



**UNIVERSITY TECHNOLOGY MARA
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT
DEPARTMENT OF SKILL DEVELOPMENT**

MINISTRY OF HUMAN RESOURCES

**PRESINT 1, 62000 PUTRAJAYA, WILAYAH PERSEKUTUAN
PUTRAJAYA, MALAYSIA BLOK D3, MINISTRY OF HUMAN
RESOURCES.**

SPECIAL PROJECT: SYSTEM INVENTORY STOCK ICT

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INDUSTRIAL TRAINING REPORT



**DEPARTMENT OF SKILL DEVELOPMENT
MINISTRY OF HUMN RESOURCES**

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UNIVERSITY TECHNOLOGY MARA
MACHANG,
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DECLARATION

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declaring that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that I have read and understood the UITM regulations with regards to plagiarism and will be penalized by the university if found guilty.

Signed by,

CHE AZLAN BIN CHE AZIZ

2014198511

ABSTRACT

Abstract: This report is containing the full report of trainee internship at Jabatan Pembangunan Kemahiran (JPK). The trainee has completed his internship for about 5 months at JPK. This report will contain all the information such as, the organization background, the activity that has been done by the trainee, and the special project that the trainee does during the internship. The internship has been started at 2 February 2017 until 30 June 2017. During the internship trainee has gained a lot of new knowledge and it is very good experience for trainee in future. Besides that, this report also will give information about what lesson and benefits that the trainee has gained during the period time of internship.

Keywords: *Internship, Jabatan Pembangunan Kemahiran (JPK), special project, knowledge, report.*

Acknowledgement

Bismillahirrahmanirrahim.

First of all, thanks to Allah SWT for giving me a good health to complete this internship. Even it took about 5 months to complete this internship, but Alhamdulillah, I manage to finish it completely.

Most of all I would like to give a huge gratitude to our dearest lecturer and faculty supervisor En Mohd Zafian Bin Mohd Zawawi. He had given a lot of guidelines and advice in order for us to accomplish this internship. Without his guidelines and advice, we would not be able to complete this internship perfectly. Besides that, I also would like to send my biggest thank you to my organization supervisor, Mrs Nurhazira Binti Kamaruddin for let me to complete my internship right there. After that, I also want to thank you all the staff at Jabatan Pembangunan Kemahiran (JPK), for treating me very nicely and has given me many knowledge and experience.

Last but not least, we would also like to give appreciation to my friends and my family that had helps me a lot during the internship. They give me a moral support every time I face difficulty in doing the assignment. Without all of the people I had mention above, I would not be able to complete this internship.

CHAPTER 1: INTRODUCTION

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 (SOCSO), or Pertubuhan Keselamatan Sosial (PERKESO).
2. Human Resources Development Fund (HRDF), or Pembangunan Sumber Manusia Berhad.
3. National Institute of Occupational Safety and Health (NIOSH), or Institut Keselamatan dan Kesihatan Pekerjaan Negara.
4. Skills Development Fund Corporation, or Perbadanan Tabung Pembangunan Kemahiran (PTPK).
5. Institute of Labour Market Information and Analysis (ILMIA), or Institut Maklumat Dan Analisa Pasaran Buruh.



Figure 1.1

View of Ministry Of Human Resource Malaysia

1.1.1 Vision

- To be the leading agency in the development and management of a world class workforce.

1.1.2 Mission

- To grow and increase 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 harmonised industrial relationships 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 in an orderly manner 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.



Figure 1.2

Logo of MOHR Malaysia

1.2 Organizational Structure

The figure above, show all the staff that worked at consist about 5 units or department which is, Administrative, Financial and Human Resource Department, Data Management Unit, Information Technology and Resource Center Department, Record Department and Family

CHAPTER 2: ORGANIZATION INFORMATION

Support Department. All the department have their own responsibility to make sure the all the work is effective.

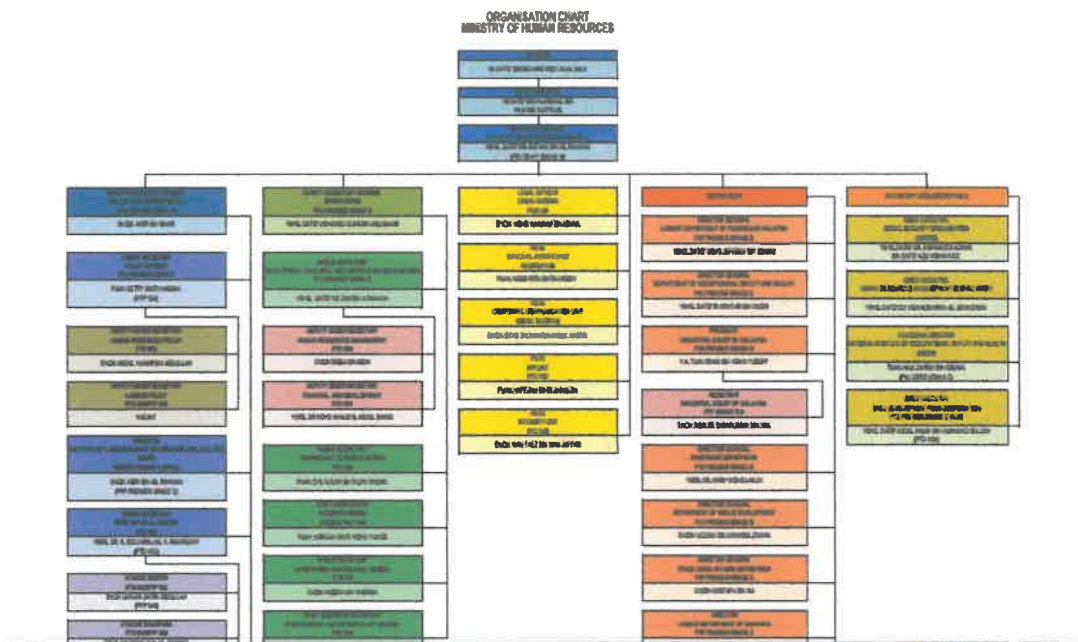


Figure 1.3: MOHR organization chart

CHAPTER 2

ORGANIZATION INFORMATION

2.1 Department Introduction

The Department of Skills Development 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.

During internship in Ministry Of Human Resource, the trainee of internship has placed at Department of Skill Development in PROJECT MONITORING OFFICE (PMO) DIVISION and the trainee of intern has placed in the Information Management Unit. The Project Monitoring Office Division (PMO) is divided into 4 units, namely:

- Promotion Unit
- Policy Coordination and Skills Malaysia Invite Unit
- Skills Competition Unit
- Information Management Unit

The figure below shows the department chart of Information Management Unit of JPK:

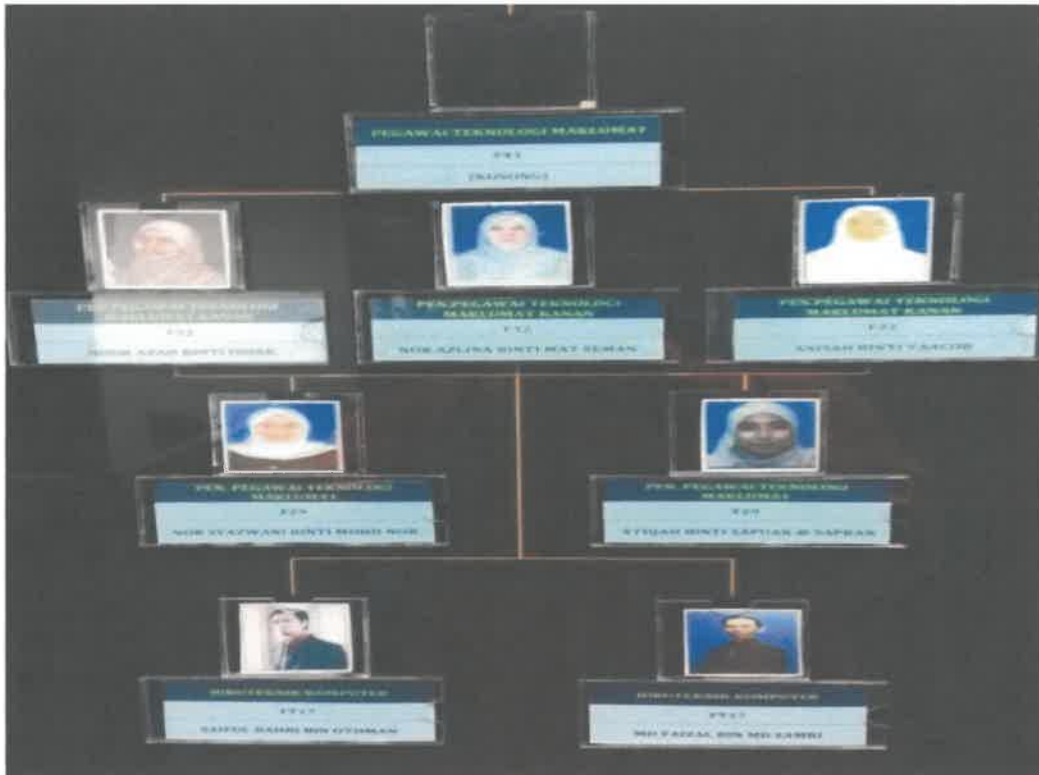


Figure 2.1:
ICT department chart

In ICT and Resource Center Department, they consist about 9 staff which is Mrs Nurhazira Binti Kamaruddin as a ICT Officer. After that, Mrs Noor Azah Binti Ishak, Nor Azlina Binti Seman, Anisah Binti Yaacob, Nur Syazwani Binti Mohd Nor and Atiqah Binti Safuan as Assistant ICT Officer, and Mr Saiful Bakhri Bin Othman and Mr Faizal Bin Zamri

as Computer Technician. For resource center, the person that responsible to handle all the activity in resource center is Mrs Sofia Binti Abdullah.

2.2 Department function

Information Management Unit is one of the parts under management sector. Where officers and staff of the Division is to be supplied by the Federal Government and the State Government through the Department of Information Management Unit to provide ICT support services to the citizens JPK and responsible for the development and coordination of ICT in JPK.

This division is headed by an Information Technology Officer F41 / 44 and is assisted by two Assistant Officer F29 two (2) The FT17 Computer Technician. The Division has four (4) main function to support the ICT-related matters, namely ICT Planning, Technical and Operations, Application Management and Application Security. All four of these functions led by Information Technology Officer F41.

2.2.1 Mission

- Providing ICT services effectively, efficiently and safely to ensure effectiveness in the management of safety in Jabatan Pembangunan Kemahiran (JPK)

2.2.3 Vision

- ICT as the main driver for ICT development at Jabatan Pembangunan Kemahiran (JPK)

2.2.4 Objectives

- Coordinate, monitor and improve the use of the latest computer technology to all officers and staff at the Jabatan Pembangunan Kemahiran (JPK).
- The efficient management of ICT to support the strategic needs Jabatan Pembangunan Kemahiran (JPK) and to use ICT to citizens.

