



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT:
GIZWIZ STUDIO SDN. BHD. (SELANGOR)
D-18-03 SUNWAY NEXIS, JALAN PJU 5/10, DATARAN
SUNWAY, KOTA DAMANSARA, 47810 PETALING JAYA,
SELANGOR**

**SPECIAL PROJECT:
STARTUP SCHOOL ASIA (SSA) WEBSITE**

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

01 FEBRUARY 2019 – 30 JUNE 2019

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

01 FEBRUARY 2019 – 30 JUNE 2019

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

Nur Hazira Nadira Binti Harisi
2016595855

Date of submission: 3 July 2019

ABSTRACT

This report is a summary of industrial training based on the period from 1st February 2019 to 30th June 2019, where the trainee had the industrial training at Gizwiz Studio Sdn. Bhd. located at Kota Damansara, Selangor. This report divided into four (4) chapters. Chapter One (1) tells about the organization background of the trainee's industrial place, while Chapter Two (2) tells about the organizational structure and the function of the department that the trainee was assigned to have the training. In chapter Three (3), the trainee tells about the training activities that had been assigned and given by the industrial supervisor within the duration of the training session. The trainee also describes and explained about the special project developed for the company, which is Startup School Asia (SSA) website. The trainee explained about the scope of the project, tools used, and the process of the website development. In Chapter Four (4), the trainee will tell about the knowledge, skills or experienced that had been applied by the trainee during industrial training. The trainee also explains about the limitation, personal thought and opinion about the company and what lesson the trainee that had learnt during the five (5) months of training in the company.

Keywords: *design, front-end developer, startup, website development, WordPress*

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CHAPTER 1

INTRODUCTION

1.1 Background of the Organization



Figure 1 Logo of Gizwiz Studio Sdn. Bhd.

Gizwiz Studio Sdn. Bhd. is a creative design studio with a host of websites under its wings, which provides innovative design services to design-conscious clients the world over (Gizwiz Studio, 2019). Gizwiz Studio is the combination of word “gizmo”, which means a mechanical device or a gadget, and word “wizard”, which means a skilled or clever person; a sorcerer or magician, while “studio” means an artist’s workroom. From the combination of the words, Gizwiz Studio provide a meaning of a team of skilled mechanical minds combined with creative skills and a talent for design, which they bring magic to every project they create. Gizwiz Studio offers a range of creative services consisting of logo design, website design, stationery design and business card design among other related design services. Gizwiz Studio Sdn. Bhd. aims to be a leader in its field by keeping its fingers on the pulse of the creative market and delivering on its promises (Gizwiz Studio, 2019).

Table 1 Details of Gizwiz Studio Sdn. Bhd.

Organization	Gizwiz Studio Sdn. Bhd
Address	D-18-03 Sunway Nexis, Jalan PJU 5/10,, Dataran Sunway, Kota Damansara, 47810 Petaling Jaya, Selangor
Phone / Fax	03-7887 1101
Email	info@gizwizstudio.com
Year Established	May 2003

1.1.1 History of Organization

Table 2 History of Gizwiz Studio Sdn. Bhd.

2003	<ul style="list-style-type: none"> • Before Gizwiz Studio Sdn. Bhd., there was LogoDesignCreation.com which started off as a home-based company in May 2003, dealing with all things web development as well as graphic design. • Founded by both Khaw Chin Siong (Technical Director) and Jasmine Hor (Creative Director), it has since grown by leaps and bounds; from becoming one of the finest design firm in the industry to having a long list of renowned international clientele.
2005	<ul style="list-style-type: none"> • The editorial feature in the hugely popular, WIRED Magazine was the key factor in skyrocketing LogoDesignCreation to where it is today. LogoDesignCreation was given the honour by WIRED Magazine, as the fastest design service provider among the competitive test group. • Famous design publication such as the Web Design Index has also highlighted Gizwiz Studio's creative web designs for three consecutive volumes. These includes Gizwiz Studio's website as one of the design featured in the seventh volume of Web Design Index.

- 2009**
- LogoDesignCreation was chosen as one of the Logo Design Winners, awarded by LogoLounge, an active logo community shared by designers from all over the world and the largest database of logo in existence on the internet.
 - Upon competitive evaluation by an international panel of judges, LogoDesignCreation's work was selected among with 33,000 logos entered for examination. Thus, they have a privilege to be publicised in their fifth volume LogoLounge design publication.
 - LogoDesignCreation was also recognized by Wall Street Journal, as the best value service provider, offering logo packages at affordable cost.

- 2010**
- LogoDesignCreation added another success to their winning table recently when eight of their logos were accepted once more for the upcoming LogoLounge, volume sixth publication.

- 2011**
- In March 2011, over thirty one logo designs were selected for the third edition of the LogoLounge Master Library series, titled Shapes & Symbols and also on the forth edition titled Type & Calligraphy.

- 2012**
- In April 2012, Gizwiz Studio was invited for a live interview segment on Astro Awani for Astro Bisnes Alternatif. The topic of discussion was titled The Importance Of Branding.
 - In July 2012, LogoDesignCreation was again, selected for LogoLounge 7, the seventh book to spring from LogoLounge.com, released by Rockport Publishers. Among 34,000 logo submissions from renowned designers the world over, nine logo designs from LogoDesignCreation were selected and published.
 - Gizwiz Studio was also featured on the radio station: BFM.MY for the programme segment: Open for Business.

- In October 2012, Gizwiz Studio was fortunate to be invited for an exclusive interview with Smebusiness.tv: New Brick On the Block with Famy.
- Gizwiz Studio were 2nd place winners for Creative Business Cup Malaysia 2012 at Copenhagen, Denmark.

- 2013**
- In October 13rd 2013, Gizwiz Studio was selected as the winners for the ART & DESIGN category for the NEWMAN Creative Pioneer Awards 2013.
 - Digital News Asia featured Gizwiz Studio in an article titled: 'Unknown' Penang online design firm already a global success, dated October 16th 2013. The article talks about LogoDesignCreation.com on how it became a global success.

- 2014**
- On 3rd March 2014, Gizwiz Studio was featured on The Star, Metrobiz newspaper. The article talks about LogoDesignCreation.com & BrandDesignWorkShop.com and our future plans.

(Gizwiz Studio, 2019)

1.1.2 Aims

Gizwiz Studio Sdn. Bhd. aims to capture more customers regionally as well as internationally with its finest-quality and distinctive design services. This is turn, enabling it to be positioned among the top design firms worldwide and reaffirming the testament that Malaysia can deliver internationally-recognized, world-class, top-quality design services to the masses (Gizwiz Studio, 2019).

1.2 Organizational Structure

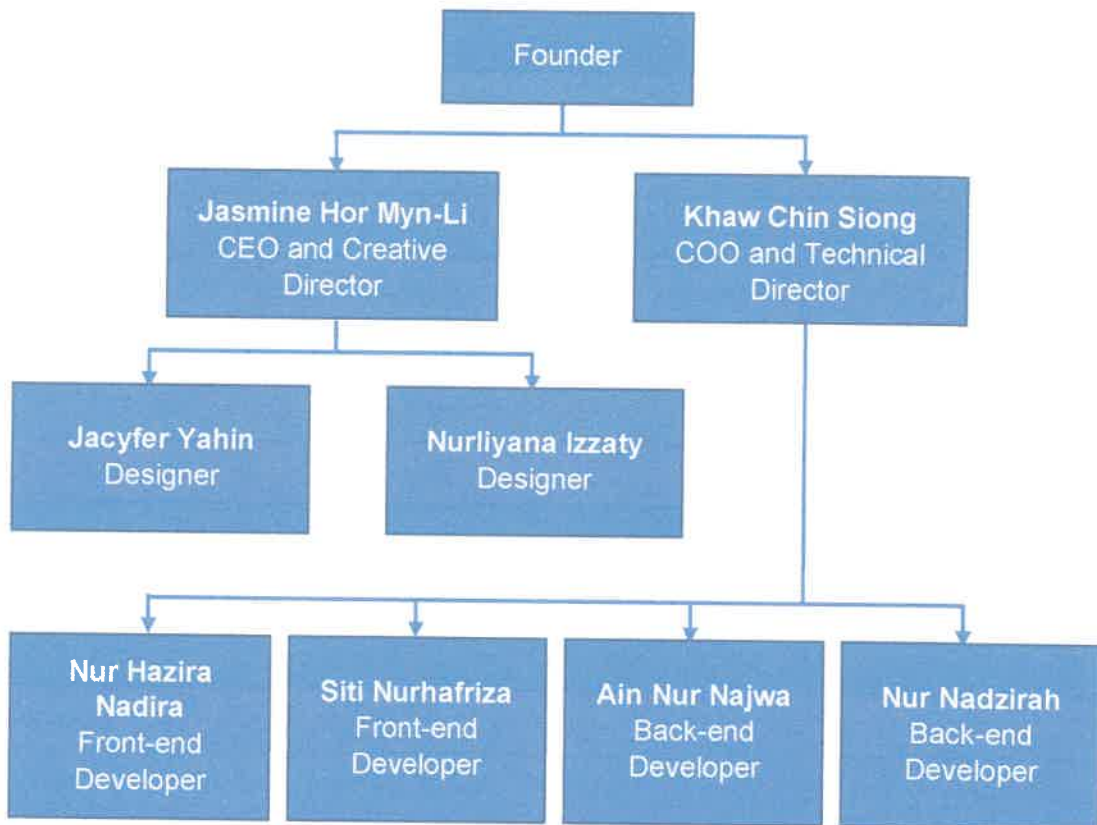


Figure 2 Organizational structure of Gizwiz Studio Sdn. Bhd.

There are two founders of Gizwiz Studio Sdn. Bhd. whose are Jasmine Hor Myn-Li and Khaw Chin Siong. Jasmine Hor Myn-Li is a CEO and Creative Director, while Khaw Chin Siong is COO and Technical Director of Gizwiz Studio Sdn. Bhd. There are two staffs mainly supervised under Jasmine Hor Myn-Li, whose are Jacyfer Yahin and Nurliyana Izzaty Habib as graphic designer. While, there are four staffs under Khaw Chin Siong whose are Siti Nurhafriza Mohamad Hanifah and Nur Hazira Nadira Harisi as front-end developer, and Ain Nur Najwa and Nur Nadzirah as back-end developer.

CHAPTER 2

ORGANIZATION INFORMATION

2.1 Departmental Structure

The trainee was assigned to be a front-end developer that technically supervised by Khaw Chin Siong. There are two (2) front-end developer and two (2) back-end developer supervised under Khaw Chin Siong.

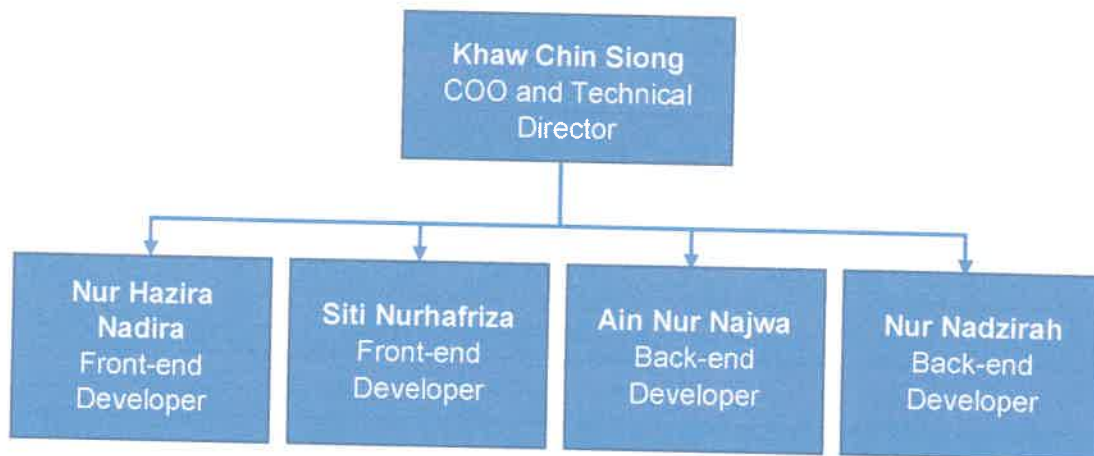


Figure 3 Departmental structure of Gizwiz Studio Sdn. Bhd.

2.2 Department Function

2.2.1 Technical Director

Khaw Chin Siong is a Technical Director of Gizwiz Studio Sdn Bhd, where he is responsible to provide direction, management and leadership towards the technical team. Technical Director also responsible to give training for the staff to improve their knowledge and technical skills, so that they can have good performances to boost the company's good reviews. Technical Director takes advantage of their strong technical expertise to recommend new technologies, improve existing technologies, and ensure that IT services are maintained properly in the organization.

2.2.2 Front-end Developer

According to Technopedia (2019), front-end developer is a type of computer programmer that codes and creates the visual front-end elements of a software, application or website. Front-end developer's job is to convert website design files into raw HTML, JavaScript (JS) and CSS code such as basic website design or layout, images, content, buttons, navigation and internal links. The end result is code that serves as the website's front-end structure, which is used by a back-end developer to add business logics and connect databases and processes, among other processes (Technopedia, 2019). The front-end developer need to have good knowledge website design and programming language skills as both knowledge and skills are combined to produce a good IT product for company. Front-end developer also need to ensure the UI and UX design were comprised for every website development as it important to provide a good experience and interesting website interface towards the user.

