

**INDUSTRIAL TRAINING REPORT:  
ASL DEVELOPMENT GROUP (M) SDN BHD**

**SPECIAL PROJECT :  
ASL LISTING & REQUEST SYSTEM**

**BY  
MOHD NORRASHID BIN MOHAMAD SUKOR  
2014713591**

**FACULTY SUPERVISOR  
EN. MOHD AKMAL FAIZ BIN OSMAN**

**REPORT SUBMITTED IN FULFILLMENT OF THE REQUIREMENT FOR  
THE INDUSTRIAL TRAINING  
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## DECLARATION

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MOHD NORRASHID BIN MOHAMMAD SUKOR

2014713591

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## ABSTRACT

These academic report is based on the period from February 1<sup>st</sup> 2017 until June 30<sup>st</sup> 2017 in Entrepreneur Department of ASL Development Group (M) Sdn Bhd. This report entails the experiences of mine, the background of the organization where I had my practical training and the industrial training activities I have done throughout the five-month period. Industrial training is compulsory to all Semester 7 students from Faculty of Information Management, UITM Machang Kelantan as it is partial fulfilment of the requirement in order to be awarded degree in Information Management study.

**Keywords:** *inventory system, backup log, data migration, mini system, ASL*

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Furthermore, I would like to thank En Mohd Rawi Bin Othman, the Head of Entrepreneur department, for accepting me into his department for the practical training which is has given me opportunity to learn new thing and gain knowledge. In addition, I also would like to thank to my faculty supervisor, En. Mohd Akmal Faiz Bin Osman for his guidance in order for me to writing these academic report. Without his help and support, I might not be able to finish up and might not even have a clue of how to do this project. I also felt very grateful for his support and concern towards me in completing these academic report.

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ASL  
Development  
Group (M) Sdn Bhd

## CHAPTER 1: INTRODUCTION

In the beginning of these chapter which is focusing on the introduction of the industrial training which has been complete successfully. My industrial training period has started from 1 February 2017 until 30 June 2017 at ASL Development Group (M) Sdn Bhd. No 26-1, Jalan Sungai Burung Y32-Y, Bukit Rimau, Seksyen 32, 40460 Shah Alam, Selangor. These industrial training is known as one of the important requirement which is compulsory for all student including of student IM245 which Bachelor of Information Science Management (Hons) Information System Management. Student were be able to choose their own organization that they would like to do internship or industrial training. After completing these industrial training, student can be able to apply and used the knowledge in multiple ways which they able to use them in suitable issues in order to assist the organization to improve their business operation.

Other than that, they can also have an experienced of real environment in working and by facing these industrial training, students being able to train themselves in a long term view. Instead of that, students can also trained themselves in terms of professional etiquette which consist of the communication, appearance, attitude and completing different task in a very limited of time.

Furthermore, being a part as the staff of that organization helps the student to develop and enhance their two ways communication in both formal and informal situation which is among the staff, officers and including client of the company. These industrial training also taught these student on how to deal with either professional situation or non-professional situation without involving their emotional matters. As for my experience in completing my industrial training in ASL Development Group (M Sdn Bhd), I am also able to apply all my knowledge in information, information technology as well as learn how to maintain the current system they have been

## 1.1 BACKGROUND OF THE ORGANIZATION



ASL Development Group (M) Sdn Bhd is a company that is well established and currently developed its wing to other industries starting from Education & People Development Based Business which is currently divided into Corporate Training, Entrepreneurship Development and Early Child Education. Instead of that there are others industries that ASL Development Group investing and developing based on the business opportunity, network and capabilities which are Online Solutions (Online Marketing Solutions and Online Media), IT Solutions, Trading & Retailing, and Fishery & Farm.

ASL Development Group has been established since 2004 and it used to be ASL Training & Consultancy. After few years been established these company has started to grow bigger and stronger business portfolio in order to attract the user and give their user the best service they can have. They offer their user with a variety of business services and products with a strong diversified business portfolio. ASL Development group main industries consist of the education and the technology which is based on the internal strength resources and the business network as well at the same time.