2.2.5 Function

- Ensure that the system is available to be used properly.
- To provide ICT and technical assistance needed to all Division / Unit in the Jabatan Pembangunan Kemahiran (JPK) activities of ICT that have been assigned to the department to be more productive, efficient and effective in carrying out its functions.
- Solve and report problems associated with systems provided by JPK reported through the use of HelpDesk.
- Determine the distribution of ICT within the department and managing ICT infrastructure, including hardware and software available in the Jabatan Pembangunan Kemahiran (JPK).
- ICT equipment inventory control.
- Disposal of ICT equipment or asset (JPK).
- Manage and monitor the use of e-SKM system, and other systems in good working order

CHAPTER :3
INDUSTRIAL
TRAINING
ACTIVITIES

CHAPTER 3

INDUSTRIAL TRAINING ACTIVITY

3.1 Training Activity

Within the internship period, the trainee has undergone a few activities such as preventive maintenance, computer maintenance and others.

3.1.1 Preventive maintenance

Preventive maintenance is an activity that actually will be done by ICT staff at Jabatan Pembangunan Kemahiran (JPK) Kementerian Sumber Manusia.. Preventive maintenance can be defined as routine checkup of every single computer that available in Jabatan Pembangunan Kemahiran (JPK), around Selangor. For preventive maintenance, the trainee has been visit to Jabatan Pembangunan Kemahiran (JPK) branch ,that located at, Cyberjaya, During, preventive maintenance there are a few things that the trainee to checkup in every staff computer. The trainee need to check up, the internet connection is available or not. If there is no internet connection, the trainee must report to the ICT staff and they will troubleshoot and repair the problem connection. After that, the trainee also need to check is the antivirus already installed or not in the computer. The organization has been used Sophos antivirus. If there are no antivirus installed, so the trainee must install the antivirus by using software that has been given, and if there already the antivirus so, the trainee must run the software and scan for viruses. If there is virus detected by antivirus, the trainee must remove the virus from computer.

After that, the trainee also need to checkup if Defragged and C-cleaner software has been install or not. Defragged is software that speed up user PC by fragmented files on user machine and organizing them more efficiently. Meanwhile, for C-cleaner it can delete temporary or potentially unwanted files left by certain program including web browsers along

with browsing history for example cookies. Just like antivirus, if there are no software has been install the trainee must install them to the computer. If the software has been install, the training must run the software.



Figure 3.1

Process of preventive maintenance

If all the software is working properly, the trainee must check the hardware of computer. The trainee will be given a form to be filling with the information of hardware and software. The hardware that the trainee must check is, the brand of monitor, CPU, mouse, and printer if available. All the information will be filling into the form that has been given. If all the hardware is working properly, the trainee just can sign the form as evidence. But, if there are a problem occurs with the hardware or software, the trainee must state the problem in the form before sign.

The trainee will do a same routine to every branch that has been visited for preventive maintenance. The preventive maintenance activity is actually good for trainee in order to gain more experience about work life and can sharpen the trainee skills.

3.1.2 PC maintenance

PC maintenance has divided into a few activities. It is, repairing computer, formatting computer, cleaning CPU and troubleshoot problem. All the activities related with PC maintenance will be done in Bilik Baik Pulih Komputer that located in level 7 at Jabatan Pembangunan Kemahiran (JPK) Putrajaya, There, the staff that responsible to repair, troubleshoot problems, and cleaning computer is technician of ICT department, Mr Saipul and Mrs Syazwani. Both of them is responsible, to handle all the broken computer that has been sent there. Because of only at Jabatan Pembangunan Kemahiran (JPK) Putrajaya have an ICT department, so all the branches, will be send their problem computer to *Bilik Baik Pulih Komputer* to be repaired by technician.



Figure 3.2

Bilik Baik Pulih Komputer

One of the PC maintenance activities is repairing the CPU. The staff will tell the trainee what to repair and with the guidance the trainee will repair the computer by himself.

For example, change internal hard disk to the new one, change SATA cable, and change CMOS battery.



Figure 3.3
Process of changing hard disk



Figure 3.4

PC maintenance with the guidance from staff

Besides that, the trainee also will be asked by the staff to clean inside the CPU. The reason of cleaning the CPU is to boost up CPU performance. This is because; dust will slow down the CPU performance and it easily hot. The trainee usually will use vacuum to clean the entire dust and spider web in the CPU.



Figure 3.5

Process of cleaning CPU

3.1.3 Formatted PC.

During that period, the trainee has been asked by the assistant technician to formatted the pc, packing and sorting the equipment such as power cable, VGA port and else and also add printer for the staff. The purpose of formatted is Jabatan Pembangunan Kemahiran want to donated the old version pc for the school that need the computer. Furthermore, there has 70 pc successfully formatted. Although, it just formatted and sorting the equipment in the store, actually the trainee has gained new knowledge of how to manage the store inventory very well.



Figure 3.6
Formatted a computer



Figure 3.7
Packing and sorting the cable



Figure 3.8
Final result the formatted pc will send to the school

3.1.4 Presentation

In period time of internship, the trainee needs to present the progress of the development of the system to the ICT staff. The trainee need to present about 3 times and have 1 meeting with all unit in Jabatan Pembangunan Kemahiran for discuss about user requirement the system during internship. For the first presentation, the trainee needs to present about the idea of the system, the diagram and the design that the trainee has been thinking.



Figure 3.9

First presentation

After that, the second presentation the trainee needs to show a progress of the system development. In that presentation, the trainee need to show a progress which is a system that should be 70% done. Besides that, during the second presentation day, the trainee need to back at UITM Kelantan for meet the faculty supervisors Sir Mohd Zaffian Bin Zawawi because during the practical the faculty supervisor cannot to come to organization for lecturer visit. Sir Mohd Zaffian Bin Zawawi grabs the golden opportunity to observe and give advice about the system that the trainee develops. During this session, the faculty supervisor and

other lecturer giving their opinions and ideas to help trainee develop the good system and meet user requirement.



Figure 3.10
Second presentation with lecturer consult



Figure 3.11
Meeting with all Unit Staff in Jabatan Pembangunan Kemahiran

Then, for the third and the last presentation, the trainee need to show the complete system that has been develop to all the ICT staff in Jabatan Pembangunan Kemahiran. During this presentation, the trainee must show all the functions of the system that has been asked by the organization. In this presentation, the trainee also needs to make sure; the system is working properly and do not have any not working functions.



Figure 3.12

Presentation of complete system



Figure 3.13

Picture the trainee has given the plat for ICT staff as a sign of memories.

3.1.5 Replace server and setup server

After that, in the period time of internship, sometimes, the staff of ICT will be asking trainee for some help. One of them is, the staff asked the trainee to help in setup a server. Although, almost all the work the staff will do it by himself and the trainee just helping him to unplug a cable and plug it again, but that activity is very beneficial because of, when the staff doing his job he also nonstop explaining anything about server. It also has given the trainee a new knowledge.



Figure 3.14
Setup a server activity

Besides that, during the preventive maintenance located at Jabatan Pembangunan Kemahiran branch Cyberjaya, the trainee also has been asked help by the ICT staff to replace a server to a new place. The server actually, located in the office with many staff in there. So, the ICT department want to replace that server to a new place that where less people. It is because to avoid a staff accidently touch the server that may cause the server broken.

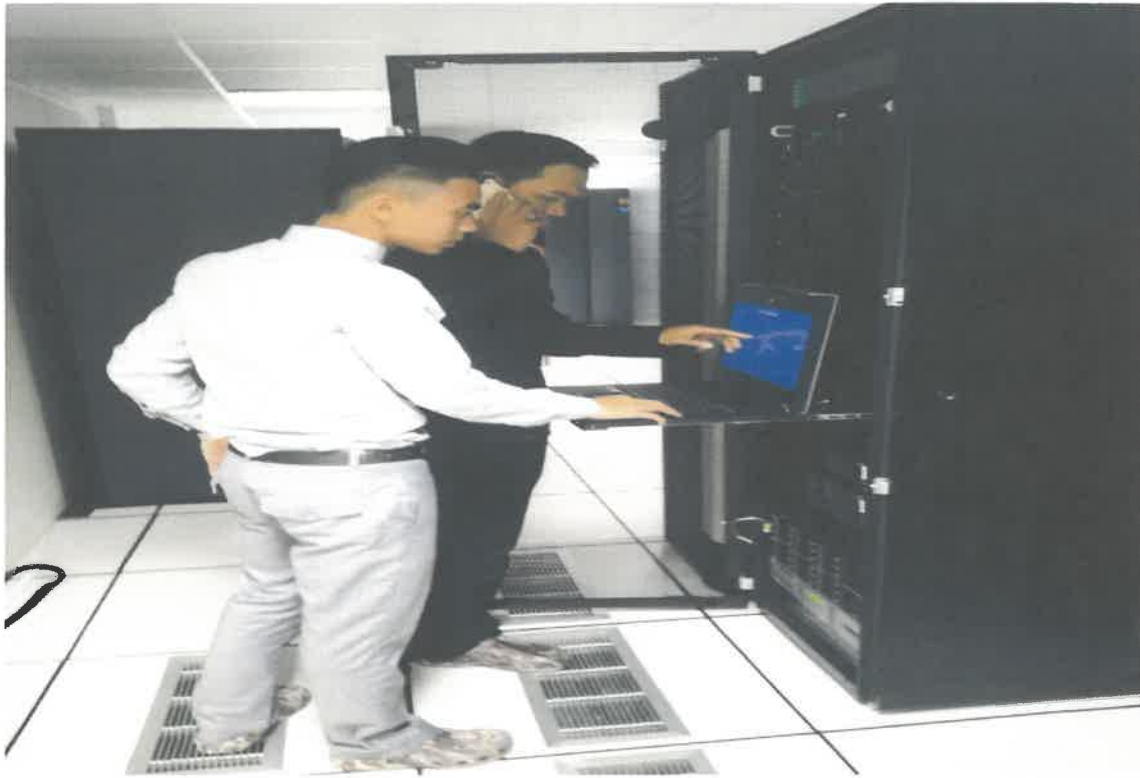


Figure 3.15
Replacing server to a new place

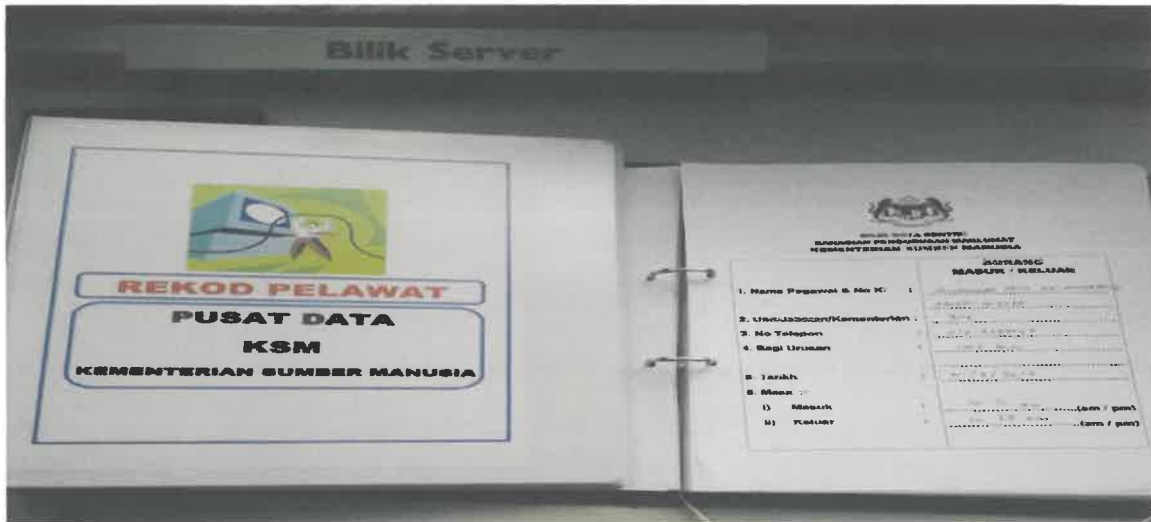


Figure 3.16
Register book before entering into the server room

3.1.6 Cleaning room during Eksa Program

In order to have a comfortable work place and to make sure the trainee can do a job efficiently. The trainee must make sure the workplace is always in good condition and clean. That is why, the trainee and another staff has been cleaning room for a few time during the week of Eksa program.