2.2.3 Back-end Developer

According to Technopedia (2019), back-end developer is a type of programmer who creates the logical back-end and core computational logic of a website, software or information system. The developer creates components and features that are indirectly accessed by a user through a front-end application or system. Back-end developer need to has expert programming skills in C++, C#, Java and other high-level programming languages (Technopedia, 2019). Back-end developer will add website functions based on the code structured by the front-end developer. Back-end developer sometimes will involve in managing database to provide functional process for the website or system. Supervisor Khaw Chin Siong will guide and help the back-end developer to manage the logical back-end coding and usually he will access and manage the data inside the database rather than allowing the back-end developer to access the database to avoid from error and missing data.

CHAPTER 3

INDUSTRIAL TRAINING ACTIVITIES

Having an industrial training at Gizwiz Studio Sdn. Bhd. for 5 months gave the trainee a lot of experiences and new knowledge. Many activities and projects had been assign and manage with the help and guide from the supervisor. This chapter will highlight about all the training activities and focusing on one special project which is Startup School Asia (SSA) website.

3.1 Training Activities

As the trainee had been assigned as front-end developer, the trainee was involved in a few projects of developing new website and maintaining existing websites of the clients.

3.1.1 New Website Development

The trainee had been assigned in a few projects of developing new websites for clients. Table 3 shows the list of website development projects assigned to the trainee.

Table 3 List of website development projects

No.	Website Development Title
1.	LogoDesignCreation website
2.	Dash Insights website
3.	Startup School Asia (SSA) website
4.	TRIUNE website

3.1.1.1 LogoDesignCreation website

LogoDesignCreation is a website for Gizwiz Studio Sdn. Bhd. that focusing on logo design services. Before this, Gizwiz Studio already have the LogoDesignCreation website, but they want to develop a new landing page website as landing page is specifically for marketing and advertising purposes, which more suitable for business organizations to attract their customers. As the core business of Gizwiz Studio Sdn. Bhd. is a designing, it is very important to have a good and attractive company website as it represent and reflect the core business provided. Table 4 shows the activity profile of LogoDesignCreation website development.

Table 4 Activity profile for LogoDesignCreation website development

Task	LogoDesignCreation website development
Duration	1 st February 2019 - Now
Task supervisor	Jasmine Hor Myn-Li
Hardware/ Device	Computer
Software	WordPress system software

This project started on 1st February 2019 and it still on progress as it involved back-end programming, where there were many function that planned to be develop and build for the website. As assigned as front-end developer, the trainee need to update all information from the previous existing website and documents given by the supervisor into the new website. The trainee also need to design the website layout based on the design given by the graphic designers. This website is developed by using WordPress system software and using a blomma theme, where the supervisor bought the theme for the website development. Below are the homepage and sitemap of LogoDesignCreation website.

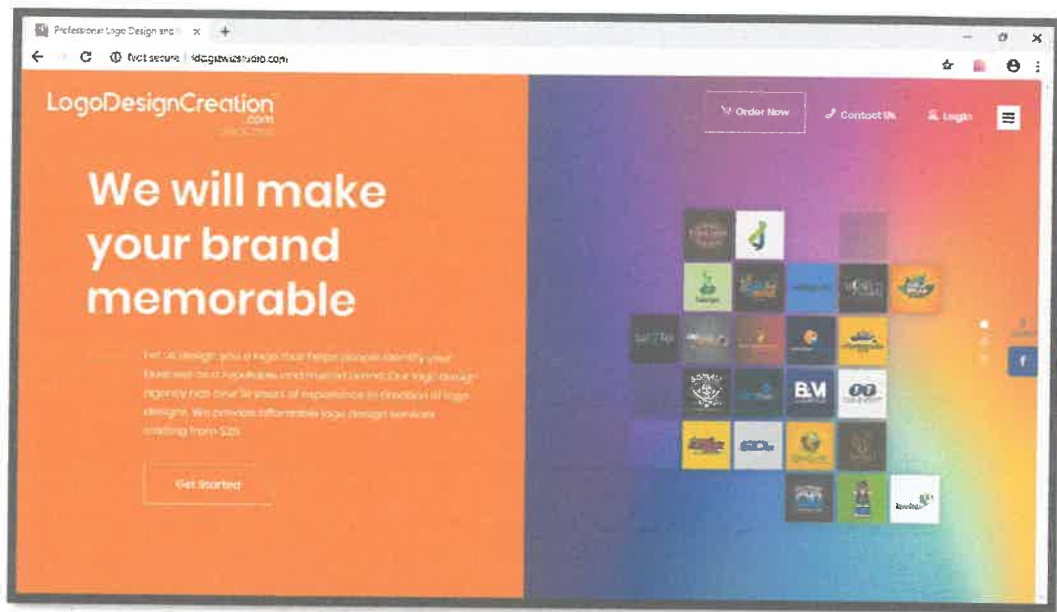


Figure 4 Home page of LogoDesignCreation website

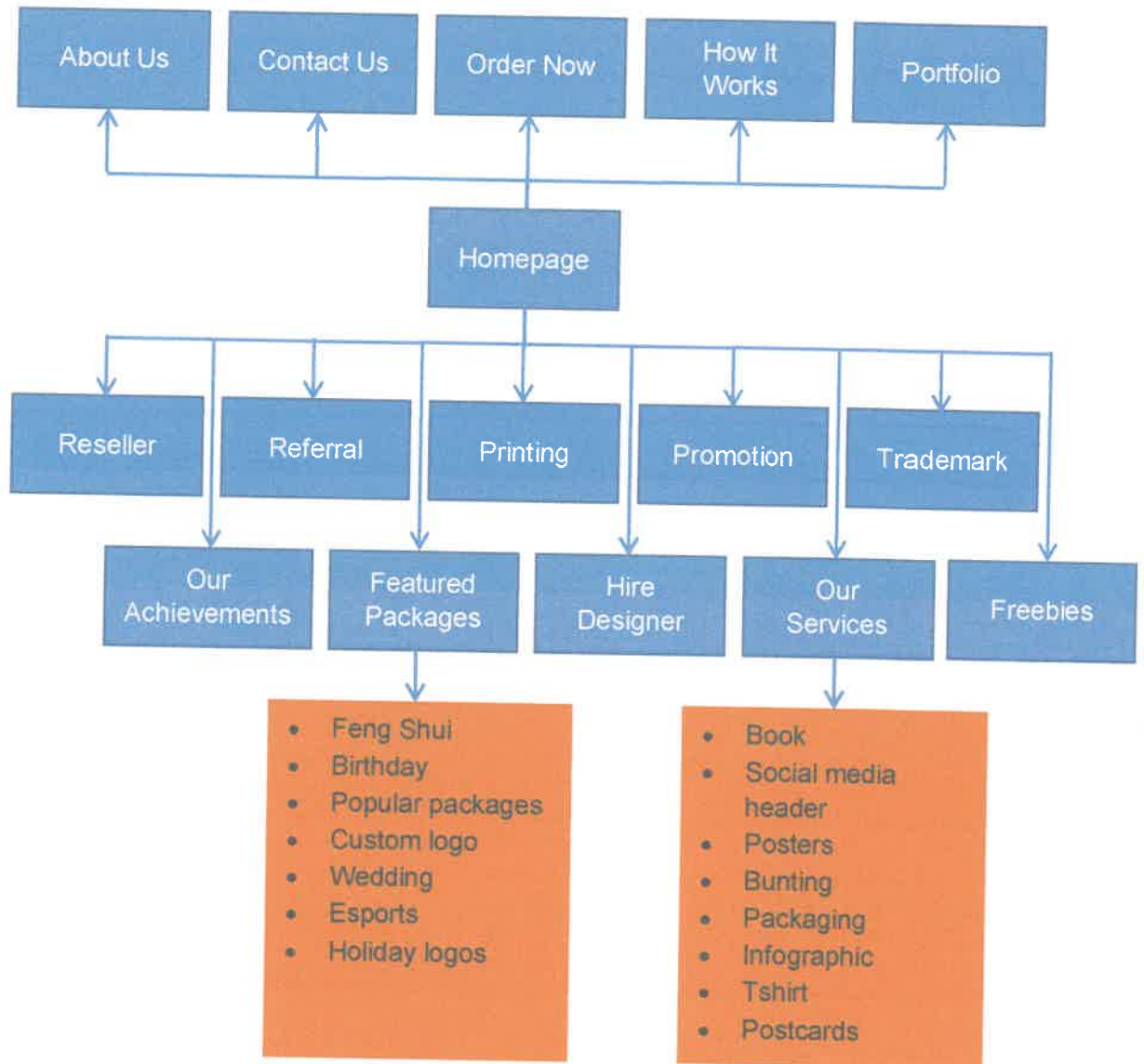


Figure 5 Site map of LogoDesignCreation website

3.1.1.2 Dash Insights website

Dash Insights is a personal website that tells about a story of Dash Dhakshinamoorthy, who is a founder of StartupMalaysia and a serial entrepreneur, entrepreneur evangelist and an angel investor. Dash Dhakshinamoorthy has been in the startup ecosystem since the early 2000 and has been a fire starter behind various initiatives and programs in the startup ecosystem in Malaysia (StartupMalaysia, 2019). Therefore, this website was developed to appreciate the contribution of Dash Dhakshinamoorthy in Malaysia startup ecosystem. Table 5 shows the activity profile of Dash Insights website development.

Table 5 Activity profile for Dash Insights website development

Task	Dash Insights website development
Duration	21 st February 2019 - 5 th April 2019
Task supervisor	Jasmine Hor Myn-Li
Hardware/ Device	Computer
Software	WordPress system software

This project was assigned by the supervisor to the trainee including two staffs, which one of them is a graphic designer. This website was developed by using WordPress system software. This project started on 21st February 2019 and finished on 5th April 2019. Trainee and the other two staffs had a meeting with supervisor for the project briefing and all the information that need to be insert into the website are given through Skype by the supervisor. The graphic designer will design the page and get approval from supervisor, Jasmine before the trainee can update and create the website.

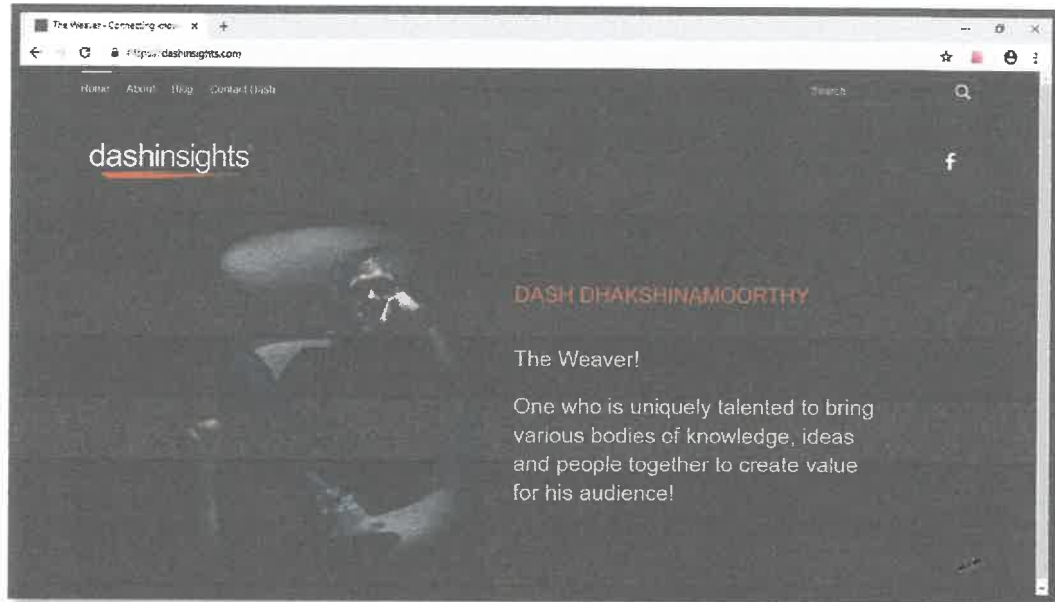


Figure 6 Home page of Dash Insights website

This website only consists of 4 pages, which are Home page, About page, Blog page and Contact Dash page. This website does not have many website pages as this personal website only provide information about Dash Dhakshinamoorthy such as his stories and contact details. Below is the site map of the Dash Insights website.