Other than that, ASL Development Group (M) Sdn Bhd carries an ultimate purpose of their mission which is to become one of the leading companies in the five main divisions which is corporate training, entrepreneur development, child education & development,

it solutions and lastly is the online media) which they provide and fulfill the needs for all business field.

It is located at No. 26-1, Jalan Sungai Burung Y32/Y, Bukit Rimau, Seksyen 32, 40460 Shah Alam, Selangor and their working hour is Monday until Friday which is 8.30am until 6.00pm and for Saturday their staff will be working for half day.



Figure 1 maps

ASL needs to ensure that they are aligned with the industry and business needs by strengthening own capabilities and performance by collaborating with strategic business partners and alliances inside locally and internationally. This company is also aggressively transferring technologies from develop countries and apply into those 5 divisions. Currently, they are growing and aiming for a strong vision to sustain its platforms beginning with capability being entrusted to hold shares in a number of major companies around Malaysia and many more.

## 1.2 ORGANIZATIONAL STRUCTURE

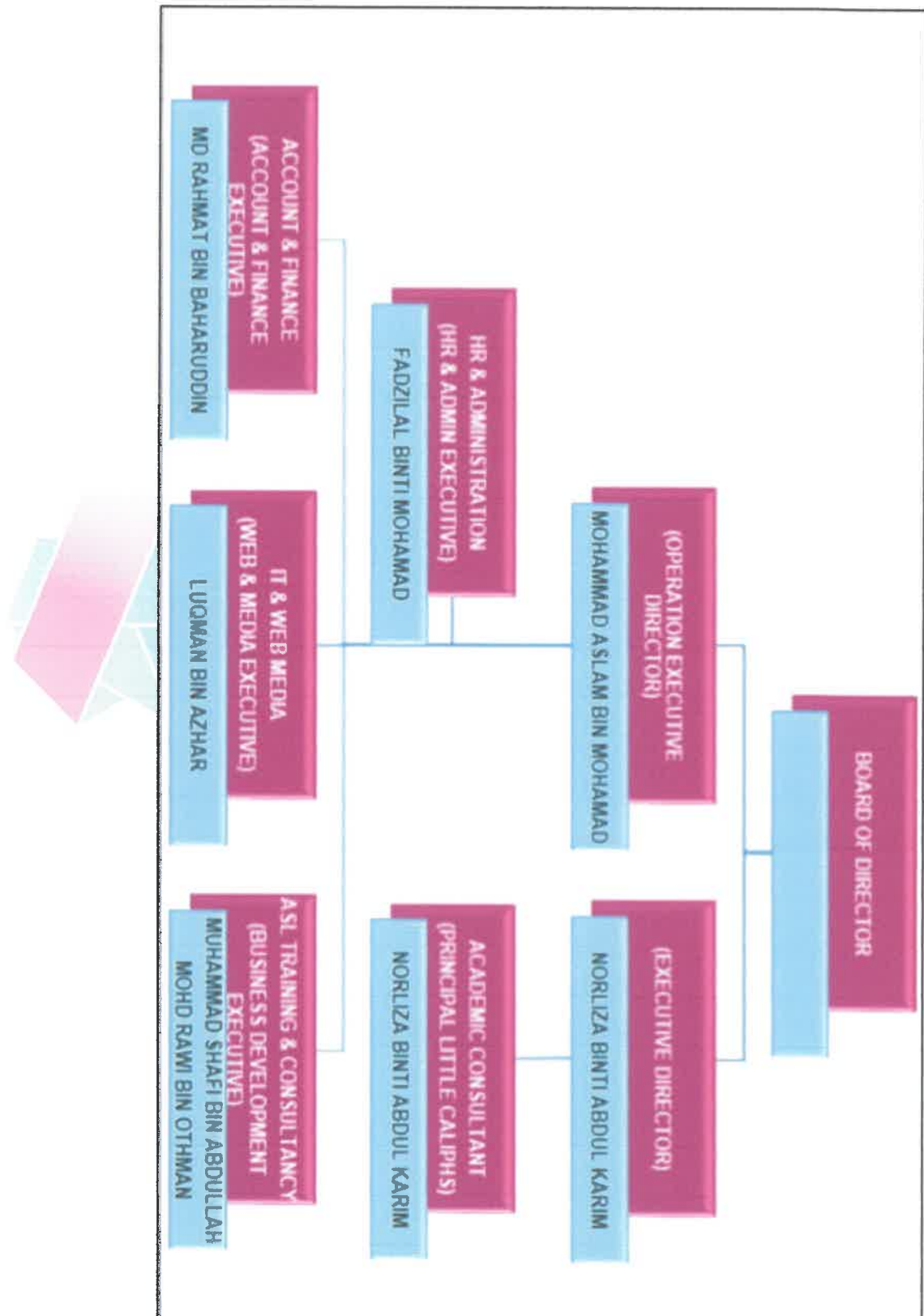


Figure 2 chart

## CHAPTER 2: ORGANIZATION INFORMATION

### 2.1 DEPARTMENTAL STRUCTURE

In ASL Development Group Sdn Bhd there were many department such as IT department, corporate training, entrepreneurship department, Human Resource department and lastly is account department.

### 2.2 DEPARTMENT FUNCTION



These entrepreneur department or known as department Usahawan offered their user and client different entrepreneurship training form for different groups and age stages. Other than that, those modules and learning applied that being distribute can be change according to the purpose and desire that is needed by their client and user. Instead of that these department offered their client especially their existing client and user free consultation services in exchange of their loyalty for choosing our company. Program usahawan.com focuses on the management of training in order to provide efficiency and effectiveness of strategic decision making