Figure 3.17
Cleaning room

3.1.7 Creating RJ45 cable

Apart from that, the trainee has help the staff to replace the server to new place at Jabatan Pembangunan Kemahiran branch Cyberjaya,. Before transferring server to a new location, the trainee need to create RJ45 cable for a new server. Before, creating RJ45 cable, the staff from ICT department, Mr Saipul has given a tutorial for trainee about the right ways and the right arrangement of wires of creating RJ45 cables.



Figure 3.18
Tutorial from Mr Saipul



Figure 3.19
Labelling the network

3.1.9 System development

During the internship, the intern has been assigned to develop a system. The organization has assigned the trainee to develop a system that can manage their material in the ICT store. That system can record all the information of new material that arrived at the organization. Besides that, the system also will record all the entry and out equipment detail, such as date of entry and date of equipment out from the store. That system has been name as IT Inventory Information System (ICTIIS) or also can called as Sistem Inventory Stok ICT.

Because of that, the main activity that trainee do during internship is about system development. Almost every day, the trainee will continue the development of the system because the system development has become as special project to complete the internship.



Figure 3.20

The main admin page of the system

3.2 Special Project

3.2.1 Introduction of special project

For the special project, the trainee has been assigned to develop 'Sistem Inventori Stok ICT'. This system is to record and keep the data about the material or device that available in ICT store. Besides that, this system also can keep the process in and out all the material. For example, if new device arrived, the staff can insert the data about new device in the system. The data include, name, type, amount, and date of device arrival.

Besides that, this system also will keep the data that has been take out from the store. For instance, if the other departments need the mouse, so the staff of ICT department will take out the mouse from the store and after that, they will go to the system and update the latest amount of mouse that has been taken and the date of mouse take out from the store.

The ICT department require this system, because to make easy their jobs. Besides that, this system also will make their jobs more effective and faster. This is because, before the system has been developing, the staff of ICT department uses a form to keep all the data of their device and material and device. There are many disadvantages by using the form. It is because, by using form, it is mean they will need to use the paper. When using the paper, there must be a drawer to keep all the form and of course it will use many space to keep the drawer.

After that, by using form to keep the information, it will slow the staff jobs. For example, if there are new item arrive they must jot down every single detail of material one by one. Rather than using the system, they only need to click and typed a few words and the data will be saved into their database.

The other risk of using form is the possibility of the form missing is quite high. It is because, when using paper to keep the data, there is possibility of the paper fall accidentally

without the staff noticing. It is much different when using the system, because all the data will keep in database, the staff can backup and the possibility of data losing is low.

So, it is make sense that the department asked the trainee to develop the system, because there are much good than poor.

3.2.2 Project Duration

After a week, the intern has been assigned to develop the system by organization supervisor, Mrs Nurhazira, ICT Officer at Jabatan Pembangunan Kemahiran (JPK) Putrajaya. The duration of this system development take about 4 months to fully complete as be asked by the user.

3.2.3 System Development Phases

In the development of 'System Inventory Stok ICT' the trainee need to a few phases of system development life-cycle which is, planning, analysis, design, and implementation. The trainee did not need to go through maintenance phase. The intern did not require to go through of this phases because of the period time of internship. It is mean; the maintenance phases will be done by the staff after this. The figure below show the Gantt chart project duration and system development phases.

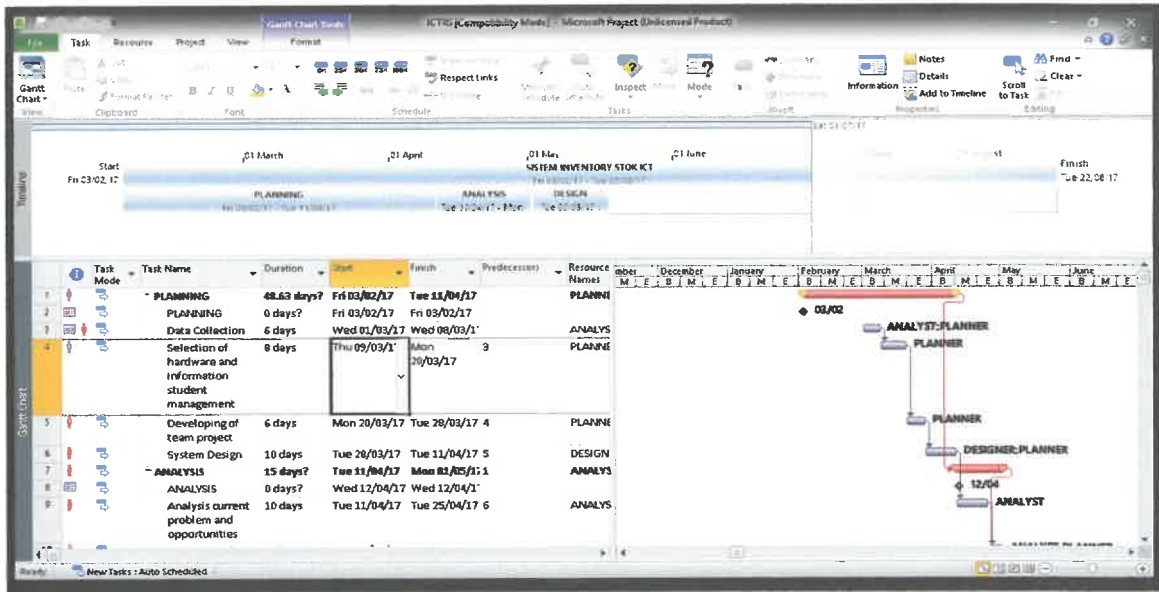


Figure 3.21: Gantt Chart 1

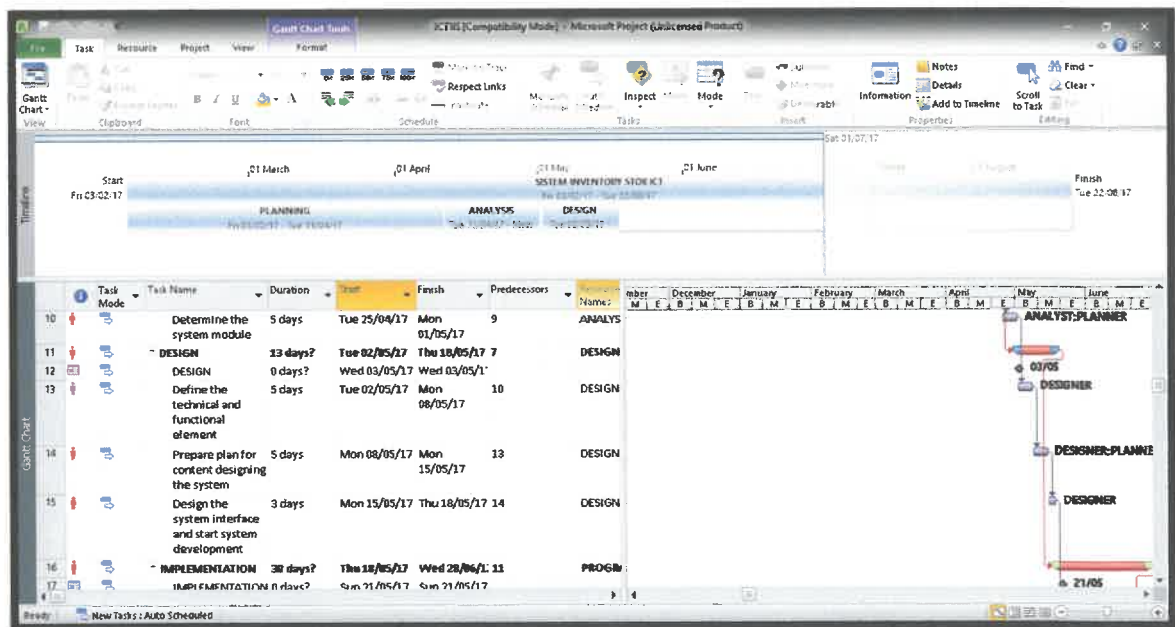


Figure 3.22: Gantt chart 2

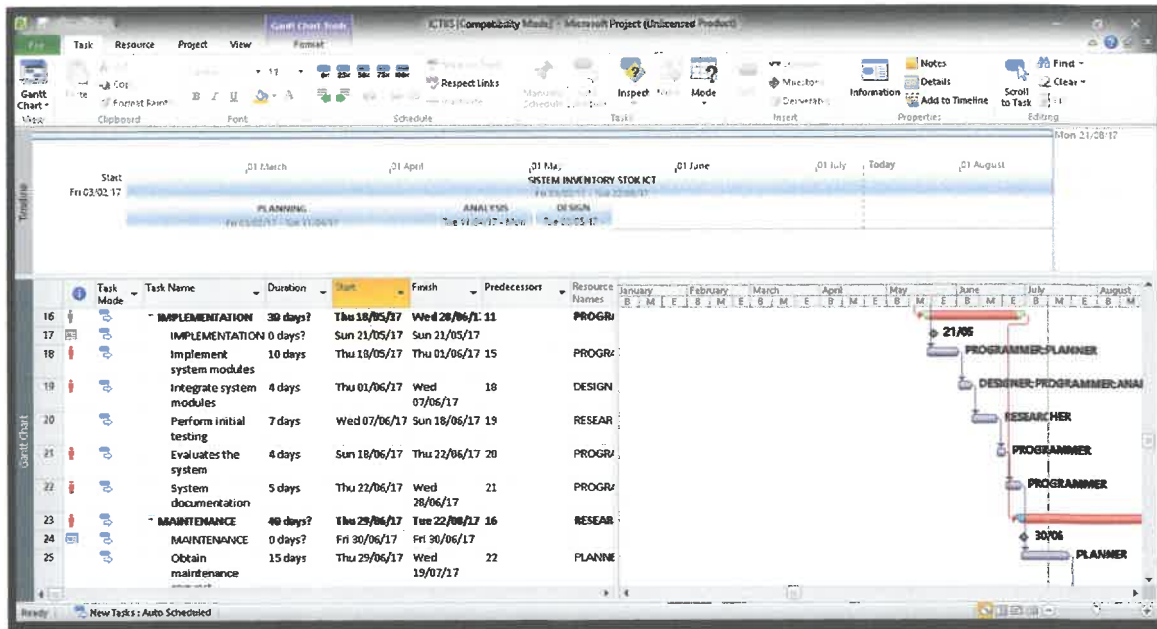


Figure 3.23: Gantt chart 3

3.2.3.1 Planning phase

The Planning phase is the most crucial step in creating a successful system, during this phase the trainee need to decide exactly what the organization want to do and the problems they are trying to solve. The statement below is the problem statement of department.