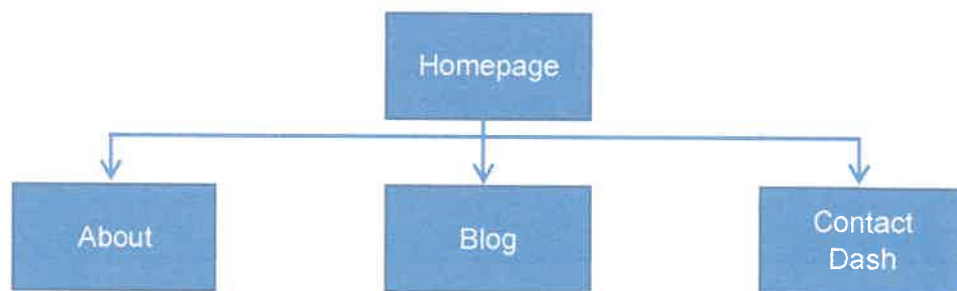


Figure 7 Site map of Dash Insights website

3.1.1.3 Startup School Asia (SSA) website

Startup School Asia website is one of the main tasks given by the supervisor to the trainee. Startup School Asia (SSA) is the education initiative of StartupMalaysia to help children of age 8 to 17 years old build an entrepreneurial mindset. This website is developed to provide information about the activities and programs organized by StartupMalaysia and what it worth for their children to join those programs. The website also provides a sign up form and contact details for people to register their children to the Startup School Asia. Further details regarding this project can be found and referred in next section of 3.2 Special Project.

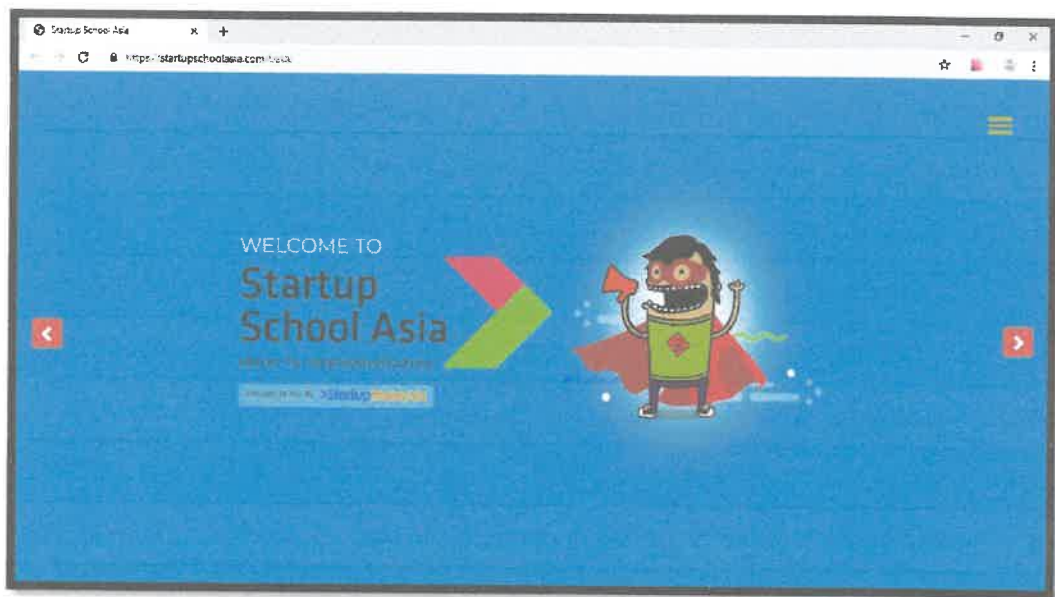


Figure 8 Home page of Startup School Asia website

3.1.1.4 TRIUNE website

TRIUNE Centre is an organization that provide third space that incorporates co-working space, an event venue and a resource center for startups and social enterprises (TRIUNE, 2018). TRIUNE provide different sizes of co-working spaces with comfortable and adequate facilities for different type of purposes and activities such as meeting, conference, performance, panel discussion, for teaching class and even for cinema. Before this, TRIUNE already has its own website but they want to improvise and develop a new landing page website for the organization. Table 6 shows the activity profile of TRIUNE Centre website development.

Table 6 Activity profile for TRIUNE Centre website development

Task	TRIUNE Centre website development
Duration	18 th April 2019 - 25 th April 2019
Task supervisor	Jasmine Hor Myn-Li
Hardware/ Device	Computer
Software	Filezilla

Supervisor Hor Myn-Li had assigned the trainee and two other staffs, which one of them is graphic designer to develop a new website for TRIUNE by using a website template from Colorlib. This project was started on 18th April 2019 and finished on 25th April 2019. Trainee and the other two staffs had a meeting with supervisor for the project briefing and all the information that need to be insert into the website are given through Skype by the supervisor. The graphic designer will design the page and get approval from supervisor, Jasmine before the trainee can update and create the website. The designer also helps the developer to find suitable icons that needed for the website.

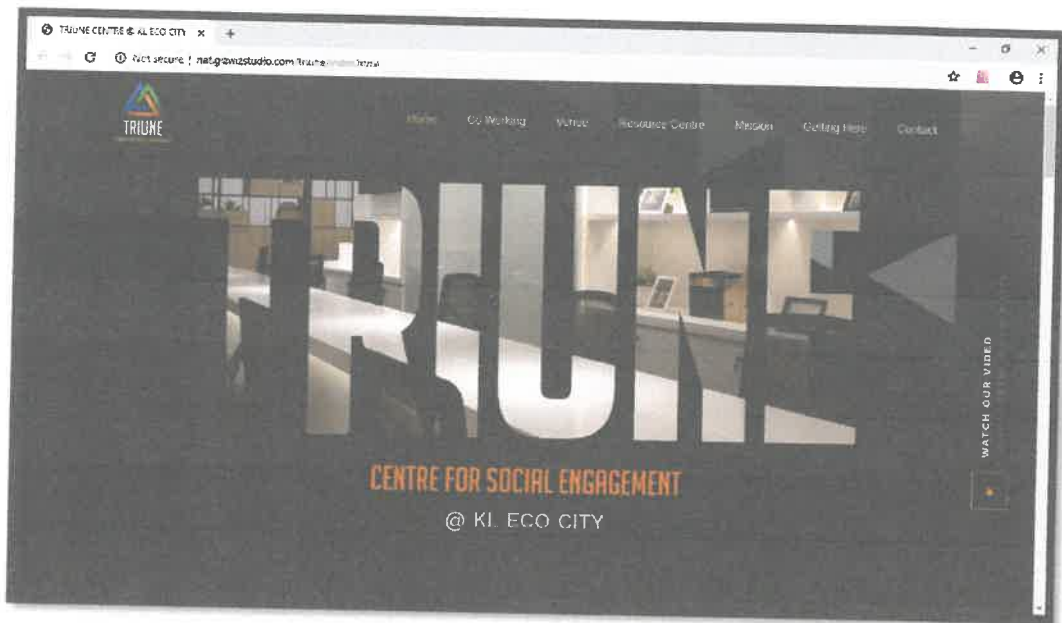


Figure 9 Home page of TRIUNE website

This website consists of 7 pages, which are Home page, Co-Working page, Venue page, Resource Centre page, Mission page, Getting Here page and Contact page. Below is the sitemap of TRIUNE Centre website.

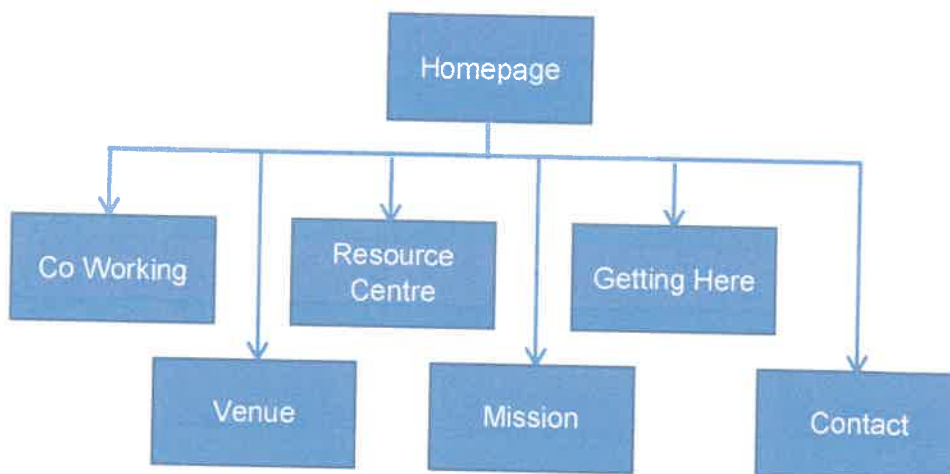


Figure 10 Site map of TRIUNE website

3.1.2 Maintaining Existing Websites

The trainee had involved in a few projects of maintaining and improvising existing websites from clients. Table 7 shows the list of website development projects assigned to the trainee.

Table 7 List of maintaining existing website projects

No.	Website Development Title
1.	Malaysian Business Angel Network (MBAN) website
2.	Cradle website
3.	Cradle Seed Venture (CSV) website
4.	StartupMalaysia website.

3.1.2.1 Malaysian Business Angel Network (MBAN) website

The Malaysian Business Angel Network (MBAN) is the official trade association and governing body for angel investors and angel clubs in Malaysia. It strives and aims to put forward the agenda of angel investing in an all-inclusive manner for the benefit of members, the angel ecosystem and start-ups. MBAN is a body that functions like a trade organisation, driving regional and international linkages between angel investors from different countries. Cradle Fund Sdn. Bhd. acts as the secretariat for MBAN through its Angel Tax Incentive Office (Malaysian Business Angel Network, 2017). Table 8 shows the activity profile of maintaining existing website of Malaysian Business Angel Network (MBAN).

Table 8 Activity profile for maintaining existing website of Malaysian Business Angel Network (MBAN)

Task	Maintaining existing website of Malaysian Business Angel Network (MBAN)
Duration	8 th May 2019 - 9 th May 2019
Task supervisor	Jasmine Hor Myn-Li
Hardware/ Device	Computer
Software	WordPress system software

The trainee has been assigned by the supervisor to update the MBAN website based on the requirements stated in document given by the organization. The trainee had been assigned to update MBAN website on 8th May 2019 and finish on 9th May 2019. It required two days for trainee to update the website because it require for trainee to get photos and website design from the graphic designer. MBAN website was developed using WordPress system software.

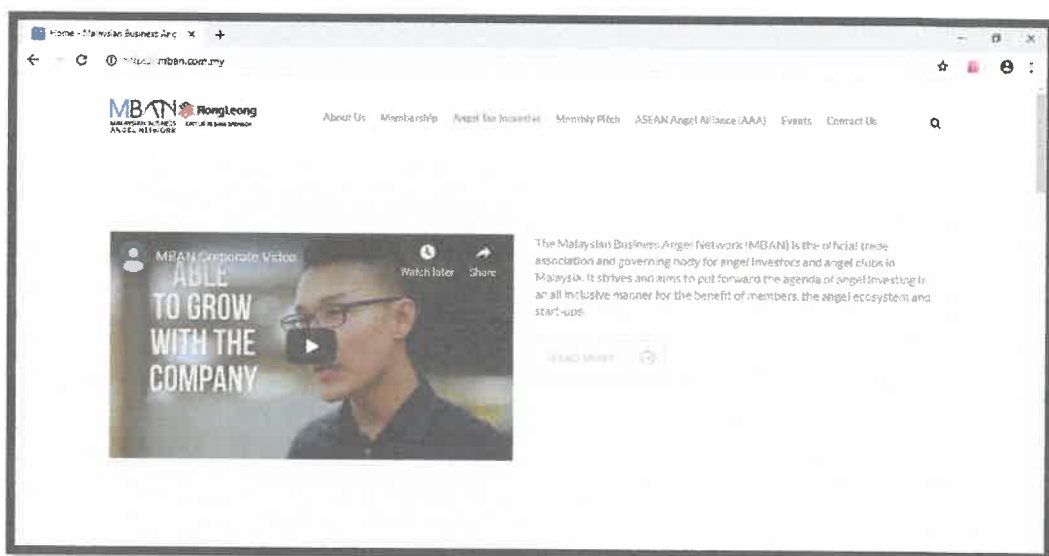
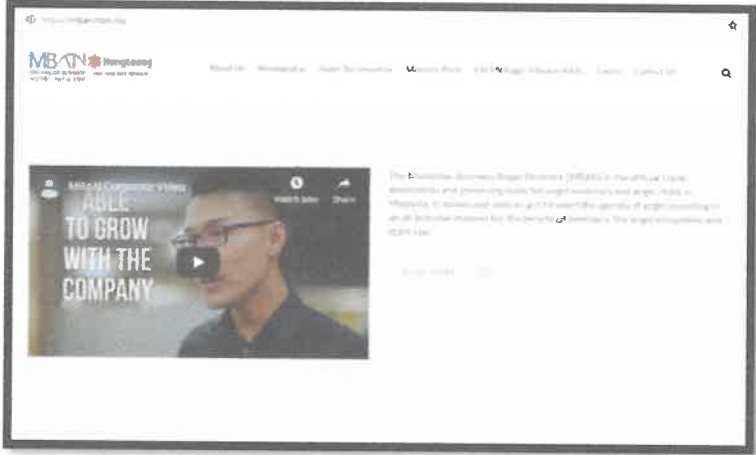



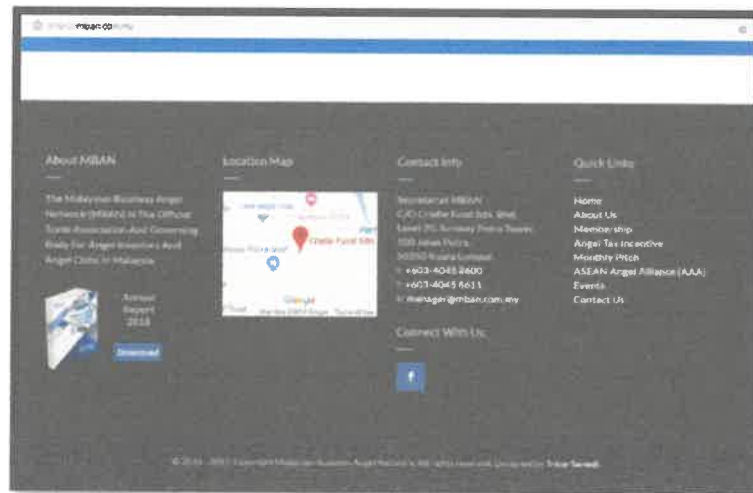
Figure 11 Home page of Malaysian Business Angel Network (MBAN)

The updates and editing that had been done by the trainee on the MBAN website are as table 9 below.

