

LAPORAN LATIHAN PRAKTIK
DI
UNIT TEKNOLOGI MAKLUMAT
UNIVERSITI TEKNOLOGI MARA, KEDAH
SUNGAI PETANI 08400
MERBOK, KEDAH DARUL AMAN

OLEH
AQILAH AUNI BT JOHARI (2006443940)
NORAINI BT MD AKHIR (2006443853)

LAPORAN DIKEMUKAN KEPADA
FAKULTI SAINS KOMPUTER DAN MATEMATIK
UNIVERSITI TEKNOLOGI MARA
SEBAGAI MEMENUHI SEBAHAGIAN DARIPADA SYARAT
UNTUK MEMPEROLEHI
DIPLOMA SAINS KOMPUTER

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1.0 INTRODUCTION

1.1 INTRODUCTION OF PROJECT

We have decided to build an effective system that can make people easily to make complain especially on facilities problem that they faced. We develop the e-Facility system especially for Facility Management Department, UiTM Kedah. The main purpose of the system is to help the student and staff to make complain on facilities problem. At the same time this system also help the admin staff to organize all the data and information that they receives according to complain report. Staff and student can view their report status after complain have been made through this system. On admin staff side, they can take action and edit each complain report and decide which technician to solve the facility problem. Admin also can search the information that they want and generate report. Because of this, complain record will be more smoothly and efficiently.

There are two categories of people that can use this e-Facility system which is UiTM staff and admin staff. Admin has authority to access whole system differ with staff where they has limited access to the system. Staffs does not have to login before using this system it is because to reduce the biro ration process. In other hands, admin staff has to login before fully use this system. So that all data and information that they receives become confidential and secure.

2.0 INTRODUCTION TO ORGANIZATION.

2.1 ORGANIZATION BACKGROUND

Facility Management Department is one of the main department in UiTM, Kedah in order to plan the campus development. This department also make sure all the facilities that needed to organize programs and activities that handle under UiTM Kedah was successful. This department have 36 staffs and extremely support by 1 Engineer, 4 Technician Assistance from civil, electric and mechanical.

This department has been divided into four sub units to make sure the management of department become easier. Operation unit, Project and Contract Unit, Mechanical Unit and Electric and Communication Unit are the sub units under facility department.

Facility Management Department is responsible in providing all the necessary accommodation for UiTM and at the same time response and take action for each of facility complain report. Besides that, this department also will make sure all the facilities in UiTM Kedah always in good condition.

This department directly report to Campus Director and at the same time it functionally under Director of Facility Office Management and Development Director control which centre in UiTM, Shah Alam.

Facility Management Department is located at the main entrance of UiTM Kedah campus and at the left of Jalan Persiaran Universiti.

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