3.2.3.1.1 Never have a system.

For information, before this the ICT department never has any system that can be used to record, keep and manage their material or device in ICT store. There are many types of devices and asset that available in the store for example, notebook, printer, LCD projector, mouse, keyboard, power supply, hard disk, CMOS battery, DVD writer, video splitter and others. So, with so many devices that available in ICT store, it is quite hard to the ICT staff to handle record and manage their material.

3.2.3.1.2 Slow down staff jobs and effectiveness

Without a system, it will slow down the staff jobs. This is because, if the new device arrives, the staff need to fill the form by themselves and it will make their jobs is less effective because to fill a form it usually takes more time rather than use a system.

3.2.3.2 Analysis phase

Analysis is the second process in System Development Life Cycle (SDLC). The first process was planning. Analysis is a process where the trainee needs to analyze the system requirement needed for the development of the system. It is to ensure that it fulfill the need of the organization requirement. In developing the system, analysis phase is very important in order to create the system that meet the user requirement. Besides that, the system also must be functioning correctly according to the information that they want to store. There a few criteria that the trainee needs to analyze in develop the system. It is including analyzing the hardware and software that will be used during the development of the system.

3.2.3.2.1 Hardware

Table 3.1: List of hardware

Hardware	Specification
Laptop	Model: MSI GE60 2PL Apache Processor: Intel Core i7-4710HQ 2.50GHz Memory: 4GB RAM Hard disk: 1 TB SSD
Mouse	Zee-Cool 6D Laser Gaming
Thumb drive	Kingston 16 GB 2.0 Data Traveler

3.2.3.2.2 Software

Table 3.2: List of software

Software	Specification
Microsoft Visio Professional 2013	Use for creating the Context Diagram, Data Flow Diagram and Entity Relational Diagram for analysis
WAMP Server	WAMP is a free and open source cross-platform web server solution stack package. It is a simple, lightweight Localhost distribution that makes it extremely easy for developers to create a local web server for testing and deployment purposes.
Notepad++	Notepad++ is a text editor and source code editor for use with Microsoft Windows. This software uses for PHP coding in development of the system
Adobe Photoshop	Adobe Photoshop is a software to edit an image. This software is use for edit the header image, wallpaper image and any images for system.

3.2.3.2.3 Context Diagram and Data Flow Diagram (DFD)

A data flow diagram (DFD) is a graphical representation of the flow of data through a system. A DFD shows what kind of information will be input to and output from the system, where the data will come from and go to, and where the data will be stored. The figure below will show a DFD of System Inventory Stok ICT (ICTIIS).

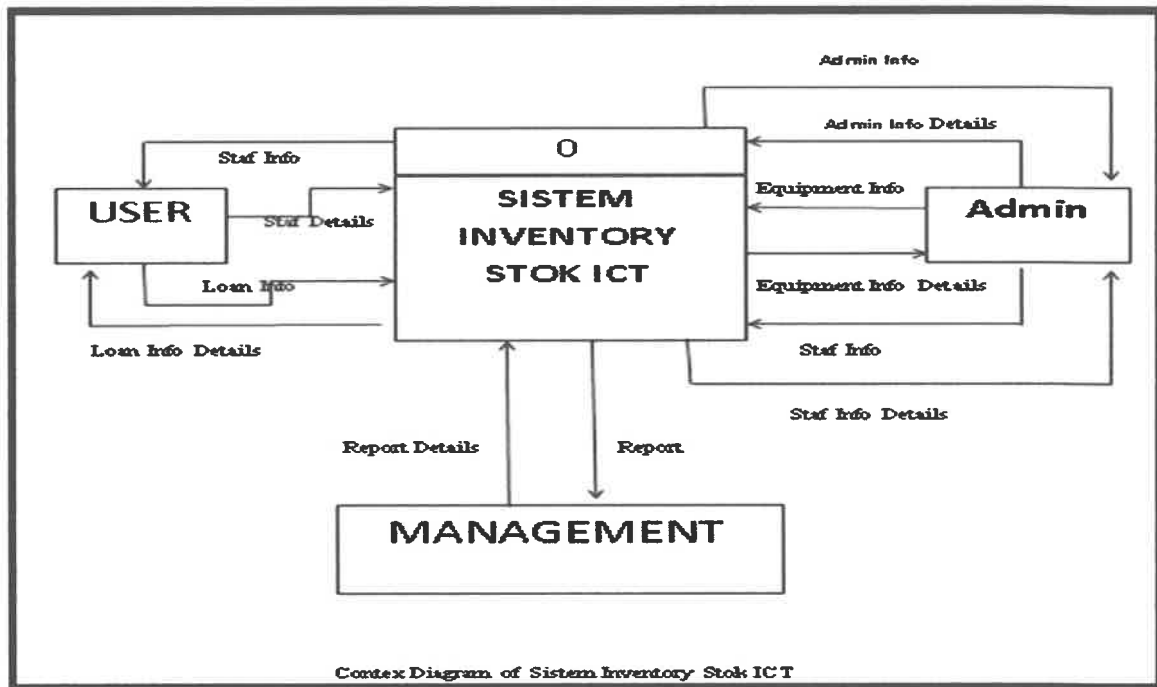


Figure 3.24

Context diagram for System Inventory Stok ICT (ICTIIS)

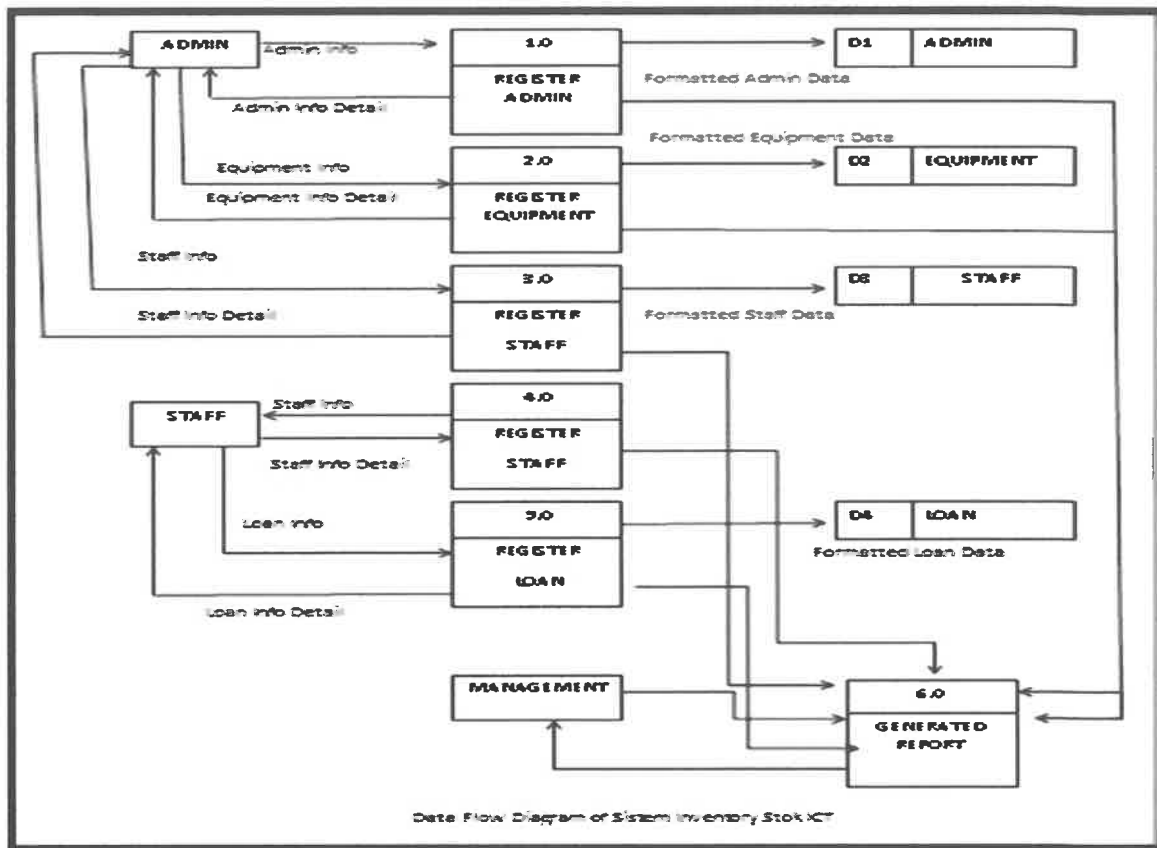


Figure 3.25
Data Flow Diagram of ICTIIS

3.2.3.2.4 Entity-Relationship Diagram (ERD)

Entity Relationship Diagrams illustrate the logical structure of databases. ERDs show entities in a database and relationships between tables within that database. It is essential to have ER-Diagrams if you want to create a good database design. The diagrams help focus on how the database actually works. The figure below will show the Entity-Relationship Diagram (ERD) of System Inventory Stok ICT (ICTIIS).