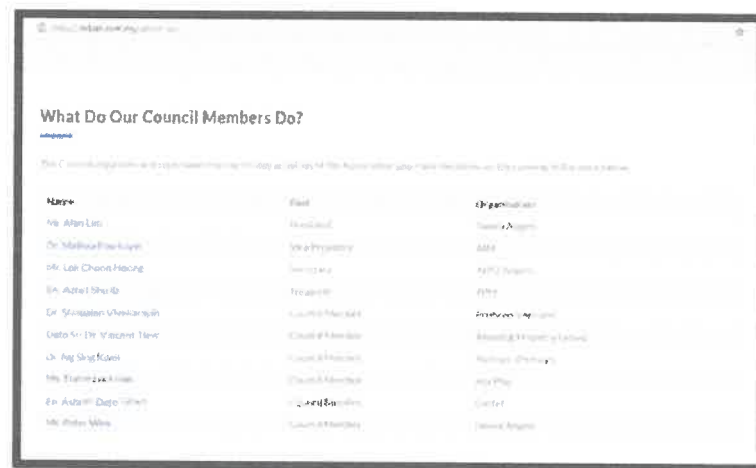
Table 9 List of updates done for Malaysian Business Angel Network website

Activities
<p>1. The trainee need to remove the website header of the homepage. This is the new homepage of MBAN website.</p> 
<p>2. The trainee updates all the MBAN activities for 2019 on the calendar. There are about 20 activities that need to be updated in the calendar.</p> 

3. The trainee updates the quick links and annual report 2018 at the footer of the website.



4. The trainee updates the name and post of the Council Members of MBAN. The trainee also adds a link for every members' names, so that the audience can directly view the profile of the members by clicking the name.



5. The trainee also creates a new page to updates all profiles of the Council Members of MBAN. The blue header was designed by the graphic designer.



6. The trainee had update the information and pictures for the Event page of MBAN website. The information and pictures are given by MBAN to update the page.



3.1.2.2 Cradle website

Cradle Fund Sdn Bhd (Cradle) is Malaysia's early stage start-up influencer, incorporated under the Ministry of Finance Malaysia (MOF) in 2003 with a mandate to fund potential and high-calibre tech start-ups through its Cradle Investment Programme (CIP). Cradle has helped fund over 900 Malaysian tech start-ups and holds the highest commercialisation rate amongst government grants in the country (Cradle, 2019). Table 10 shows the activity profile of maintaining existing website of Cradle.

Table 10 Activity profile for maintaining existing website of Cradle website

Task	Maintaining existing website of Cradle website
Duration	15 th February 2019 – 22 th February 2019
Task supervisor	Jasmine Hor Myn-Li
Hardware/ Device	Computer
Software	WordPress system software

The trainee has been assigned by the supervisor to update the Cradle website based on the requirements stated in document given by the organization. The trainee had been assigned to update Cradle website on 15th February 2019 and finish on 22th February 2019. The trainee had been assigned by the supervisor to handle and improvise the Cradle existing website on the second week of the trainee started her internship training at Gizwiz Studio Sdn. Bhd. The trainee is the one who responsible to improvise the Cradle website whenever they request for changes and updates. The Cradle website was developed using WordPress system software.

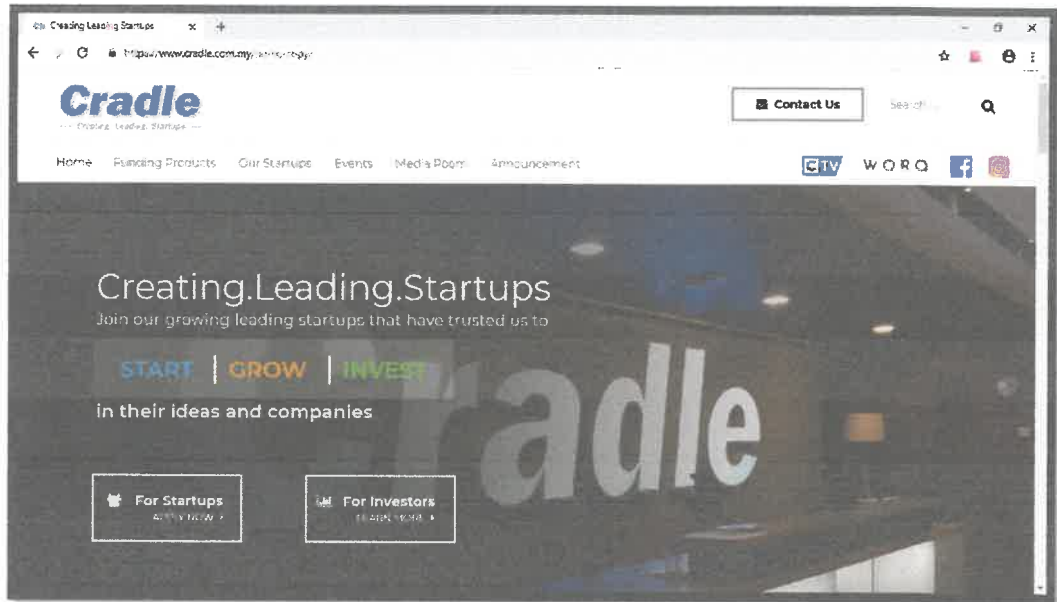


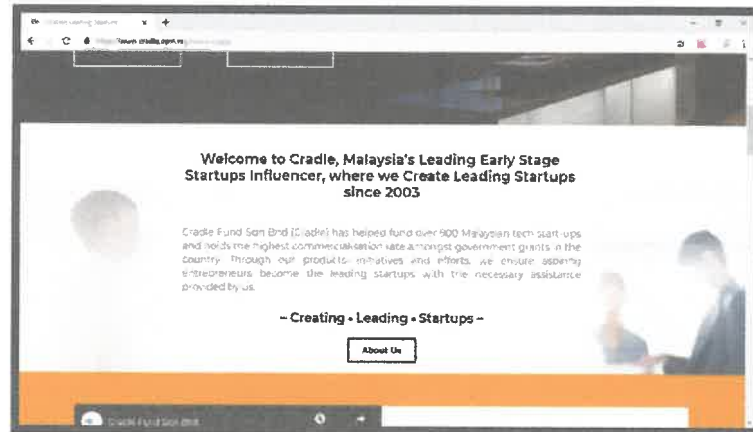
Figure 12 Home page of Cradle website

The updates and editing that had been done by the trainee on the CSV website are as table 11 below.

Table 11 List of updates done for Cradle website

Activities
<p>1. The trainee had added in information sentences in the buttons</p>

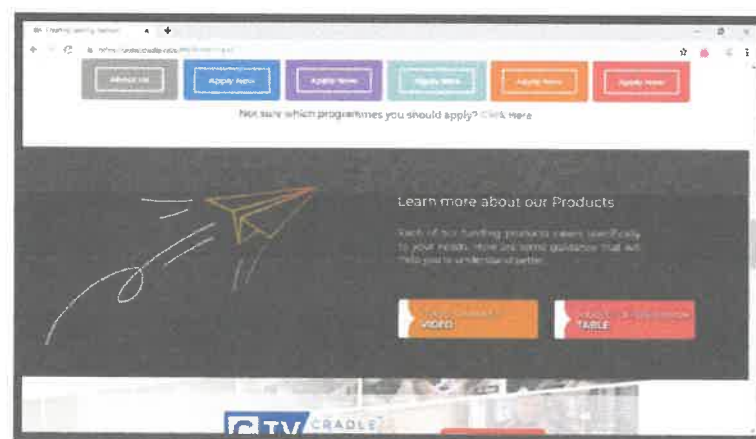
2. The trainee adds this new section.



3. The trainee added this new section of product boxes.



4. The trainee added this new section.



3.1.2.3 Cradle Seed Venture (CSV) website

Cradle Seed Venture (CSV) is the venture capital arm of Malaysia's premier early stage financier and influencer, Cradle Fund Sdn. Bhd. CSV manages an early stage venture fund based out of Malaysia and is always on the lookout for start-ups with high growth potential, led by passionate founders with high levels of enthusiasm (Cradle Seed Venture, 2019). Cradle Seed Venture (CSV) is the funding products under Cradle Fund Sdn. Bhd. and as the Cradle website was managed by Gizwiz Studio Sdn, Bhd., so the organization also was responsible to manage the Cradle Seed Venture (CSV) website. Table 11 shows the activity profile of maintaining existing website of Cradle Seed Venture (CSV).

Table 12 Activity profile for maintaining existing website of Cradle Seed Venture

Task	Maintaining existing website of Cradle Seed Venture (CSV)
Duration	11 th June 2019
Task supervisor	Jasmine Hor Myn-Li
Hardware/ Device	Computer
Software	WordPress system software

Supervisor Hor Myn-Li has assigned the trainee to update and edit the CSV website for Cradle Fund Sdn. Bhd. on 11th June 2019 and it took one whole day for the trainee to finish update and edit the website before the website going live. This website is using WordPress system software. There are only a few updates and editing that need to be done for CSV website, which are the trainee need to increase the font weight for every pages and need to edit the length of the news for both CSV and Portfolio sections at News page. There are about 45 news at News page that need to be edit.

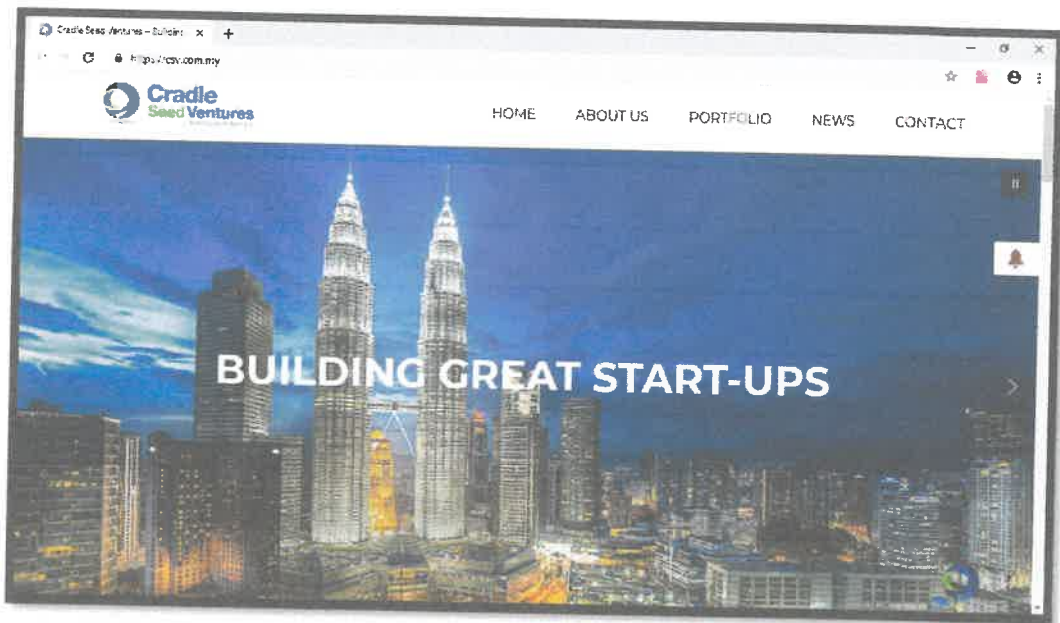


Figure 13 Home page of Cradle Seed Venture (CSV) website

The updates and editing that had been done by the trainee on the CSV website are as table 12 below.

Table 13 List of updates and editing done for Cradle Seed Venture website

Activities
<p>5. The trainee also need to increase the font weight for every pages because the fonts are blur and cannot be read.</p>

6. The trainee need to edit the length of the contents of the 45 news for CSV section and Portfolio section in News page.



3.1.2.4 StartupMalaysia website

StartupMalaysia is an organization that exist to help people launch meaningful ventures as they design, develop and implement bootcamps, training programs and startup events to help entrepreneurs navigate the startup ecosystem and advance startup science (StartupMalaysia, 2019). StartupMalaysia targeted every community in Malaysia especially for entrepreneurs to join the programs as the programs provide them with experiential enterprise education, technology related programs and networking opportunities. Table 13 shows the activity profile of maintaining existing website of StartupMalaysia.