They were lots of program that being held by the department which is to boost, improve and give information that can be applied in order to become successful entrepreneur. However those program are being classify into four major program which is entrepreneurship specialization, entrepreneurial skill, and human capital skill and lastly is strengthening entrepreneurship.

They also prepared a program which is called Inner Circle Program Usahawan (ICPU). It is a program that being created special for the client and it contains with thousand benefits specific for their client that stay with our program.



## CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES

These industrial training subject is a compulsory subject that should be taken by most semester 7 student which is known as final year student. It provides students a pre-working experiences with their own specific assignment and responsibilities at the organization. Student are expected to contribute to the organization and gain some knowledge including experienced throughout the organizational business activities. An Industrial Training programmed is relevant to the student's personal career interest and improve their marketability after graduation (Faculty of Information Management UiTM, 2014).

### 3.1 TRAINING ACTIVITIES

I have completed my 5 months industrial training successfully and i have gained many new experienced and knowledge which is beneficial throughout completing it. Below is the summarization details of my industrial training activities from 1 February 2017 until 30 June 2017

#### 3.1.1 Filing

##### 3.1.1.1 Account Department / Entrepreneur Department / Corporate Training

In these process of filing I have been given tasked to create a new file for the file which has been full or it is deem necessary and also if the file is already damage. I also arrange the sequence of the document inside the file into 'Bottom Up' sequence which is easy for them to access back the document.

Instead of that I also have been told to created patrician for each title and subtitle in order to make them understand and knew what document it is about. Those partisan also were created according to month. An appraisal process also has been done in order to



minimize the document and to identify whether the document were insert into the right file.

Other than that, outside the file I created a label so that they can knew what type of file is that with different color for each department. Every department has their own color and label itself.