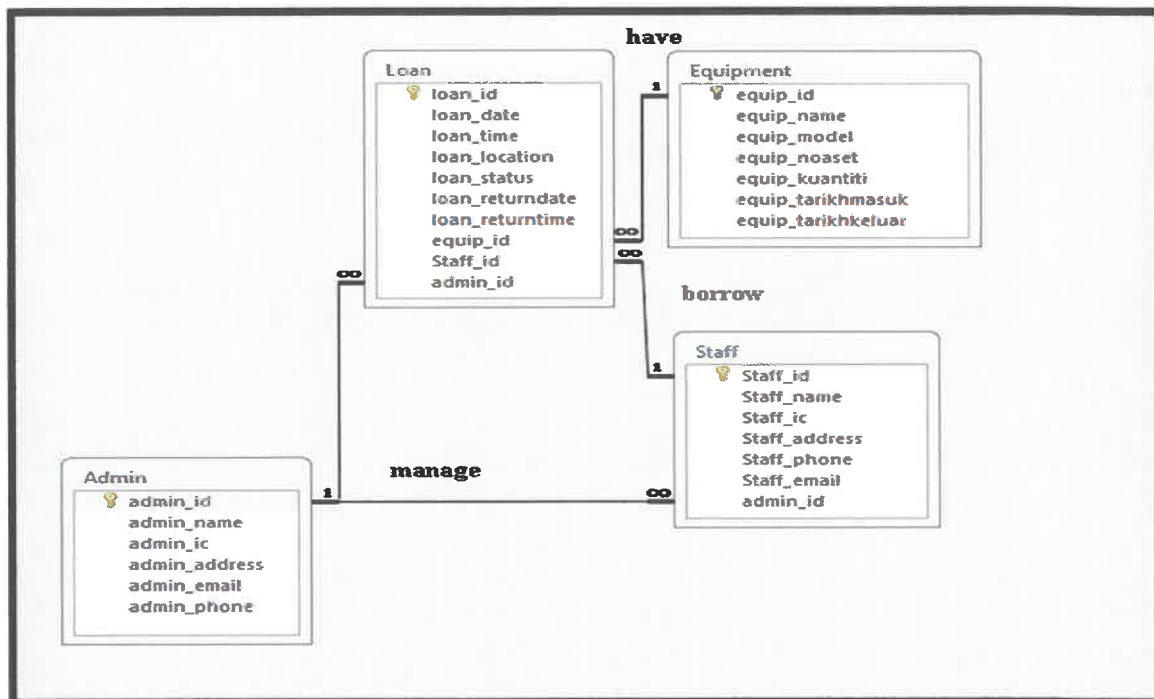


Figure 3.25
Entity Relationship Diagram

3.2.3.3 Design Phase

This phase comes after a complete understanding of system requirements and specifications; it's the actual construction process after having a complete and illustrated design for the requested system. In this phase, where the trainee need to use PHP coding in

order to construct a system. For information, the trainee has used Notepad++ software for coding and WAMP server.

```

1
2 <?php
3 include("connections.php");
4 session_start();
5 $SESSION["username"];
6 $SESSION["password"];
7 $SESSION["keahlian"];
8 $SESSION["basa"];
9 $SESSION["linc"];
10 $SESSION["alamat"];
11 $SESSION["login"] = 1;
12 >
13
14 <thead>
15
16 <meta charset="utf-8">
17 <meta http-equiv="X-UA-Compatible" content="IE=edge">
18 <meta name="viewport" content="width=device-width, initial-scale=1">
19 <meta name="description" content="">
20 <meta name="author" content="">
21 <link href="info.php" rel="stylesheet" type="text/css" />
22
23 <title>Jabatan Pembangunan Kemahiran (JPK)</title>
24
25 </thead>
26
27 <tbody>
28 <tr><td colspan="2"></td></tr>
29
30 <tr>
31 <td style="width: 370px; vertical-align: top;">
32 <table border="1">
33 <tr>
34 <td colspan="2"><?php echo $SESSION["alamat"]></td></tr>
35 <tr><td colspan="2">Oleh: <?php echo $SESSION["keahlian"]></td></tr>
36

```

Figure 3.26
Example of PHP coding

So, the main features of System Inventory Stok ICT (ICTIIS) is to record all the new equipment that arrived to ICT store at Jabatan Pembangunan Kemahiran (JPK) Putrajaya.. When, the equipment arrived, the staff will use this system to record all the information regarding to equipment such as, type of equipment, the amount of equipment, and the date of entry. Besides that, this system also will able the staff to update the equipment that already exist. It is mean, if the new item arrives and it is same with the existing item, the staffs only need to update the quantity and date of entry the new arrival equipment. After that, this system also can record the equipment that have been take out from ICT store. If the staff want to take out the equipment from the store, they just need to fill the amount and date of the equipment that have been take out. So, after that the staff can see the latest list of existing equipment that available in ICT store at Jabatan Pembangunan Kemahiran (JPK) Putrajaya.. Below, there are figures that will show the looks of the System Inventory Stok ICT (ICTIIS)



Figure 3.27
System front page



Figure 3.27
Login page of ICTIIS

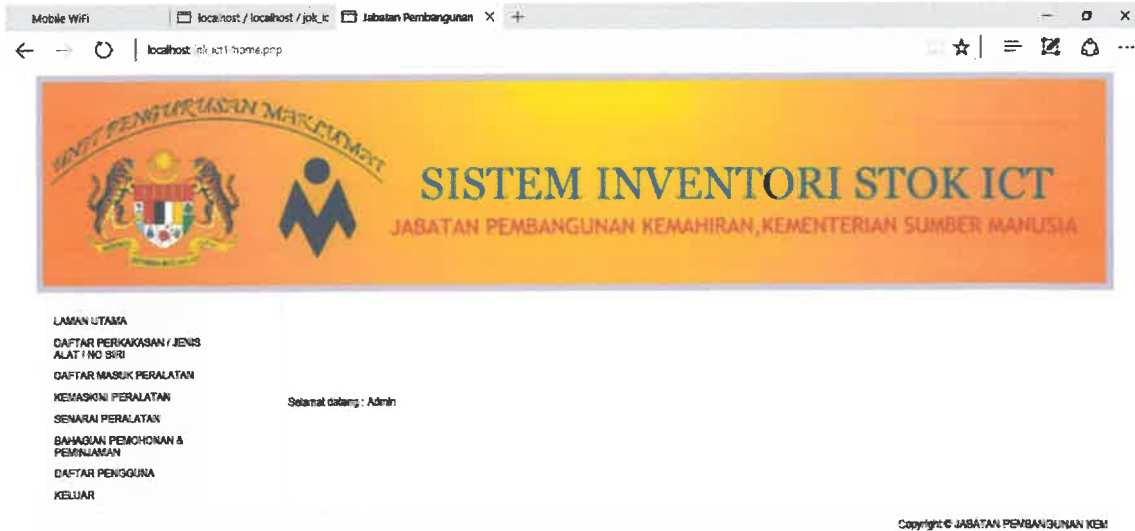


Figure 3.28
 Homepage of ICTIIS

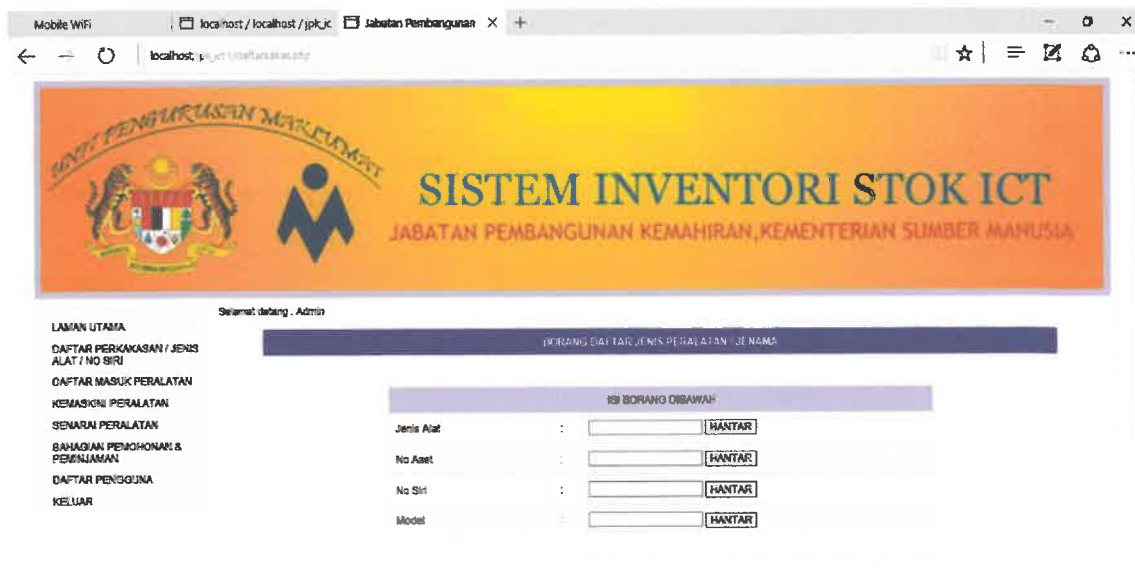


Figure 3.29
 Registration of new kind of equipment

Figure 3.30
New equipment registration page

Figure 3.31
Update stock



Selamat datang : Admin

- LAMAN UTAMA
- DAFTAR PERKAKASAN / JENIS ALAT / NO SRI
- DAFTAR MASUK PERALATAN
- KEMASKINI PERALATAN
- SENARAI PERALATAN
- BAHAGIAN PEMOHONAN & PEMALAMAN
- DAFTAR PENGGUNA
- KELUAR

SENARAI PERALATAN			
Bil.	Peralatan	Kuantiti	Tindakan
1.	LCD PROJECTOR	15	LANJUT
2.	mouse	3	LANJUT
3.	NOTEBOOK	6	LANJUT
4.	PRINTER	2	LANJUT

Copyright © JABATAN PEMBANGUNAN KEMAHIRAN, KEMENTERIAN SUMBER MANUSIA

Figure 3.32
List of All Stock

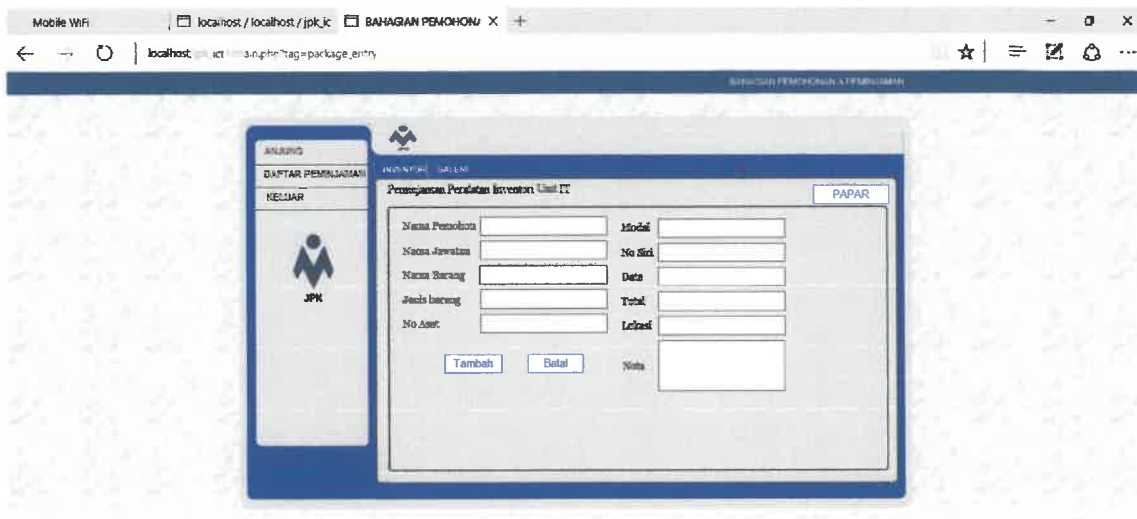


Figure 3.33
Registration of borrowed information



Figure 3.34
List of borrowed



Figure 3.35
New user registration page



Selamat datang : puan zira

BORANG DAFTAR KELUAR ALATAN

BORANG DIBAWAH

Jenis Alat	:	--Pilih--
NO Asset	:	--Pilih--
NO Siri	:	--Pilih--
Model	:	--Pilih--
Kuantiti	:	<input type="text"/>
Tarikh Masuk	:	mm/dd/yyyy

Figure 3.36

Registration for out equipment

3.2.3.4 Implementation phase

In this phase, where the trainee need to test is the system is working properly. Besides that, in this phase the trainee need to make sure that, all the user requirement is fulfill. The trainee has been present the complete system to the user, and they seem satisfied with the system that has been develop.