Table 14 Activity profile for maintaining existing website of StartupMalaysia

Task	Maintaining existing website of StartupMalaysia
Duration	2 nd May 2019 - Now
Task supervisor	Jasmine Hor Myn-Li
Hardware/ Device	Computer
Software	Sublime text, Filezilla, Adobe Photoshop

The project of improvising the StartupMalaysia website had been assigned to the trainee with five other staffs, which two of them are graphic designers. The website need to be improvise in the term of design and contents, so the graphic designers will help to design and provide suitable design for the website. Supervisor Jasmine Hor Myn-Li gave a website template as a guide to improvise the StartupMalaysia website. The project was started on 2nd May 2019 and it still on progress project. As the project done in a group, the task had been divided among the staff.

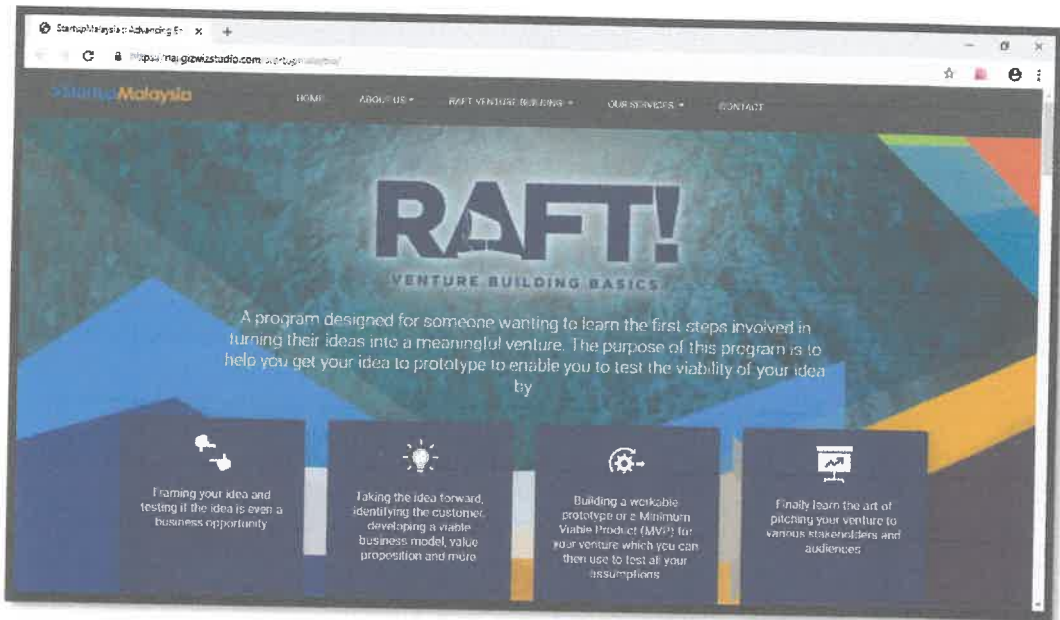



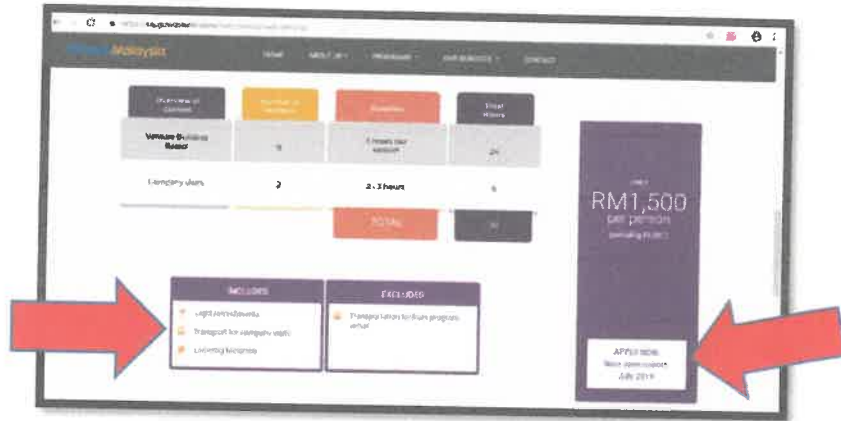
Figure 14 Home page of StartupMalaysia website

The improve and website update that had been done by the trainee on the website are as table 7 below.

Table 15 List of updates done for StartupMalaysia website

Activities
<p>1. The trainee creates the Bootcamp page and insert the description under the title for Bootcamp, Masterclass and Immersion page.</p> 

- The trainee inserts the SST details and button in the pricing table for Bootcamp, Masterclass and Immersion page. Trainee also create the two separate tables for includes and excludes details for Bootcamp and Immersion page.



3.1.3 Training Classes by Supervisor

Other than activities involving website development and website improvising, Gizwiz Studio Sdn. Bhd. also provide training classes for the staff to improve their knowledge and technical skills. Supervisor Khaw Chin Siong usually will give technical classes for staff in the evening around 5.00 p.m. after working hour end. Whenever supervisor Khaw found a useful and interesting technique involving step to build coding easily, he will share with the staff by giving a class with technical example, so that the staff can easily understand and can implement the knowledge and skills to complete their tasks. He also will share a useful information involving programming inside the Skype group. Besides that, the trainee also had web classes with supervisor Jasmine Hor Myn-Li from February until March. The web classes were involving the front-end developer team with the graphic designer team. From the web class, the trainee gains a lot of knowledge involving e-commerce, business marketing, Search Engine Optimization (SEO), UI/UX and also Photoshop skills. Supervisor Jasmine also always remind the staff about the importance of website design as good website design will represents the company effort to satisfies the customers' needs.

3.1.4 Documentation

The trainee also got a task to write a documentation involving steps in editing a website for the supervisor to use it as reference when the trainee finishes the industrial training at the company. As the trainee involved in developing LogoDesignCreation website, which is the company's website, supervisor Jasmine Hor Myn-Li had given a task for the trainee to write a few documentations on how to edit a specific part of the website by using WordPress as the website development was still in progress. The documentations that were done by the trainee are how to edit homepage, how to update website header and how to update the H1 title and meta description of the website.

3.2 Special Project

The trainee need to have a special project during the industrial training as it is one of the subject requirement from the faculty. During the internship training at Gizwiz Studio Sdn. Bhd., the trainee had been assigned by the supervisor to develop a new website for StartupMalaysia, which is Startup School Asia (SSA) website.

3.2.1 Introduction

StartupMalaysia is an organization that exist to help people launch meaningful ventures as they design, develop and implement bootcamps, training programs and startup events to help entrepreneurs navigate the startup ecosystem and advance startup science. Founded by Dash Dhakshinamoorthy, the programs organized provide them with experiential enterprise education, technology related programs and networking opportunities that would help entrepreneurs go through the process of launching their respective startup (StartupMalaysia, 2019). StartupMalaysia is very active in organizing programs related to entrepreneurship and technology and targeted every community in Malaysia especially entrepreneurs to join the programs.

StartupMalaysia had organized Startup School Asia (SSA), where it is an education initiative of StartupMalaysia to help children of age 8 to 17 years old build an entrepreneurial mindset. Through this program, StartupMalaysia run a series of weekend and school holiday programs as well as customised programs that teach young people to build small projects and create solutions using design thinking as the pedagogy and technology as a platform for their ideas (StartupMalaysia, 2019). As website is very important for digital marketing, StartupMalaysia has given a trust for Gizwiz Studio Sdn. Bhd. to develop Startup School Asia (SSA) website for them to attract more young people to join the programs.

Startup School Asia (SSA) is develop to provide information about the activities and programs organized by StartupMalaysia and what it worth for the young people to join those programs. The three main programs organized through Startup School Asia are Design Den, Code Studio and E-Lab, and every programs have different objectives and exposure towards the young people. The website not only provide information about the programs and schedule, but the audience also can directly contact and get in touch with the organizer through the contact form. Besides that, if any young people or parents who want to register their children for the programs, they can directly sign up and register the program through the sign up form that provided in the website. Startup School Asia (SSA) website will provide ease to the audience to sign up and join the programs.

3.2.2 Scope of Website Development

Startup School Asia (SSA) website is develop for the use of StartupMalaysia team and community in Malaysia. This website can be used by all people especially parents and young people for them to join the program. This website provides information such as program schedule, program duration and others for the audience to get to know about the Startup School Asia programs and if they interested to join, they can directly sign up the programs through the sign up form in the website. The audience also can directly send message and get in touch with the StartupMalaysia team.

Startup School Asia (SSA) targeted young people of age 8 to 17 years old in every community without specifically for certain gender, races and religious. For parents, they can analyse which program is suitable for their children as the website provide information about range of ages for every program organized. Every programs organized in Startup School Asia targeted different range of ages. For Design Den, the program is for age range from 8 to 12 years old, while Code Studio and E-Lab program is for age range from 8 to 17 years old.

Besides that, this website is developed for the use of StartupMalaysia team for them to receive information about the participants that join the programs. From the sign up form, the StartupMalaysia will receive the participant's information, guardian information and the acceptance of rules and regulations from the guardian. All the information about the participants and guardians will be received through email by StartupMalaysia. StartupMalaysia also will receive a message from audience based on the details provided in the Contact page of the website.

3.2.3 Tools Used for Development

For Startup School Asia (SSA) website development, it requires the uses of hardware and software. Hardware and software that are used as table below.

3.2.3.1 Hardware

Table 16 List of hardware

Items	Parts	Specification
Laptop	Operating system	Windows 10
	Processor	HpIntel® Core™ 7th gen
	Memory	16GB RAM
	Storage	2TB HDD
	Graphics	AMD Radeon R7 Graphics (optional)
	Webcam	1MP, with microphone
	Audio	1 x Stereo Speakers with Dolby Audio
	Battery	30 WHr or 39 WHr; Up to 5 Hours Video Playback
	Display	Up to 15.6" FHD (1920 x 1080)
	WLAN	WiFi 802.11 ac
	Bluetooth	Bluetooth® 4.1 Combo with WiFi Card

3.2.3.2 Software

Table 17 List of software

Software	Description
Filezilla	FileZilla is a powerful and free software for transferring files over the Internet. It is a very popular FTP client and is used by webmasters from all over the world (SiteGround, 2019). Gizwiz Studio Sdn. Bhd. use Filezilla to manage files and folders of Startup School Asia website.
Adobe Photoshop	Adobe Photoshop is software that is extensively used for raster image editing, graphic design and digital art. It makes use of layering to allow for depth and flexibility in the design and editing process, as well as provide powerful editing tools, that when combined, are capable of just about anything (Techopedia, 2019). Adobe Photoshop is use for website design and to crop icon and images for the Startup School Asia website.
Sublime Text 3	Sublime Text is a cross-platform text and source code editor, with a Python application programming interface (API). Sublime Text is proprietary software. Its functionality is extendable with plugins. Most of the extending packages have free-software licenses and are community-built and maintained (uTest, 2019). Sublime Text is used to create and develop coding for Startup School Asia website.

PerfectPixel by WellDoneCode	PerfectPixel allows developers and markup designers put a semi-transparent image overlay over the top of the developed HTML and perform pixel perfect comparison between them (Chrome Web Store, 2019). Supervisor Khaw Chin Siong had introduced the extensions to easier the process of trainee to place the icons and images at the right position in the Startup School Asia (SSA) website.
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3.2.4 Project Planning

For project planning of Startup School Asia (SSA) website, the website development started from 14th March 2019 and finish design on 13rd May 2019 and this system development is following the Software Development Life Cycle method. The development of Startup School Asia (SSA) website is until the design phase, where it is not publishing as live website yet. It means that the trainee did not involve in implementation and maintaining phase of the website.

Table 18 Project planning of Startup School Asia website

Activities	Months															
	February				March				April				May			
	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4		
1. Planning <ul style="list-style-type: none"> • Project identification and selection • Project initiation and planning 																

	(Done by supervisor with client)																			
2.	Analysis <ul style="list-style-type: none">• Requirements determination• Requirements structuring (Done by supervisor with client)																			
3.	Designing <ul style="list-style-type: none">• Crop images and icons• Inserts animations• Finalizing design specifications• Coding the design																			

3.2.5 Planning Phase of Website Development

In planning phase, the trainee did not involve in this phase as supervisor Jasmine Hor Myn-Li went to meet the client, StartupMalaysia to discuss and plan on how to develop the Startup School Asia (SSA) website. As the process designing of the website started on 14th March 2019, supervisor Jasmine Hor Myn-Li had a meeting with the StartupMalaysia on February 2019 to discuss about the website design and contents. After finish planning and discussing with the StartupMalaysia team, Jasmine Hor Myn-Li hold a meeting with the trainee to distribute and explain about the website development. Supervisor Jasmine Hor Myn-Li also provides website design samples and documents material for trainee to use and refer to develop Startup School Asia (SSA) website.