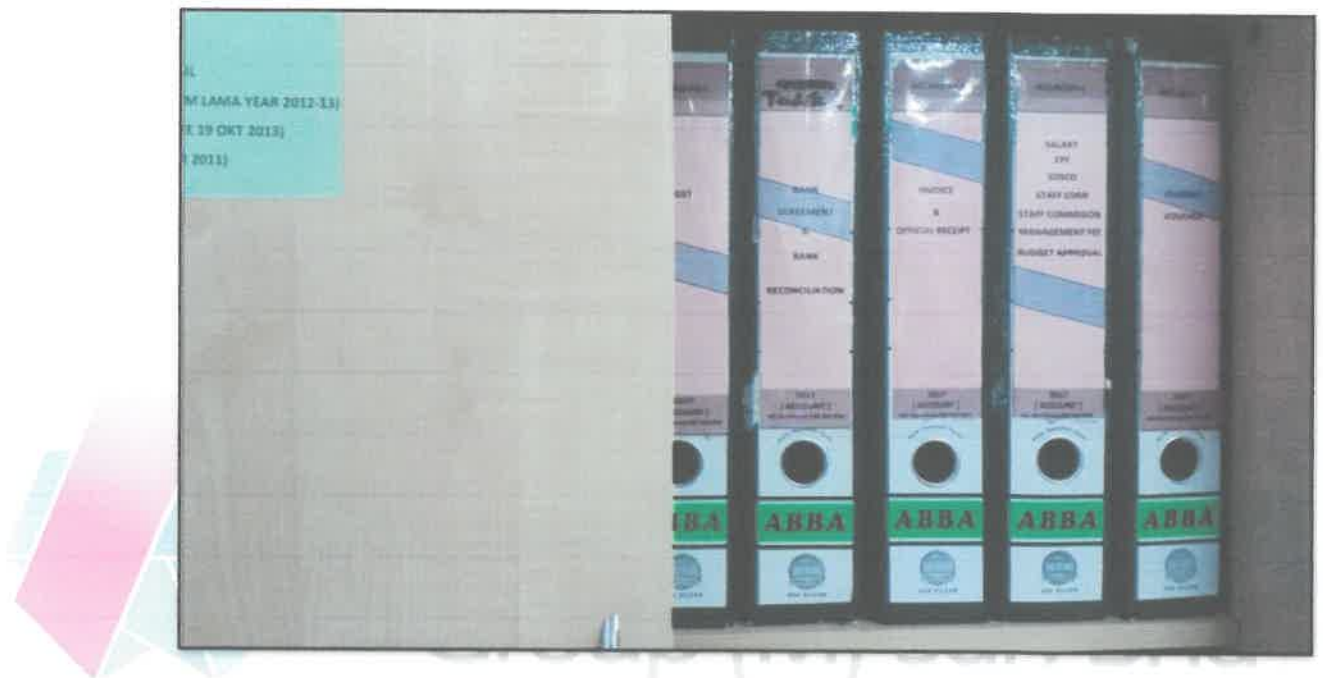


Figure 3 Filing

### 3.1.2 Designing

#### 3.1.2.1 Edit website

As for these website, they used WordPress and my job is to edit the website page into latest content that is needed. There were multiple website that need to be edit their content which has been told such as [www.programusahawan.com](http://www.programusahawan.com), [www.Printheaven.com](http://www.Printheaven.com), [www.aslgroup.com](http://www.aslgroup.com) and lastly is [www.aslformember.com](http://www.aslformember.com). These are the website that need to be edit in terms of the button, sidebar, banner, popup copy

writing and including video. Other than that, I also has been created a few page for these website such as page for compilation videos and compilation of quotes.