Besides that, during implementation phase the trainee should provide the user training to the user. Unfortunately, due to time constraints the trainee does not have time to provide user training. But, the organization supervisor Mrs. Hazira has asked the trainee to come again at Jabatan Pembangunan Kemahiran (JPK) Putrajaya to provide the user manual to the user of the system.

USER MANUAL

ADMIN PAGE



Figure 3.37: Front Page

This is front page of system, there are two choice where to login in as a admin or login as a user. If want to login as a admin just click **admin** and if you want to login as a user just click **user**. For first of all, we must go to admin page first and just click **admin** to view admin page.



Figure 3.38: Admin Login

Next in the admin page login ,we just fill the id Pengguna and Kata Laluan. The Id is **admin** and the Kata laluan is also **admin** and click button Log Masuk.



Figure 3.39: Interface of Admin Page is viewed

Figure 3.40: Daftar Perkakasan

Next, the admin must to be register first list of inventory in **Daftar Perkakasan** button and fill the information in the form and click button **Hantar** one by one. This registration form is first step to admin view in Daftar masuk Peralatan to keep in as inventory in Unit It store.

Figure 3.41: Daftar Masuk Peralatan

And now what the information that fill in Daftar Perkakasan are viewed in figure Daftar Masuk Peralatan . After that, the admin must choose what type the information of inventory in

Jenis Alat and fill the next form and after that click button **Daftar** to register as a inventory that have in Unit It store



Figure 3.42: Kemaskini Peralatan

Admin also can update the information that has save before in Kemaskini button. The admin must fill back the new information and just click **Kemaskini** button to update.



Figure 3.43: Senarai Peralatan

Figure Senarai Peralatan has shown the list of information that has in inventory Unit It. For more detail about that list information the admin just click button **Lanjut**.



Figure 3.44: Lanjut has viewed



Figure 3.45: Bahagian Permohonan & Peminjaman

The figure above has show the button Bahagian Permohonan & Peminjaman. In this page the admin can view who the user has borrow the inventory and the admin also can register the borrower who have the problem with registration. The interface of this page has different design because it make easily admin recognize the function of the page.

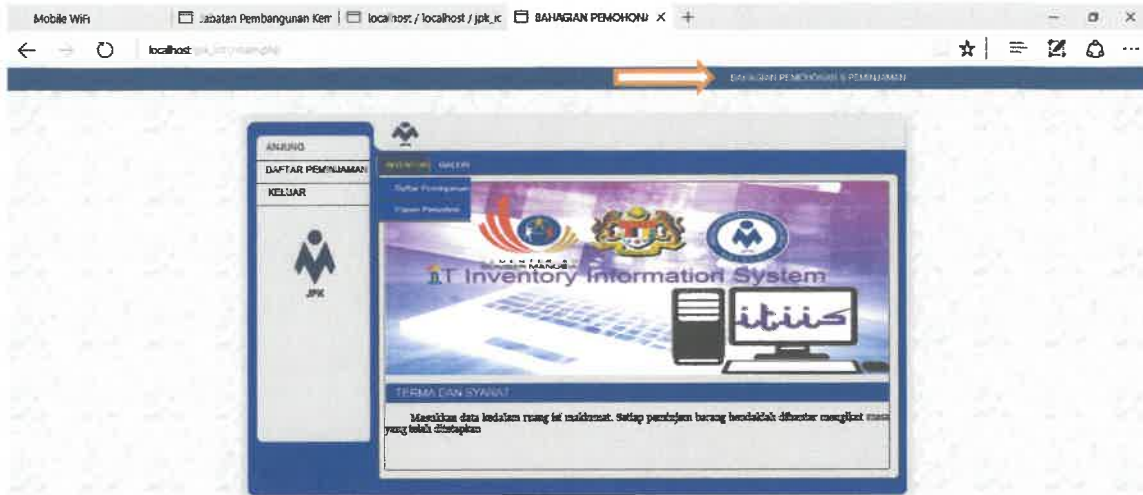


Figure 3.45: Interface of Bahagian Permohonan & peminjaman



Figure 3.46: Daftar Peminjaman

If the user or borrower have problem with registered of borrow the inventory, the admin also can register for them. Admin just click the button **inventory** and click button **Daftar Peminjaman** and Daftar Peminjaman form has viewed admin must fill the information borrowed and next admin just click button **Tambah** to register.

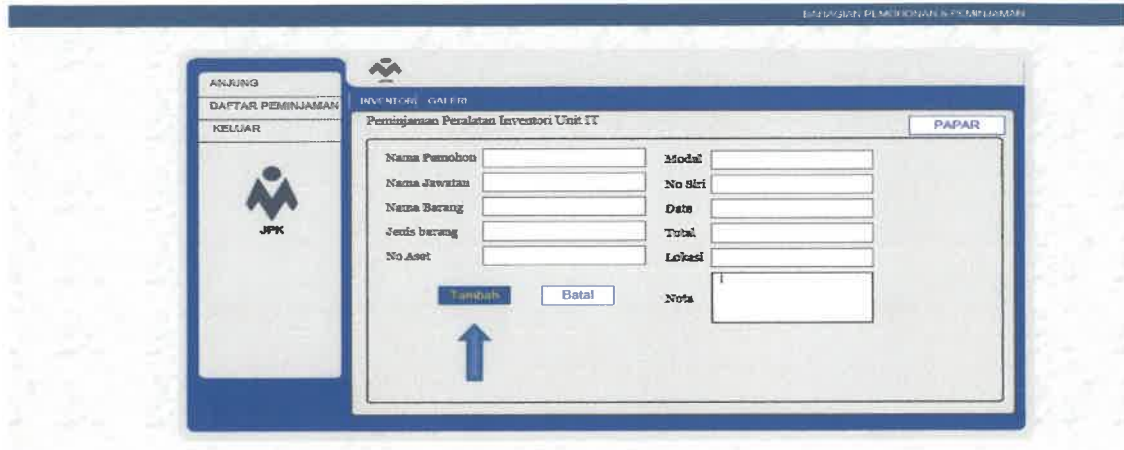


Figure 3.47: Tambah

After that, admin need to view the information of borrowed where successfully register or not and the admin must click the button **Papar** to view the information that has successfully registered

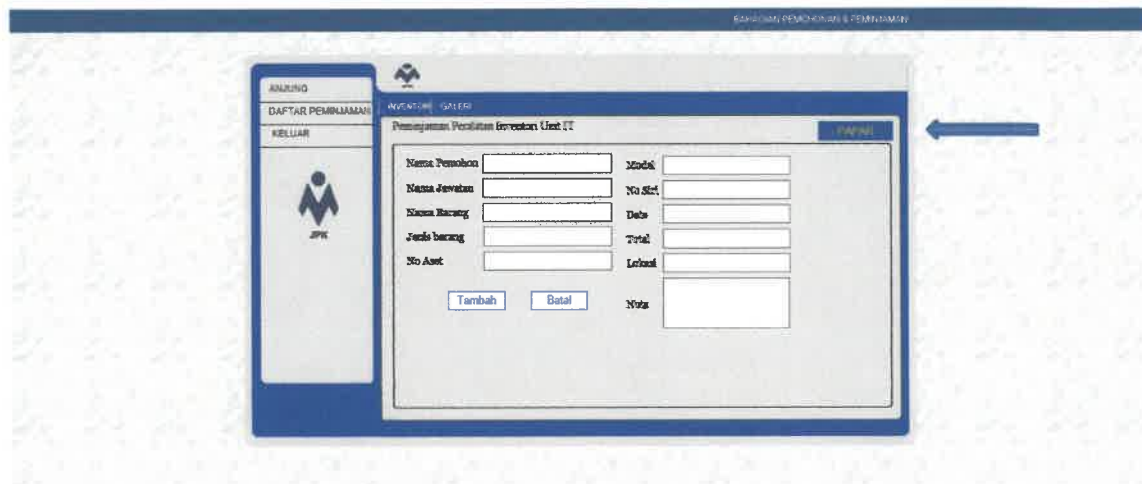


Figure 3.48: Papar

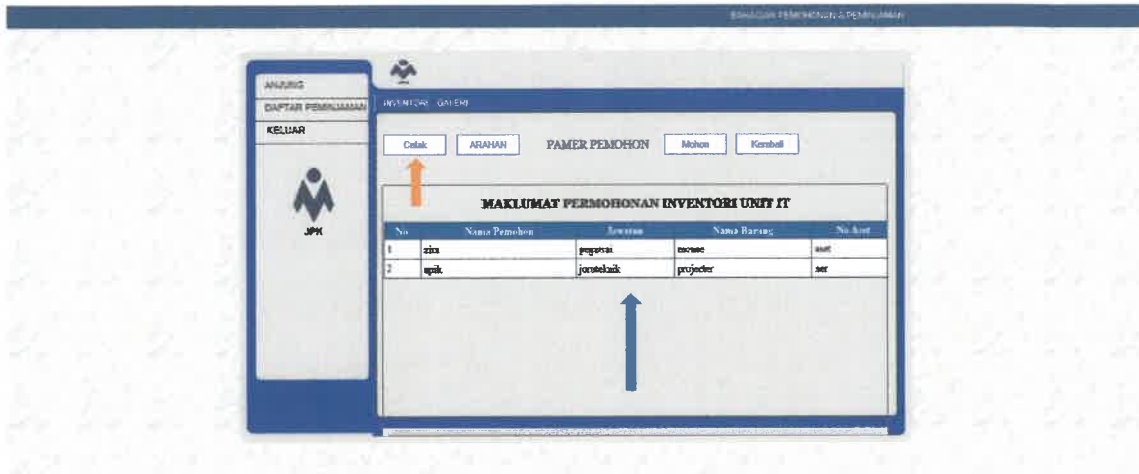


Figure 3.49: Pamer Pemohon

Here is the list of data that was register by the admin or user. And the admin must click the button **Cetak** to print out the list of borrowed.