3.2.6 Analysis Phase of Website Development

For analysis phase, the trainee also did not involve in this phase same as for planning phase as supervisor Jasmine Hor Myn-Li went to meet the StartupMalaysia team to analysis on how to develop the Startup School Asia (SSA) website. To develop this website, StartupMalaysia had used TV Safety website as a model to illustrate and get ideas in designing and developing Startup School Asia (SSA) website. StartupMalaysia used TV Safety website as website model because it contains a lot of animations and used variety of colour and icons that can attract audience to visit the website as it is colourful and attracting. From the analysis process between supervisor Jasmine Hor Myn-Li and StartupMalaysia, Startup School Asia (SSA) website will be developed to have a few animations and colourful website pages to attract more audiences to visit the website.

3.2.7 Design Phase of Website Development

For designing phase of Startup School Asia (SSA) website, the trainee starts to develop and build the website coding on 14th March 2019 using HTML and CSS language. This website is developed from scratch, where the trainee did not use any template to design the website layout. Supervisor Jasmine Hor Myn-Li and designers team had design the website layout of the Startup School Asia website and the trainee need to follow the design as the trainee is given the Photoshop files and word documents that contain the details information that need to be put in the website pages. The trainee need to crop every images and icons from the Photoshop files and place them in the same position based on the website design from the Photoshop files. The trainee also need to add some animations for a few pages as requested by the client.

Design phase of Startup School Asia website development took very long duration to finish as the website design keep changing from time to time as the client, StartupMalaysia keep request to update and make changes in term of the contents and designs. Besides designing the website in desktop size, the trainee also need to make sure that the website is good in mobile responsive, where the audiences can access and view the website same like in desktop size. Website with mobile responsive is very important as people nowadays use mobile phone for everything they done especially browsing the internet. The last changes and updates of the website design is on 13th May 2019. The first website design and the latest website design of Startup School Asia (SSA) website that the trainee had developed can be refer in the next page.