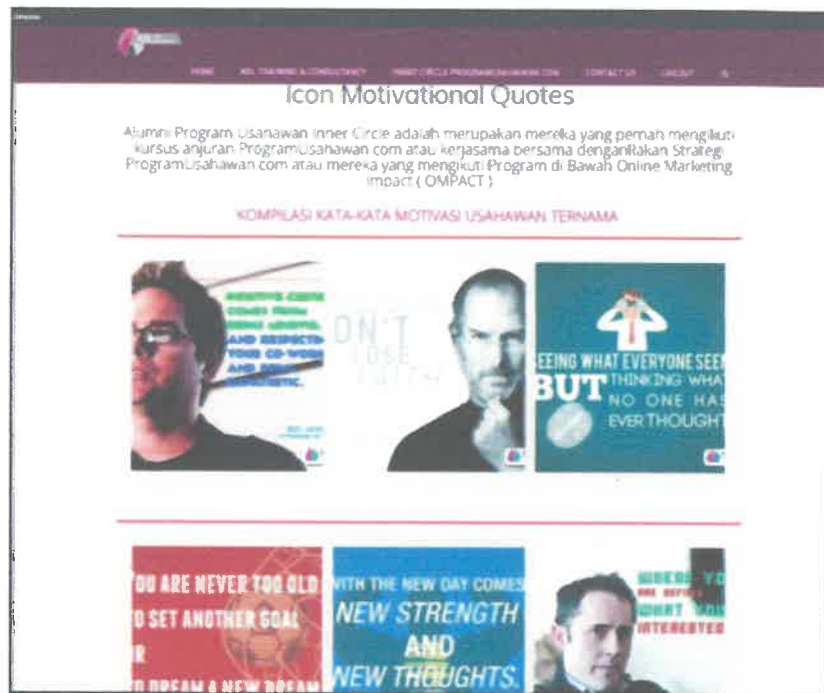


Figure 4 Motivational Quotes Page



Figure 5 Tip Usahawan Page



Figure 6 Video Page

### 3.1.2.2 Make Certificate, Module For Training

Other than that, I also has been given a task to make a module and prepare certificate for the event that will be held under ASL Training & Consultancy (Corporate Training) and Entrepreneurship Department (ProgramUsahawan.com).



Figure 7 Example Certificate

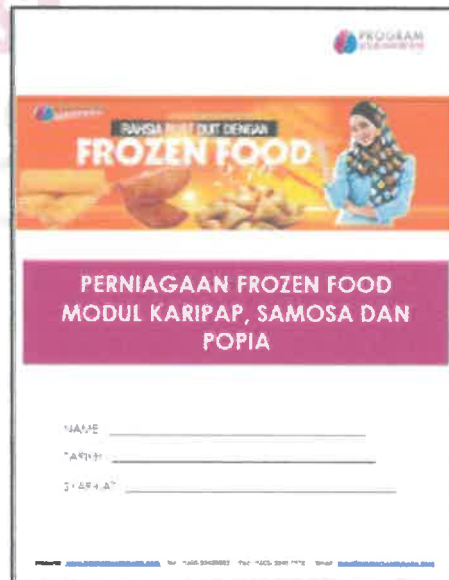


Figure 8 Example Module

### 3.1.2.3 Photoshop-Nametag, Button, Slider, Banner

IT department staff given a task to make a banner and side bar for program under ASL Training & Consultancy Department using a Photoshop. Trainee must search a suitable

picture that want to put in the banner and have a guideline to be follow from the IT staff.

This task completed in a three days.



Figure 9 Example Banner



Figure 10 Example popup

#### 3.1.2.4 Printheaven

Printheaven is a company printing that serve under ASL Development Group and it also has their own website which is allow their user to see what kind of business they do. In

these website also has an example of previous project that has been done. My task is to update the page into latest template and insert some picture.



Figure 11 Printheaven Page

### 3.1.3 Others

#### 3.1.3.1 Key in Data

During the duration of my practical i had given a task to help Accounting Department to key in monthly fee and cash hand data for each kindergarten that have under ASL Group Development (M) Sdn Bhd. Other than that, trainee also make a master list of video for ASL Training & Consultancy, collect data and statistics from tawk.to and form Producteev. The trainee used Microsoft Excel to key in all the data. Apart from that, trainee know how to use the Microsoft Excel.