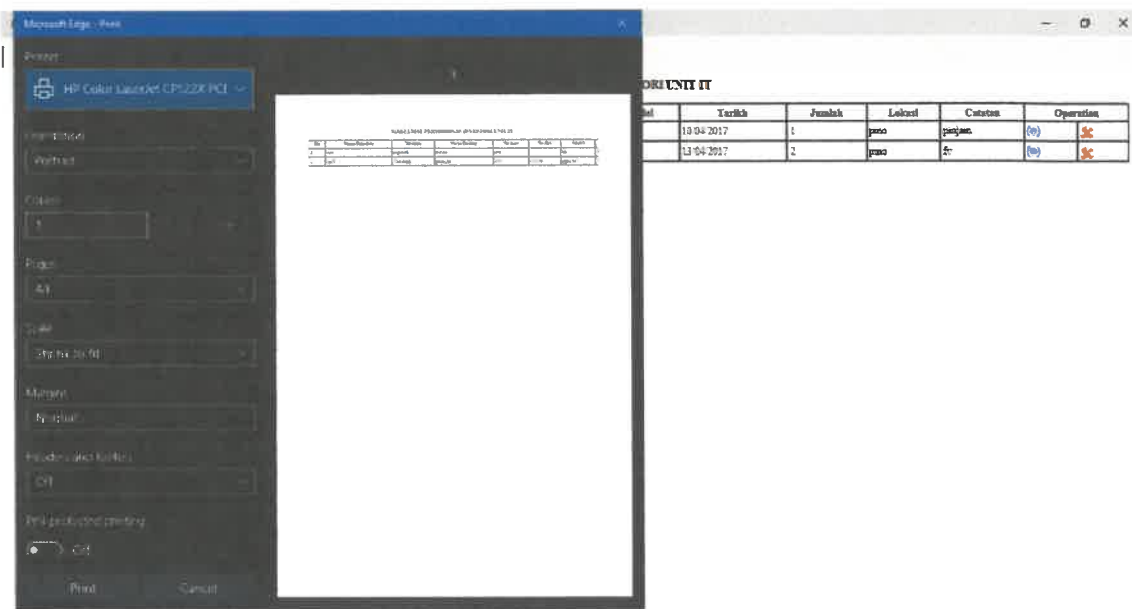


Figure 3.50: Cetak

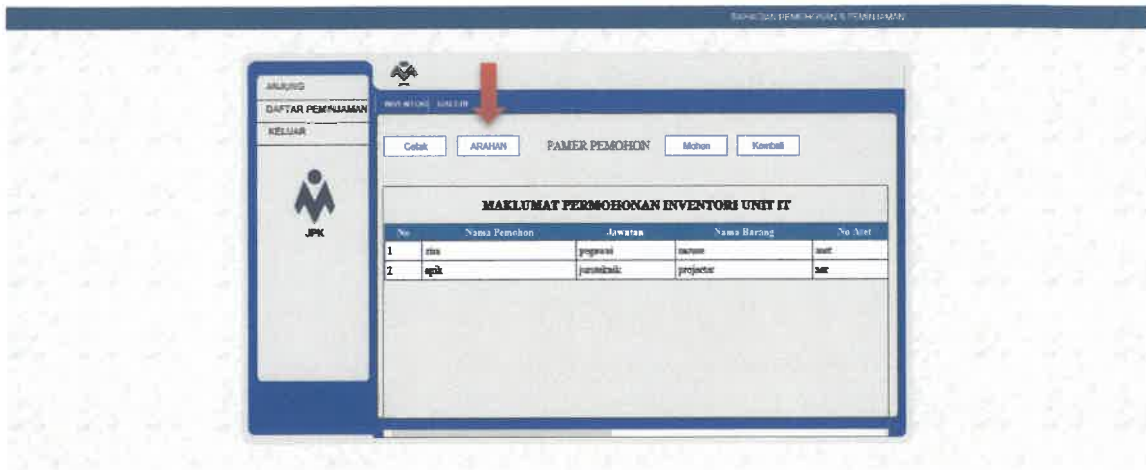


Figure 3.51: Arahan

Then the admin or user need to see the instruction after have registered as borrowed. The admin or user must click button **Arahan** to see the instruction.

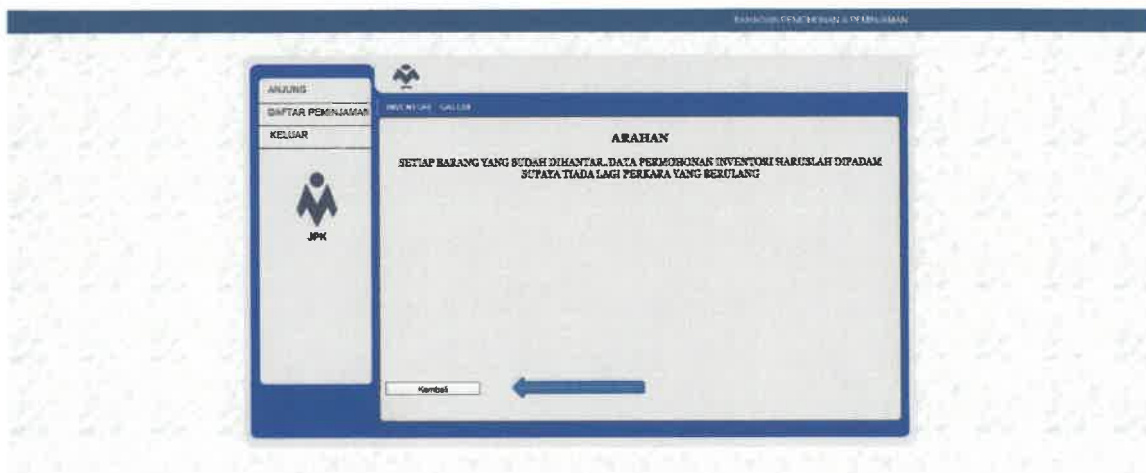


Figure 3.52 : Kembali

Next, after the admin or user have read the instruction in button **Arahan** , the admin or user must to click button **Kembali** to back at home page of Bahagian Pemohonan & Peminjaman and net the admin or user can click the button **Gallery** to view the picture of inventory.



Figure 3.53: Gallery



Figure 3.54 Gallery1



Figure 3.55: Keluar

Then ,admin must click button **Keluar** for back on the previous menu page of admin

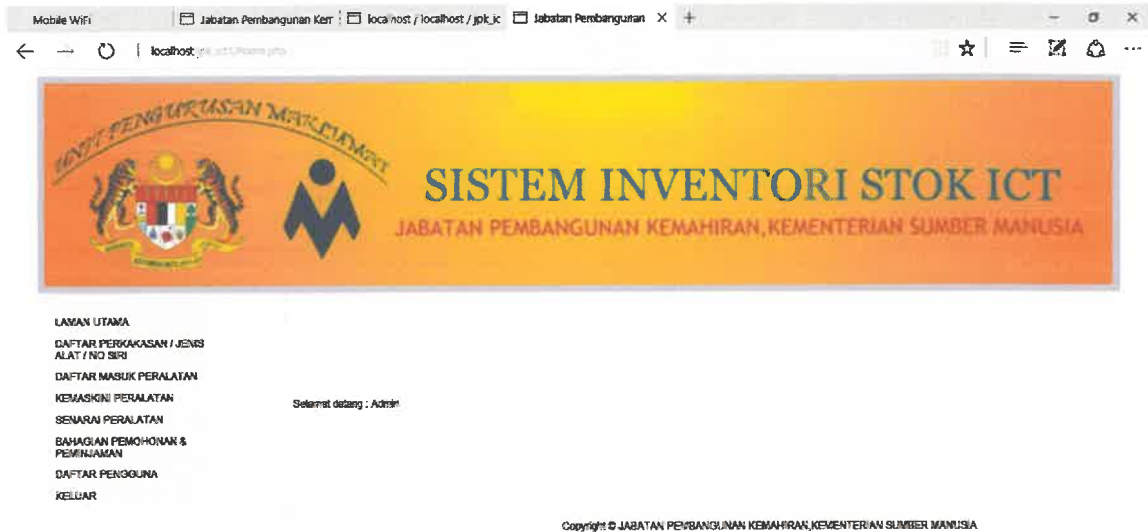


Figure 3.56: Previous Menu Page Admin

Next is previous menu page of admin where admin also can register another user if user have problem with registered to login.



Figure 3.57: Daftar Pengguna



Figure 3.58: Tambah Pengguna

Then, admin need to click on **Tambah Pengguna** button and fill the information of user that want to registered and choose the type of status where login as or admin or user and lastly click button **Tambah** for register. After finish of all process in admin page, admin must click button **Keluar** for exit from admin page

PAGE USER



Figure 3.59: Front page of User

There are front page of Use where by user need to click button **User** to viewed page login for user



Figure 3.60: User register page

In this page the user need to register first at button **Tambah Pengguna** if the user dont have any Id before. The user need to fill all information and then click button **Tambah** to register.

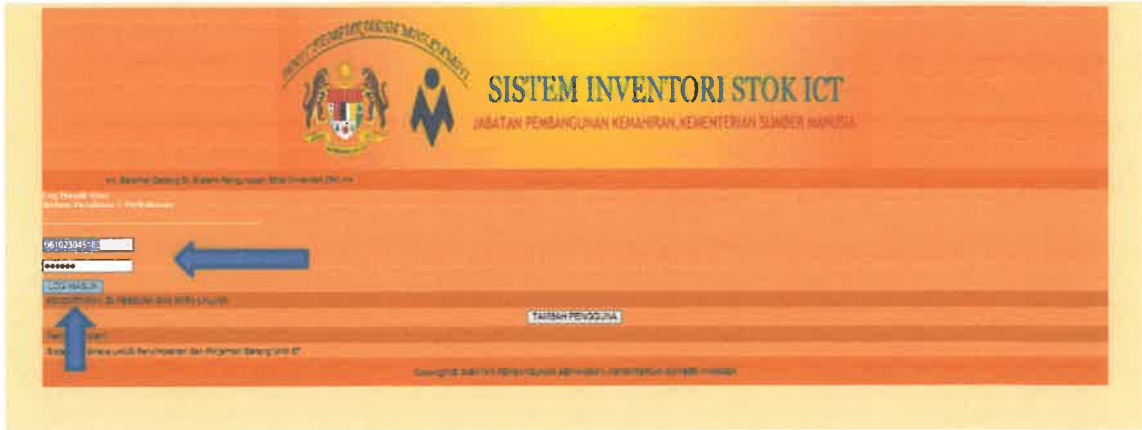


Figure 3.61: User login page

After the user have finish the register in **Tambah Pengguna**, the user need to fill the **Id** and **Password** and then the user need to click on button **Log Masuk** to viewed the page menu of user.



Figure 3.62: Interface of User Page is viewed

In user page ,there are not have a lot different with admin page but in user page, the user can view the list of information in inventory on button **Senarai Peralatan** and the user also can borrowed what type the asset in the inventory on button **Daftar Keluar Peralatan** and the user also can apply borrowed information in button **Daftar Peminjaman** .