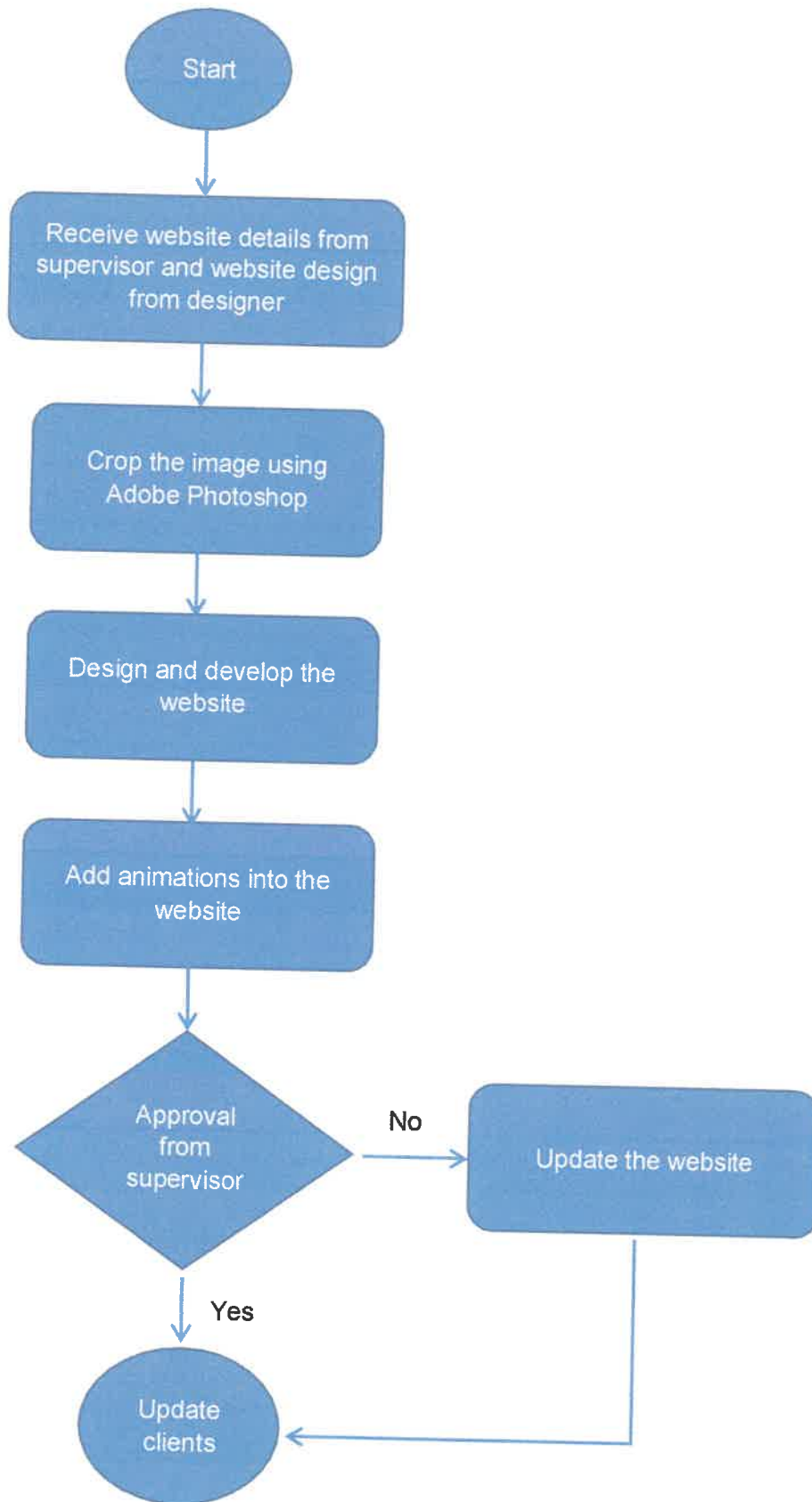


Figure 15 Flow chart of Startup School Asia website development

3.2.7.1 Home page

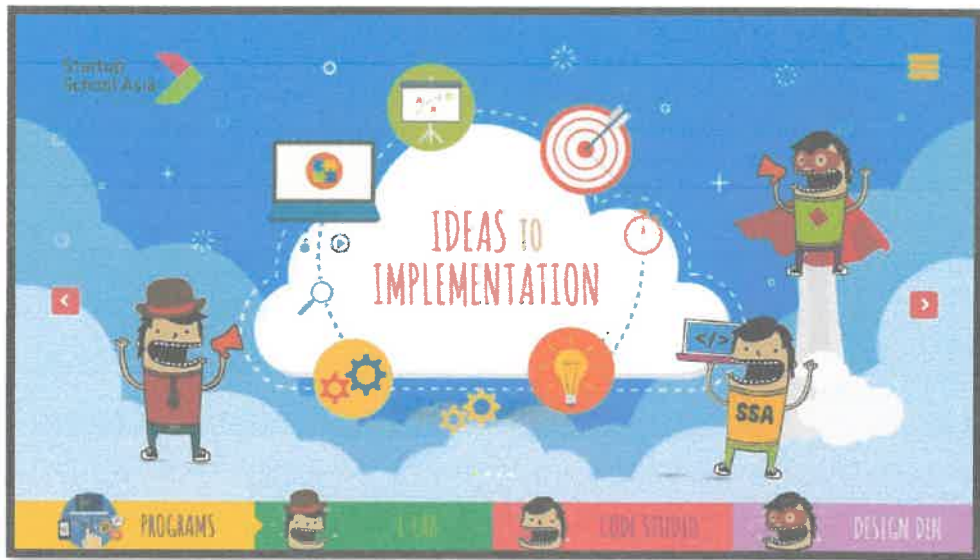


Figure 16 First website design of home page

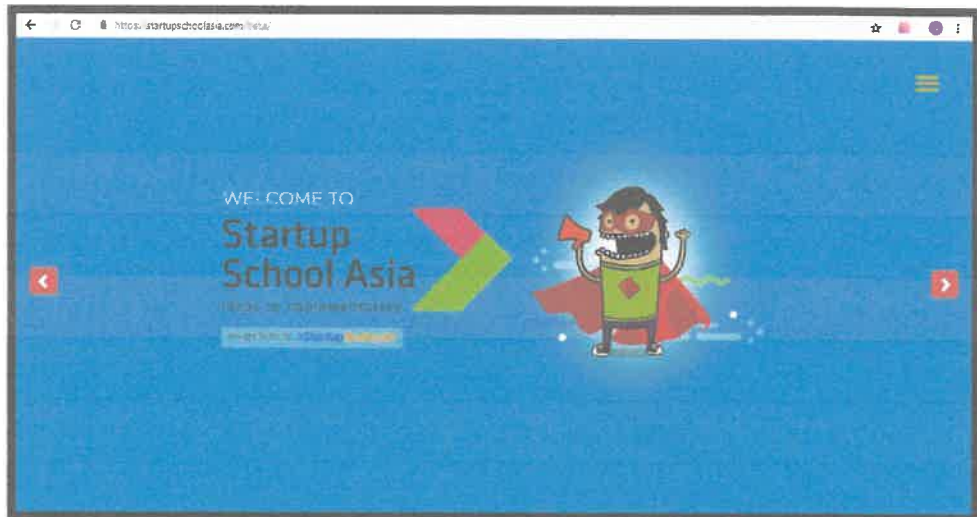


Figure 17 Final website design of home page

3.2.7.2 About Us page



Figure 18 First website design of About Us page

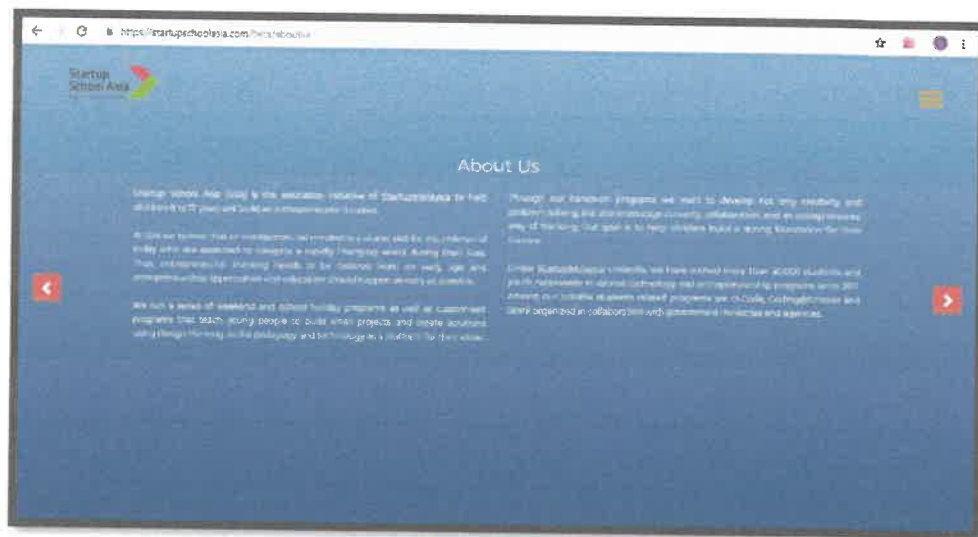


Figure 19 Final website design of About Us page

3.2.7.3 Our Program page



Figure 20 First website design of Our Program page

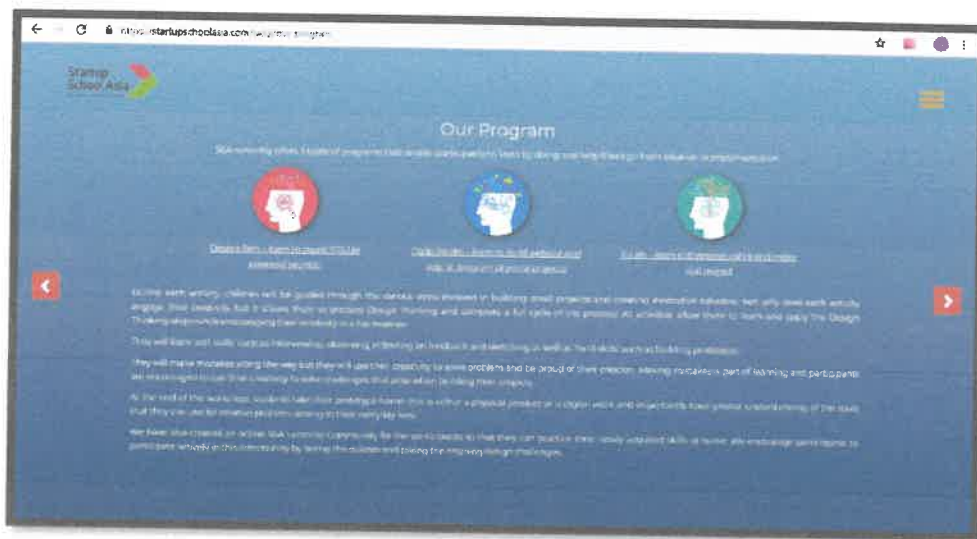


Figure 21 Final website design of Our Program page

3.2.7.4 Design Den page



Figure 22 First website design of Design Den page

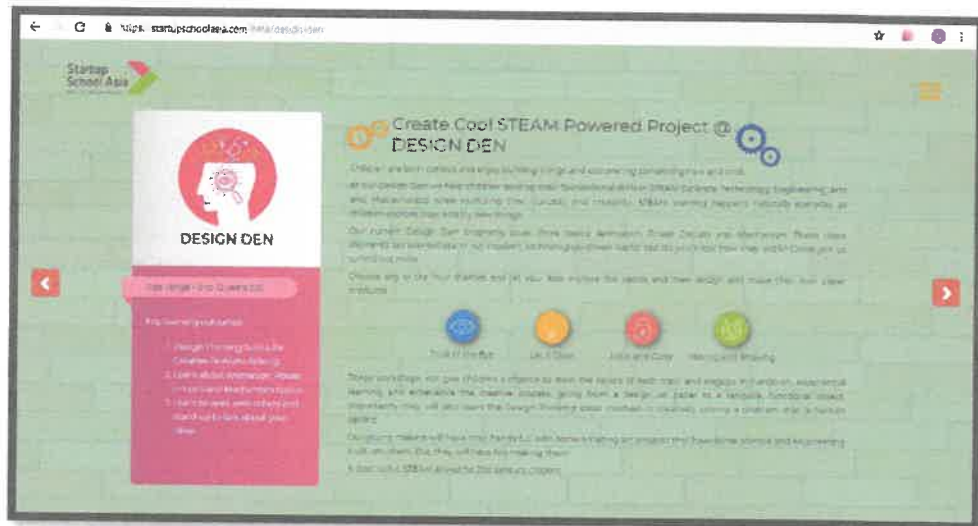


Figure 23 Final website design of Design Den page

3.2.7.5 Code Studio page



Figure 24 First website design of Code Studio page

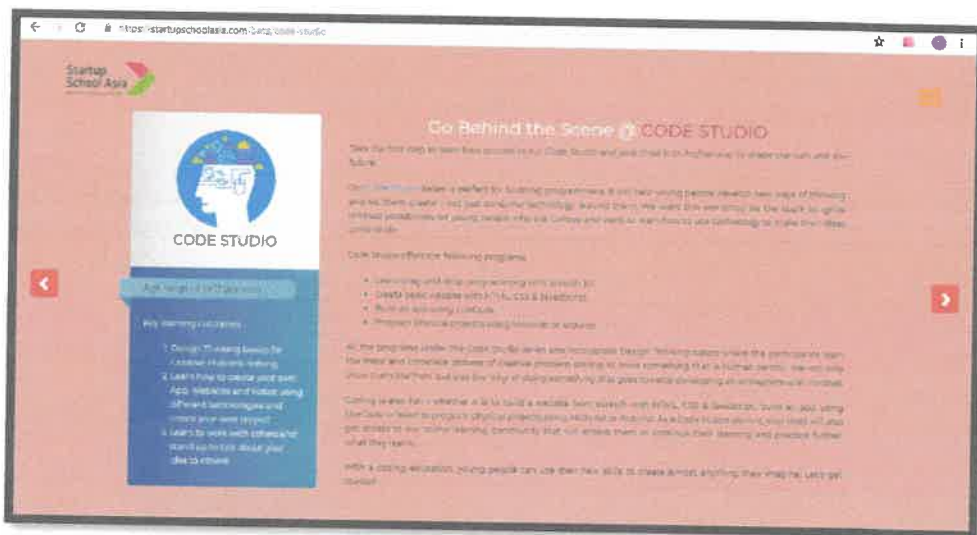


Figure 25 Final website design of Code Studio page

3.2.7.6 E-Lab page

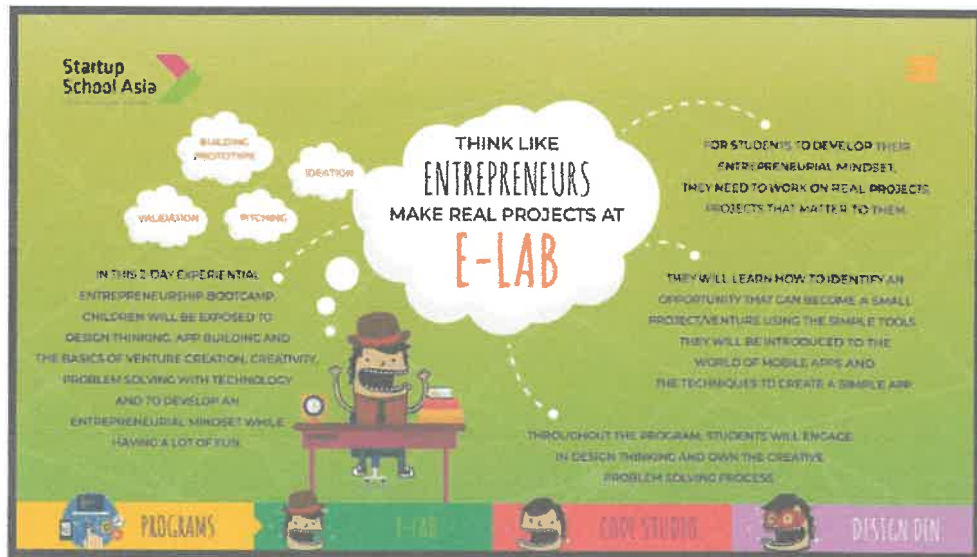


Figure 26 First website design of E-Lab page



Figure 27 Final website design of E-Lab page

3.2.7.7 Contact Us page

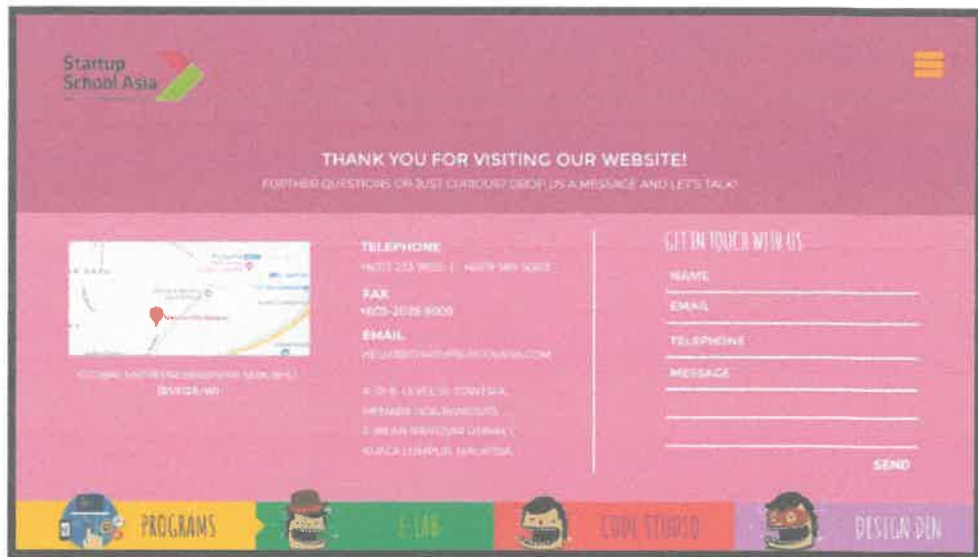


Figure 28 First website page of Contact page

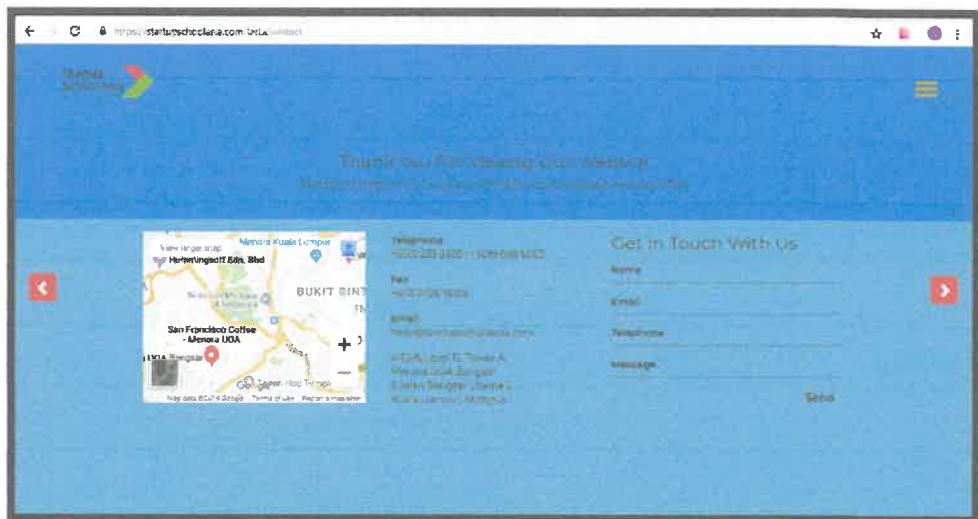


Figure 29 Final website design of Contact Us page

3.2.8 Site Map of Startup School Asia (SSA) website

According to Technopedia (2019), site map is a model of a website's content designed to help both users and search engines navigate the site (Technopedia, 2019).

Below is the site map of Startup School Asia (SSA) website.

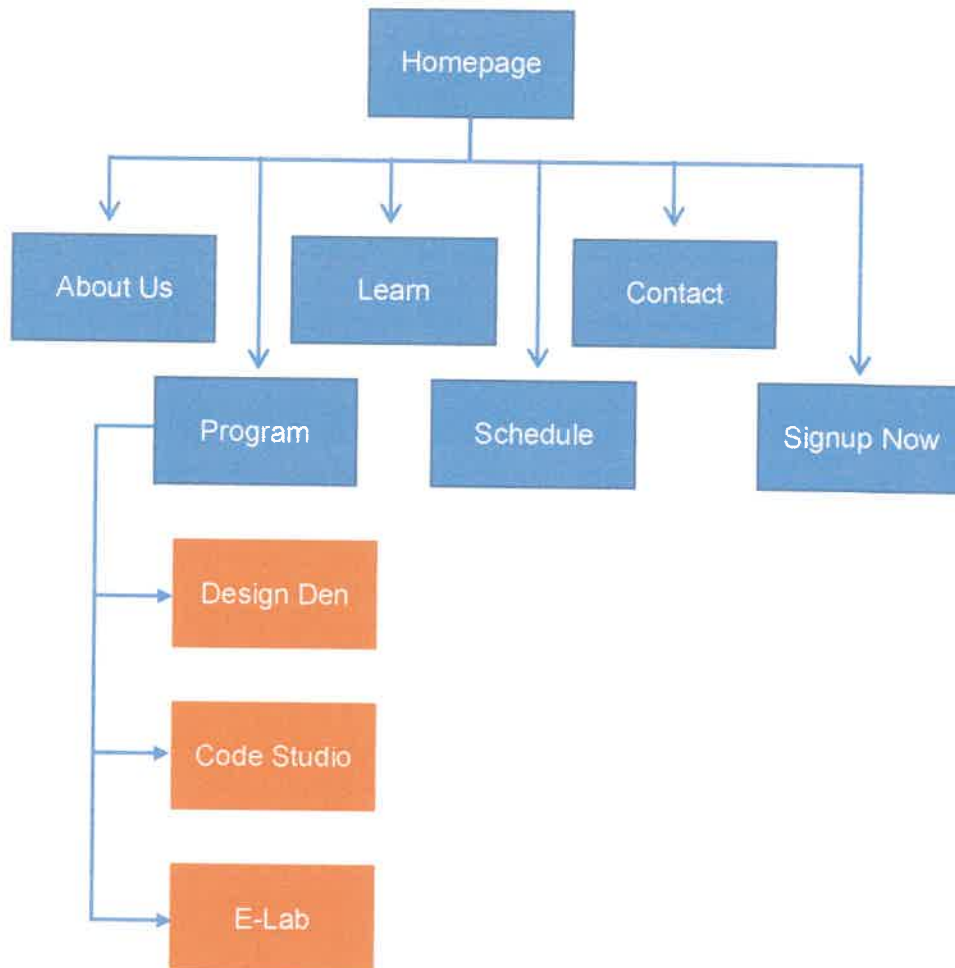


Figure 30 Site map of Startup School Asia website

CHAPTER 4

CONCLUSION

4.1 Application of Knowledge, Skills and Experience

For the internship training at Gizwiz Studio Sdn. Bhd., the trainee has applied the knowledge and skills learn from System Analysis and Design I and II in order to develop the website for clients. As the trainee had been assigned as front-end developer, the knowledge and skill in using Adobe Photoshop and programming language such as HTML and CSS is very important to be implemented to complete the tasks in developing a website. The trainee had learned and explored furthermore about HTML and CSS language through the classes given by the supervisor and from self-learning.

Besides that, the trainee also has applied the knowledge learn from System Analysis and Design I and II in order to write a good documentation whenever requested by the supervisor. Supervisor Jasmine Hor Myn-Li usually will ask to write a documentation whenever she want to learn to edit or update a website using WordPress. The documentation is mostly manual guide or step on how to edit and update a website. As the trainee had learned on how to write a good documentation or manual guide during the study, the trainee applied the knowledge and will make sure that the documentation can be easily read and understand by the supervisor as it will guide her step by step.

