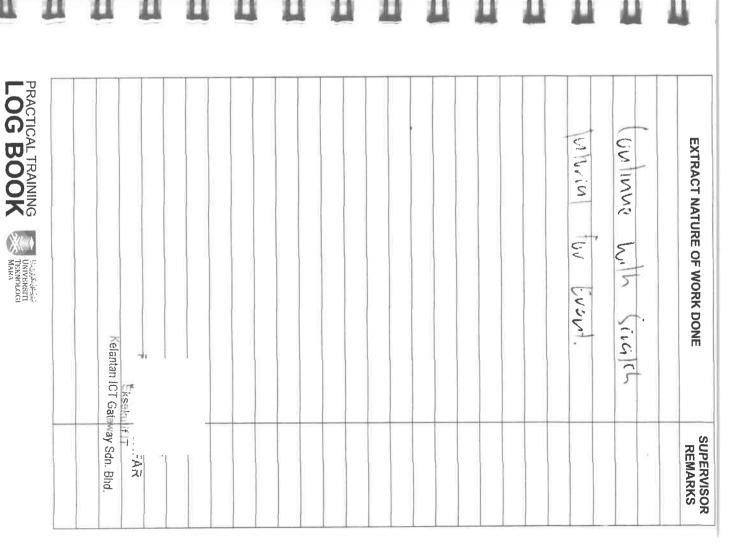
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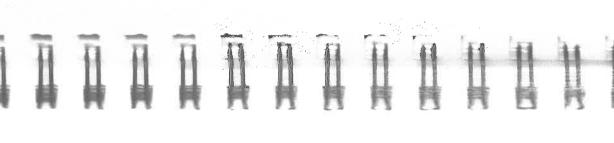
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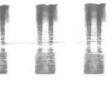












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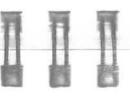




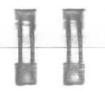


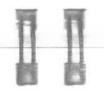






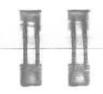




















































































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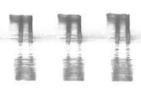








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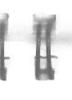
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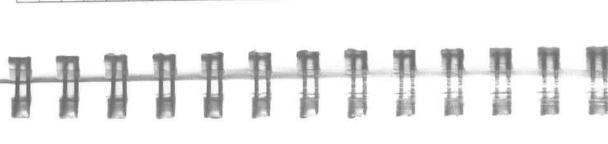
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DATE: 20/12/2017 (Wednesday)

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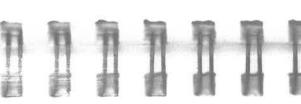
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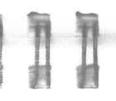
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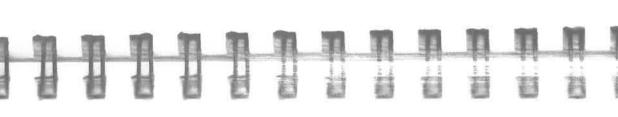
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