Figure 3.63: Daftar Keluar



Figure 3.64: Daftar Keluar Peralatan

In this page, the user need to fill the information what type the asset in inventory their want to borrow and the quantity information in this page automatically will be change in admin page on Senarai Peralatan menu. Next the user need to click on button **Keluar** to pullout asset in inventory.



Figure 3.65: Bahagian Peminjaman

After the user have borrowed the asset in inventory, the user need to fill the information of borrowed on the button **Bahagian Peminjaman** for Admin easily viewed who has borrow the item in inventory.

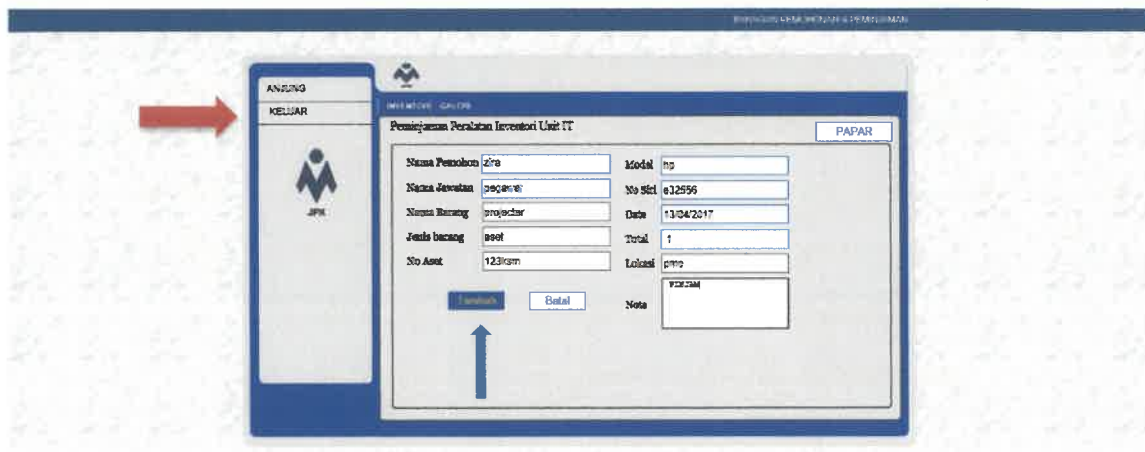


Figure 3.66: Maklumat Pinjaman

Then, after the user have fill all information of borrowed, the user also need to click button **Tambah** to added in database. Next the user must click button **Keluar** to go back on the previous menu page of User.



Figure 3.67: previous menu page of User

And the last of all process in user page is the user need to click on button **Keluar** for exit from the system and the front page will be viewed.



Figure 3.68: Front Page of Admin and User.

CHAPTER 4: CONCLUSION

CHAPTER 4

CONCLUSION

4.1 Application of knowledge, skills, and experience in undertaking the task.

During the internship, the trainee actually need to face many new challenges. Some of them actually the trainee never learnt before in the class. But, with the helping from staff, the trainee can finish the task that has been given successfully. The example of knowledge, skills, and experience that has been used in undertaking the task is:

4.1.1 To finish develop the system

As we know, the trainee special project is to develop the system for ICT department of Jabatan Pembangunan Kemahiran (JPK) Putrajaya. With the knowledge and experience in developing a system for subject System Analysis in Information Management I (IMS 606) and System Analysis in Information Management II (IMS 655) is very helpful for the student in order to finish develop the system that has been assigned. The student can apply all his knowledge and, skills and experience during study to develop the system according the organization requirement and can finish in the time given.

4.1.2 Helping for PC maintenance

During internship, the intern has a few time asked by the staff to check the problem of broken pc. So, the intern need to check the possibility of what kind of problem that occur to the pc. The intern, need to check the hard disk is it still functioning and other possibility to detect the problem. Sometimes, the intern need to format the pc if asked by the staff. All of this, will be a big trouble for the trainee if he does not have any knowledge, skills, and experience. But, luckily the trainee actually has been learnt a basic about pc maintenance during Diploma. It is very a big help for trainee in order to finish the task given by the staff. Besides that, the trainee has gained a lot of new knowledge and experience by getting advice,

and knowledge by the staff of ICT department in Jabatan Pembangunan Kemahiran (JPK) Putrajaya.

4.2 Personal thought and opinion

4.2.2 Organization

From the trainee points of view about the organization, the trainee thinks that Jabatan Pembangunan Kemahiran (JPK) Putrajaya is a well established organization. The organization also have a great leader, Dr Nizam who is very kind and pious. Besides that, the staff at the organization is very friendly. Although, some of them is a high rank staff such as judges, they are very good and always giving an advice to trainee about working environment and mostly a religious advice. The environment of the organization is also good. With a spacious place, and near the town it is the best place for internship.

4.2.3 Department

Meanwhile, for ICT department. The trainee is very happy to have the supervisor and staff right there. This is because, the staff is very friendly, and always want to share their knowledge with the trainee. If they ask the trainee to do a certain job, and the trainee is doing not know how to do it, they will teach the trainee start from A to Z. The ICT department has given the trainee a comfortable room for trainee to use for a system development.

4.2.4 Faculty

After that, from trainee opinion, the faculty also did a good job for conduct an internship. This is because, during period time of internship, the trainee has gained a lot of new knowledge and skills. All the knowledge and skills that the trainee gained during internship will be the most valuable experience and will be very helpful when the trainee step into working life later.

4.3 Lesson learnt

From the trainee point of view, the internship at Jabatan Pembangunan Kemahiran (JPK) Putrajaya has given the trainee a lot of lesson. Starting from the first day of internship until the last day the trainee has learnt many lesson such as, the intern has gained many new skills and has a new experience that could be a great help when work one day.

4.3.1 Skills

During the training period the trainee has a chance to sharpen his skills such as communication skill, and problem-solving skill. As we know, communication skills are always in the top of the essential skill that become compulsory in any job advertisement. During internship, the trainee is compulsory to polish the communication skills because every day the trainee will meet many kind of people. As we know, the trainee has done the internship at IT department, so everyday there will be many people there and the trainee need to have a good communication skill to communicate with people and staff there. There, the trainee will meet the staff from other branches and it require the trainee to have a good communication skill to communicate with them.

After that, the trainee also gets a chance to sharpen the problem-solving skill during the internship. Problem-solving skills are highly valued because they are hard to develop. This is because, during the internship the trainee has been assigned to develop a system. Although, the trainee already learnt about developing system, but the trainee still in the process of the learning and did not expertly in system development. Because of that, there are many problems that occur in the development of the system. Usually, the problem will have related with coding if the system. So, the trainee needs to find the best solution to solve the problem that occur by his own. Besides that, sometimes the staff will come to the trainee and ask to help them with something that related with computer. For example, the staff come and asks for help because of his computer cannot be open. So, the trainee will find the problem and

need to find the answer for the best solution. Because of that, the trainee can sharpen his problem-solving skill during internship.

4.3.2 Time management

Time management is one of the important attributes that needed for employees. This attributes, will be the main attribute for the employers when requiring new workers. Within internship period, the trainee needs to manage time carefully to make sure the system can be done before submitted date. If, the trainee did not manage time properly the probability of the system cannot be finish before the submitted date is high.

For information, the place of internship is located at Putrajaya. Meanwhile, the trainee stayed in rent house at Dengkil, Selangor which is it could take at least 15 minutes for trainee to arrive at Jabatan Pembangunan Kemahiran (JPK) Putrajaya. So, the trainee needs to plan a trip carefully to make sure the trainee can arrive at the place of internship right on time.

4.3.3 Self-confidence

During the internship, the trainee need to communicate with people from various kind of background such as, judges, lawyers, and staff from other branches. With the experience to communicate with other people, it actually gives trainee more self-confidence. The trainee is more courage and the level of self-confidence increase.

4.3.4 Teamwork

One of the lesson that the trainee learnt during the internship is teamwork. In order to finish the task, the trainee need a help from other staff and inters to make task easier and perfects. Sometimes, during PC maintenance activity the teamwork is needed, this is because the trainee is still in the process of learning. So, with a great teamwork the interns will help each other to complete the task given by staff.

4.4 Limitation and recommendation

4.4.1 Limitation

There have many flaws that can be corrected in Unit IT department. Each department around the world also have the problem to running smoothly and that it does can't be avoided from an organization. Also with Unit IT there still have improvements that can be implemented if all problems could be identified. After a trainee to undergo industrial training at Unit Misi Akademik, what can be concluded is that there are a couple of trainee limitation is in the

4.4.1.1 Loss & stuff missing

This is what always happens in a store where items Unit IT that have been pick up by Unit IT for a program usually or sometimes damaged, lost or not returned in perfect conditions. At Unit IT there are many things that can be classified as damaged items such as banner stand which it is conditions have been broken. This is actually wrong because it is the property of Unit IT, the borrower should be responsible for picking up the goods from the store. Besides, there are borrowers who borrow the items but do not send the item back to the store. This thing has often occurred where the borrowers themselves forgot to return the items and stuffs, and sometimes this things are missing that would be classified as a lost item.

4.4.1.2 Staff do not have knowledge about system development

The trainee special project is to develop a system for ICT department at Jabatan Pembangunan Kemahiran (JPK) Putrajaya. For information, the trainee actually is still in the process of learning about system development. So, the trainee is need someone that he can refers when in problems. Unfortunately, the staff at ICT department does not have enough knowledge about system development and cannot help the trainee.

It is very hard for trainee to ask a question when he cannot find a solution for his problem occur during the development of the system. The trainee needs to solve the problem by himself by getting no help from the staff of department. Although, it will give an advantages to the trainee because it will help improve trainee problem-solving skills, but it will easy the trainee if the staff can help him and will give him more knowledge.

4.4.2 Recommendation

4.4.2.1 Monitoring

Supervisor need to guide the trainee who is undergo the industrial training at Unit IT every day. Which mean the trainee will not feel they don't have any job to be done and sometime when supervisor didn't come to the Unit Misi Akademik the trainee need a task to be done by accepted the job request by administrative staff

4.4.2.2 Give a choice for special project

ICT department of Jabatan Pembangunan Kemahiran (JPK) Putrajaya has assign the trainee with the system development project. The department should give a trainee a choice to choose a special project for internship. As we know, the trainee is still amateur in developing a system. So, it will burden the trainee because he cannot choose the special project with his specialty.

4.4.2.3 Create more technical subject.

This recommendation actually for faculty. During the internship, there are a few activities that trainee need to do involve the technical activity for example PC maintenance and server setup. So, the faculty need to add more subject that will teach students about technical stuff. Actually, there are a subject PC maintenance during Diploma level, but it was being too long and the trainee already forgot what he already learning. So, maybe with the adding of new

subject will give more skills and techniques to the other interns in order to complete a task that related with technical things in future.

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