Other than that, the trainee had applied good teamwork skill during the internship training learned from the subject of Classification and Filling. If the other staff had more tasks that need to be done, the trainee will help the staff to cover up the task to make sure it can complete within the deadline. The trainee will have a partner for every task given by the supervisor, so the trainee and the staff will help each other and will brainstorming to produce good quality website for clients.

4.2 Personal Thoughts and Opinion

As Gizwiz Studio Sdn. Bhd. only hired industrial training students to be in the team, they provide a real working environment for the trainee and others to learn and experience the situation and environment. The organization will make sure that everyone in the team have task to be done and will not waste time without doing nothing. The trainee feels the working pressure as the trainee had received three different tasks in one day. Although the trainee working with pressure due to many tasks need to be done, but the working place is very comfortable and leisure, where the organization provide comfortable and adequate facilities for the team to reduce the working stress such as reading area, pantry and the staff are allowed to wear casual attire to work.

In Gizwiz Studio Sdn. Bhd., supervisors and the team used Skype as communications tools to communicate between each other. Every tasks, information and details documents were shared and given by the supervisor to the team through the Skype. It was very easy and faster to share the information and documents among others. But, due to much communicate in Skype, there is less face to face communication among supervisor and the team. The trainee feels that the supervisor and the team need to have more face to face discussion and communication not only for work purposes, but in routine interaction as good communication can build and strengthen the relationship.

Other than that, there are also training classes provided by the supervisors towards the staff to increase their knowledge and skills. Supervisor Khaw Chin Siong will give a class to the programmer team by sharing his knowledge and programming skills towards the staff. Usually supervisor Khaw Chin Siong will give a class in the evening before working hour end at least once a month. When there is a staff got a programming problem that cannot be solved, he will help to solve it and will call other staff to share with them on how to solve the programming problem. The trainee also got a web class with supervisor Jasmine Hor Myn-Li, where the trainee learnt about business marketing, web designing and Photoshop class.

As the trainee got tasks involving website development and website improvising, the trainee expect that the task can be done in one day before the working hour end but sometimes, when the trainee gets more than one task in one day, it requires the trainee to work overtime or continue the work at home to make sure the task done within the deadline given and to avoid from work delay. There were a lot of time required to finish up one task in one day and most of the tasks will exceed the working hour, where the trainee need to manage the time properly to avoid from work delay. The supervisor will keep pushing the trainee to finish up the task and sometimes, it was very difficult to finish up the task faster when the supervisor was not around the office to get some help regarding the task problem. The trainee need to ask for help from the other staff to solve the problem.

4.3 Lesson Learnt

From the internship training for 5 months at Gizwiz Studio Sdn. Bhd., the trainee has gain a lot of new knowledge and skills that are very useful for future working experience. One of the new knowledge and skills that has learned is creating and editing a website using WordPress. As the trainee never learned and use the WordPress before, it is a new exposure for trainee to learn and explore the WordPress to edit a website on the first day of starting the internship training. Most of the organizations nowadays used WordPress to create their organizational website so, it is very important to have a knowledge and skills in using WordPress. Most of the tasks given to the trainee involving editing website using WordPress.

The trainee also had further exposure in using CSS language as every editing that need to be done in the website will be use CSS language. As the trainee only know a very basic CSS language, many new CSS coding has been learned by the trainee during internship training. Supervisor Khaw Chin Siong give a lot of guide and lessons with technical example for trainee to easily understand the coding language as the knowledge will be implement in every tasks received by the trainee. Other than CSS language, the trainee also had a little bit of exposure in PHP and JavaScript language and mostly the trainee need to do self-learning to learn more about the programming languages.

Besides that, the trainee had gain a new knowledge in creating and editing website for mobile responsive. Website with mobile responsive is very important nowadays as people mostly browsing and searching information using mobile phone. Supervisor Khaw Chin Siong always monitor every tasks that done by the trainee and he will make sure that the website is good in both mobile responsive and bigger size desktops. The size of the desktops is very important to be considered as it can affect the contents of the website such as the images become bigger or overlap, the change of website layout, the contents cannot be scroll up and down, and many more. Supervisor

Khaw Chin Siong also teach on how to edit mobile responsive easily without effecting the bigger size desktop design.

Other than that, the trainee also learnt about User Experience (UX) and User Interface (UI), where it is very important aspects for organizations that provide IT services towards clients. User Experience (UX) design is a process of creating products, systems or services that provide meaningful and relevant experiences to users, while User Interface (UI) design is an interface created for facilitating direct interaction between a system and a user. (Iren Korkishko, 2019). For example, UX design is focused on where to put the button for the user to find it easily, while UI design will think on how to make the button look interesting and attracting to make the user want to press it. The supervisor points the trainee to implement the UX and UI in every website tasks that are done.

The trainee also learnt about Search Engine Optimization (SEO), where it is important aspect that need to be include in developing website. Search engine optimization (SEO) is the process of improving the visibility of a website or webpage on a search engine results page (SERP) so as to make a company's website more discoverable (Interaction Design Foundation, 2019). SEO will help the organization website to be rank in first page based on the information searched by the user. Example of SEO criteria that need to be put in website are creating page title and page description for all pages, do not duplicate content throughout website, update website content regularly at least once a month and many more. Supervisor Jasmine Hor Myn-Li always focused the trainee to insert all the SEO criteria in the company's website.

Furthermore, from the training at Gizwiz Studio Sdn. Bhd., the trainee got to learnt on how to manage time properly as every tasks given has deadline that need to be submit and the trainee need to figure out and plan which task is important and will reach the deadline first. There is a time when the trainee received more than one task in a day from the supervisor and the trainee need manage the time properly. If the trainee feels that the task cannot be completed within the deadline, the trainee need to ask for help the staff who is free or do not have much work to do. Therefore, teamwork among the staff is very important as they can help each other in term of cover up works and divisions of works.

4.4 Limitations and Recommendations

After 5 months having an internship training at Gizwiz Studio Sdn. Bhd., there are a few limitations that need to be improved by the company. One of the limitations is there is no permanent staff or employee hired by the company as all the hired staff are internship students from different universities. It was difficult for the trainee and others to refer and asking for help if both supervisors are going out for meeting or having meals outside. Although the staff communicate through Skype, but sometimes the supervisors did not receive and read the message. It is very frustrated when there is no reply for the asked questions especially when involving urgent task that need to be completed on time. Therefore, the company need to hire a least one permanent staff that can guide and help the internship staff to complete their tasks whenever the supervisors went out for meeting or other matters.

Besides that, the organization provide a limited access cards for staff to access the office building to go for work. The access card is needed to access the front gate of the building and to access the elevator for staff to enter the office. Gizwiz Studio Sdn. Bhd. only have 4 access cards and the staff need to share with others. It is very difficult for the staff who did not hold the access card to access the building when the staff that hold the card is absent. During lunch time also the staff who did not have the card need to borrow the card from other staff to access elevator and front gate. Therefore, the company need to provide more access card for the staff to easier for them to access the office building. The company need to spend a little bit to get more access cards from Sunway Nexis management.

Gizwiz Studio Sdn. Bhd. also did not have a punch card system to record the staff attendances as the staff need to record by themselves the time they arrived at office and the time they went out from office. The staff also need to note and calculate their overtime (OT) details by themselves as it can cause misunderstanding where the supervisor might not believe the OT details given by the staff. The staff need to note the OT details together with tasks done, so that the supervisor will not doubt about the given OT details. To avoid from misunderstanding involving the OT details, the company need to have the punch card system to record the staff attendance and the time in and out of the office. It will help both supervisors and staff to calculate the exact OT details faster and to avoid from cheating.

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APPENDIX 1: SLIDE PRESENTATION

INDUSTRIAL TRAINING GIZWIZ STUDIO SDN. BHD.

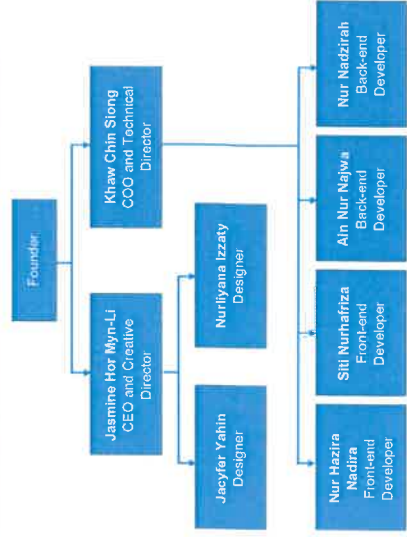
NUR HAZIRA NADIRA BT HARISI
2016595855

ORGANIZATIONAL BACKGROUND

Organization	Gizwiz Studio Sdn. Bhd
Address	D-18-03 Sunway Nexis, Jalan PJU 5/10,, Dataran Sunway, Kota Damansara, 47810 Petaling Jaya, Selangor
Phone / Fax	03-7887 1101
Email	info@gizwizstudio.com
Year Established	May 2003



ORGANIZATIONAL STRUCTURE



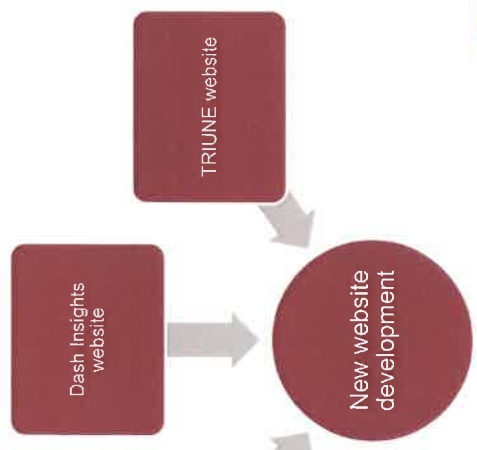
INDUSTRIAL TRAINING ACTIVITIES



NEW WEBSITE DEVELOPMENT



Task	LogoDesignCreation website development
Duration	1st February 2019 - Now
Task supervisor	Jasmine Hor Myn-Li
Hardware/ Device	Computer
Software	WordPress system software



NEW WEBSITE DEVELOPMENT



Task	TRIUNE Centre website development
Duration	18th April 2019 - 25th April 2019
Task supervisor	Jasmine Hor Myn-Li
Hardware/ Device	Computer
Software	Filezilla



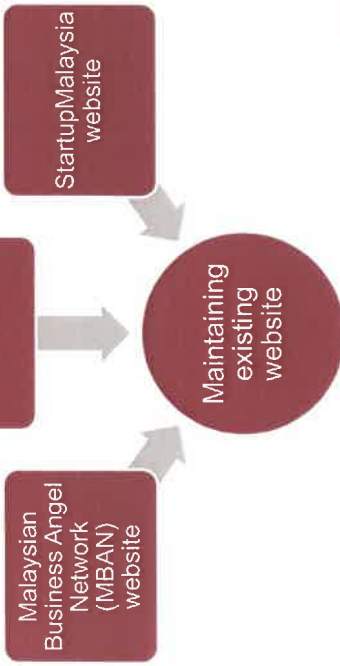
NEW WEBSITE DEVELOPMENT



Task	Dash Insights website development
Duration	21st February 2019 - 5th April 2019
Task supervisor	Jasmine Hor Myn-Li
Hardware/ Device	Computer
Software	WordPress system software



MAINTAINING EXISTING WEBSITE



Task	Maintaining existing website of Malaysian Business Angel Network (MBAN)
Duration	8th May 2019 - 9th May 2019
Task supervisor	Jasmine Hor Myn-Li
Hardware/ Device	Computer
Software	WordPress system software



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MAINTAINING EXISTING WEBSITE



Task	Maintaining existing website of Cradle Seed Venture (CSV)
Duration	11 th June 2019
Task supervisor	Khaw Chin Siong
Hardware/ Device	Computer
Software	WordPress system software



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MAINTAINING EXISTING WEBSITE



Task	Maintaining existing website of StartupMalaysia
Duration	2nd May 2019 - Now
Task supervisor	Jasmine Hor Myn-Li
Hardware/ Device	Computer
Software	Sublime text, Filezilla, Adobe Photoshop



Technical class

Web design class

Training classes

SPECIAL PROJECT: STARTUP SCHOOL ASIA (SSA) WEBSITE

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INTRODUCTION

Startup School Asia (SSA) is the education initiative of StartupMalaysia to help children of age 8 to 17 years old build an entrepreneurial mindset.



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Young people

Scope of project

StartupMalaysia team

Parents

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TOOLS

Hardware

Computer

Software

Filezilla

Adobe Photoshop

Sublime Text 3

PerfectPixel

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PROJECT PLANNING

Planning phase

Analysis phase

Designing phase

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DESKTOP
SIZE



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MOBILE
RESPONSIVE



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CONCLUSION



Application of knowledge, skills and experience

- Programming language
- Documentation

Personal thought and opinion

- Working environment
- Communication among staff and supervisor
- Training class

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CONCLUSION



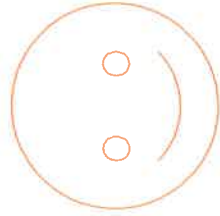
Lesson learnt

- WordPress and programming language
- UI and UX
- Search Engine Optimization (SEO)
- Time management

Limitation

- No permanent staff
- Inadequate access card
- No punch card system

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THANK YOU

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