UNIVERSITI TEKNOLOGI MARA

PAPERWORK SUBMISSION WEB DEVELOPMENT FOR FSKM STUDENT'S SOCIETIES

NURIN SAFFA BINTI SAFUAN

BACHELOR OF INFORMATION TECHNOLOGY (Hons.)

JANUARY 2019

ACKNOWLEDGEMENT

Alhamdulillah, praises and thanks to Allah because of His Almighty and His utmost blessings, I was able to finish this research proposal for Final Year Project (FYP) in semester March 2018 - January 2019 within the time duration given. This research proposal has been successfully completed although there have been hardship and stressful since start the research process.

Behind this successful FYP, there are a lot of amazing helpful people that help me through this study. Firstly, my special thanks to my supervisor, Ahmad Zambri bin Shahuddin to accept me as her student. He has guide me from the beginning of research project until now in making report proposal, gave me a lot of idea and his opinion, and motivate me to complete my research project. Without him, I was not able to finish my proposed research successfully. Thus, numerous thanks to him.

Special appreciation also goes to my CSP600/CSP650 lecturer, Dr. Emma Nuraihan binti Meor Ibrahim that also has guide me for the whole semester March 2018 – January 2019. Same as my supervisor, she also supports me and gave me a lot of idea through this project.

Finally, I would like to give my gratitude to my dearest friends and beloved family. Even though our project does not carry the same field, we can discuss and give opinion and it was a great help. And to my family, they are always support me behind my back and encourage me to not to give up. Hence, I would like to say thanks to these   great   people.

ABSTRACT

Nowadays people started to rely on technology and use the internet whenever they got work to do. Thus, by having this current technology, online system is being developed to ease them from having any difficulties. The problems faced by the students' societies are difficulties of using manual process of paperwork preparation with Borang C. Therefore, this project is proposed to enhance the current process and assist the students' societies by using online submission. The scope of this project is for students' societies and Student Affairs of Faculty of Computer and Mathematical Sciences (FSKM). As the students' societies using this system, they able to submit their paperwork with Borang C wherever and whenever they want to submit. Furthermore, the Student Affairs can use this system to approve the student's paperwork to an activity and view the summary of the report in a dashboard. This project used the Web Development Life Cycle (WDLC) as the methodology approach to the development of Paperwork Submission Web Development for FSKM Students' Societies. Web Development Life Cycle is divided into five phases which planning, analysis, design and development, testing and implementation and maintenance. In conclusion, Paperwork Submission Web Development could help the students' societies and Student Affairs to ease their work from using traditional process to electronic process and can be enhanced in term of platform and features for future works.

Keywords: online submission, paperwork, dashboard, web development, Web Development Life Cycle (WDLC).

TABLE OF CONTENT

CONTENT   **PAGE**

CHAPTER 1

INTRODUCTION

This chapter clarified a brief overview of background research such as the problem statement, aim, objectives, scope and significance of the project. The background of the project assisted readers to know what the project is all about. Problem statement referred to an imperative credible, real issue that identified with the need of the project. Objectives of the project referred to the target and outcome for the project. The scope stated the limitation of the project. The significance of the project is discussed the advantages at the end of the project. Lastly, the summary of the project on the research objectives that must be achieved.

1.1   Project Background

Online submission consists of web-based development which can submit the document in PDF format. Due to lack of physical space and location, by using online submission offers flexibility and save up the space. It also ease the evaluation procedure for academic staffs for submission (Shadlou, S., Pong, C. K., Sukumaran, S., 2011). At this level of technology, people are started depends on technology and the internet whenever they have something to do. So, having this online submission system they can directly send the document to the person that they need to submit and save time for them to print out the document.

At the current of the submission process that current practice of the document management system is being done in the traditional way. Some of the organization which still using traditional way, when they have an important document that they do not use in future, they need to use paper shredder machine before they can put away the paper because they want to keep the confidentiality of all documents. According to The Paralegal Resource (2012), the organization need to learn how to destroy their client's information and documents in the best way. The process of submission also