| Account    | Date      | Description                           | Reference                     | Amount | Balance |
|------------|-----------|---------------------------------------|-------------------------------|--------|---------|
| BR - APRIL |           |                                       |                               |        |         |
| 3403/000   | 10/3/2017 | MONTHLY FEE APR'2017                  | CLEAR ON CHEQUE REC: 02801    | 270    | 0       |
|            | 10/3/2017 | BIBI NUR FARHANA                      | CLEAR ON CHEQUE REC: 02801    | 0      | 270     |
| 3400/000   | 10/3/2017 | MONTHLY FEE APR'2017                  | CLEAR ON TRADA REC: 02803     | 270    | 0       |
|            | 10/3/2017 | RAISYA MAISARAH                       | CLEAR ON TRADA REC: 02803     | 0      | 270     |
| 3400/000   | 24/4/2017 | MONTHLY FEE APR'2017                  | CLEAR ON 28/3/2017 REC: 02858 | 270    | 0       |
|            | 24/4/2017 | MUHAMMAD FARIS MIKHAIL                | CLEAR ON 28/3/2017 REC: 02858 | 0      | 270     |
| 3400/000   | 24/4/2017 | MONTHLY FEE APR'2017                  | CLEAR ON 28/3/2017 REC: 02857 | 420    | 0       |
|            | 24/4/2017 | KHAMILU RAYYAN BIN KHAIRUL RAHIM      | CLEAR ON 28/3/2017 REC: 02857 | 0      | 420     |
| 3400/000   | 24/4/2017 | MONTHLY FEE APR'2017                  | CLEAR ON 24/3/2017 REC: 02856 | 270    | 0       |
|            | 24/4/2017 | KEYSA AZ ZAHWA BINTI AHMAD FARIZ      | CLEAR ON 24/3/2017 REC: 02856 | 0      | 270     |
| 3402/000   | 24/4/2017 | MONTHLY FEE APR'2017                  | CLEAR ON 24/3/2017 REC: 02855 | 420    | 0       |
|            | 24/4/2017 | MARYAM AZZAHRA BT MOHD AZAHARI        | CLEAR ON 24/3/2017 REC: 02855 | 0      | 420     |
| 3403/000   | 24/4/2017 | MONTHLY FEE APR'2017                  | CLEAR ON 25/3/2017 REC: 02854 | 420    | 0       |
|            | 24/4/2017 | NUR AISYAH DALILAH BINTI RHIRUL AZHAR | CLEAR ON 25/3/2017 REC: 02854 | 0      | 420     |
| 3403/000   | 24/4/2017 | MONTHLY FEE APR'2017                  | CLEAR ON 23/3/2017 REC: 02852 | 270    | 0       |
|            | 24/4/2017 | AZ ZAHRA AISYAH                       | CLEAR ON 23/3/2017 REC: 02852 | 0      | 270     |

Figure 12 Example Key in Data

### 3.1.3.2 Assist Program Usahawan

A program being held at TEKUN Corp office in TTDI Jaya and I have been asked to become representative to assist these program for two days which is on 14 and 15 March. In these program my task is to setup the equipment that is needed which is laptop, projector, microphone, bunting, foods and others. Day before the event I have been busy preparing the equipment and materials that is needed to bring to these event such as certificate and module for training.



*Figure 13 Program Frozen Food*

### 3.1.3.3 Outgoing Call

As for these task I have been asked to call certain people and organization and i call them asking for their verification whether to attend and involve in the program being held or not. Other than that, I also make a phone call to certain organization such as TM, TEKUN and few other organization regarding company issue and matter. Before I have been given task to make an outgoing call, I have been taught on how to speak efficiently and politely with the user or the person that I will call. These kind of action is to avoid me or other staff some knowledge on how to speak professional through the phone.

### 3.1.3.4 Moving and Deco Office

In the end of May our office were busy to moving from the previous location into new office which is located at the section 32 Shah Alam and I have been given task to packing and wrapping all office equipment before moving to new office. After moving to the new office another task has been given which is to decorate the office and decide the location



that the equipment need to be placed. As for the task to decorate office, that task been given to me and my friends to decorate it according to upcoming Aidilfitri celebration.



Figure 14 Decorate Office Raya 1



*Figure 15 Decorate Office Raya 2*

### 3.1.3.6 Setup Pc

The task to setup pc mostly being given to me when there were meeting that will be held outside or inside the office, I have been asked to setup the equipment that will be used in that meeting or event and I have to make sure that after the event the equipment will be put back at the place where I get it from. Other than that, I also have been given task to setup pc and dismantle it when we were in the process of packing to move office. I need to check whether all equipment regarding it is being kept.

### 3.1.3.7 Tender

During my practical I also has been given task to grab a tender for PKNS and it is a tender regarding the "Program Usahawan" in Selangor. The task was to get the tender and fill the form and submit it before the dateline. I also has been asked to prepare the document that is needed in order to get these tender. It took about two weeks for me to prepared the document, get signature of certain people and prepared the document

needed. I have to keep going from office to PKNS in order to make sure that all requirement that they want is fulfilled.

### **3.1.3.8 Inventory**

During the practical training I also have been asked to do some stock take for their inventory including store and on used item for IT department. This task is given because to identify how much equipment is missing, still on used and that is still kept on store. Instead of that it is also to identify how many total equipment IT department have in their possession and also to identify the asset for IT department. Other than that, I have been asked to create a list which is in that list will be listed all IT asset that have been count including the brands, quantity and amounts for each of them.



