UNIVERSITI TEKNOLOGI MARA

A CONTENT BASED TAXONOMY OF THE DOCUMENT REPOSITORY ON ICT PROJECTS TECHNICAL APPROVAL FOR HIGHER EDUCATION INSTITUTIONS

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AUTHOR'S DECLARATION

I declare that the work in this IT Project was carried out in accordance with the regulations of Universiti Teknologi MARA. It is original and is the results of my own work, unless otherwise indicated or acknowledged as reference work. This IT Project has not been submitted to any other academic institution on non-academic institution for any degree or qualification.

I, hereby, acknowledge that I have been supplied with the Academic Rules and Regulations for Post Graduate, Universiti Teknologi MARA, regulating the conduct of my study and research.

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ABSTRACT

The document is the main mechanism of or in carrying out the business of an organization. In the Government, the document played an important role in the management and the basis for the people reliability to public service. Integrity can only be disclosed when the records are complete, authentic, easily accessible and usable. However, this is often underestimated in which affects the Government agencies where documents are often not found when needed and become tacit knowledge to some staff. Therefore, this study uses the taxonomy as a form of classification to improve the management of documents in order to become more effective and efficient with knowing the location of important document in which they can be reached easily and quickly. The content based taxonomy on ICT projects technical approval for Higher Education Institutions in the Ministry of Higher Education Malaysia (MOHE) were used as case study. Ten (10) content classifications have been identified and used to develop a taxonomy in the form of a matrix. To verify the taxonomy, expert verification from MOHE was obtained and prototyping was developed. The web based prototype has been developed to get the information and documents related to ICT projects technical approval through content classification as a search field. The study confirm that content based taxonomy can be used as another form of classification, knowledge inventory, and thus making explicit knowledge. In addition, the taxonomy can also use as tools in the document or information searching.

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