**ASL**  
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| NO | ITEM   | QUANTITY | PRICE PER UNIT | TOTAL    |
|----|--|----------|----------------|----------|
| 1  | Power Supply   | 12       | RM20           | RM240    |
| 2  | VGA Cable  | 4        | RM14.20        | RM56.80  |
| 3  | Wifi Adapter   | 2        | RM60.00        | RM120.00 |
| 4  | Urb Mouse  | 1        | RM19.90        | RM19.90  |
| 5  | Top Link Urb Wifi  | 3        | RM38           | RM114    |
| 6  | Urb Connector Cable  | 11       | RM30           | RM330    |
| 7  | Powert Power Supply Adapter                                  | 1        | RM17           | RM17     |
| 8  | Monitor Adapter  | 1        | RM37           | RM37     |
| 9  | Monitor  | 3        | RM285          | RM855    |
| 10 | CPU  | 3        | RM1,633        | RM4,899  |
| 11 | Keyboard   | 6        | RM32           | RM192    |
| 12 | Fax  | 2        | RM354          | RM708    |
| 13 | Extension  | 5        | RM44           | RM220    |
| 14 | Network Cable  | 7        | RM32           | RM224    |
| 15 | Portable Calcom Modem  | 1        | RM160          | RM160    |
| 16 | Urb Cable Printer  | 2        | RM16           | RM32     |
| 17 | Printer Fuji Xerox   | 1        | RM210          | RM210    |
| 18 | Motherboard MSI H81M-P32L                                    | 1        | RM265          | RM265    |
| 19 | Motherboard Asus M5A97RC                                     | 1        | RM387          | RM387    |
| 20 | DVD Factory Default Disc / E Machine                         | 7        | -              | -        |
| 21 | DVD ISL 1000 User Manual CD A50-031669                       | 1        | -              | -        |
| 22 | DVD Epson Printer Driver                                     | 1        | -              | -        |
| 23 | DVD Microsoft Office / All Annurus / Adobe Photoshop         | 1        | -              | -        |
| 24 | DVD Canon Image Class LB6030                                 | 1        | -              | -        |
| 25 | DVD Reinstalling Sonic Digital Media v 7 LE & Mydud          | 1        | -              | -        |
| 26 | DVD Nero 7 Essentials  | 1        | -              | -        |
| 27 | DVD Nero Express   | 1        | RM265          | RM265    |
| 28 | DVD C++ How To Program Deresi & Deresi                       | 1        | -              | -        |
| 29 | DVD Database Design Application Development & Administration | 1        | -              | -        |

Figure 16 List Inventory IT

### 3.1.4 Outdoor Activity

#### 3.1.4.1 Dinner

In the second month of my industrial training which is on March, our company held an Annual Dinner 2017. It is an event that also being held by our company every year at the INTEKMA Hotel Shah Alam. In these event all staff including me were involved in preparing the event such as wrapping the gift, prize and doing some mock up cheque which is will be needed at the event. On that day also we were being asked to set up the stages according to the themes that has been decided which is Arabic night and all the activities that will be held. I took part also in editing the mock up cheque and others.



Figure 17 Dinner Setup

#### 3.1.4.2 Hiking

At first month of our industrial training which is in the second week of February our company held an outdoor hiking activity. The location of these hiking is at the Bukit Tabur, Selangor. Usually each month they will held this kind activity in order to keep their staff healthy instead of sitting in the office and to make sure their staff is strong in term of physical and mental. Other than that this kind of activity is to make a bond among the staff especially for new staff and intern like me to get along with them. This is also one of their team building program that they held for their staff.



*Figure 18 Hiking Gunung Tabur*

### **3.1.4.3 Little Caliphs Kindergarten**

This is an even under the Little Caliphs Kindergarten and we staff has been asked to join and help teacher from kindergarten to manage student kindergarten in early February. Every staff has been given few numbers of children that need to be taken care. These is also one of the action to create a bond with the teacher for each branch



Figure 19 Zoo( Kindergarten)1



Figure 20 Zoo (Kindergarten)2

#### 3.1.4.4 Program Bantuan Dapur

It is a program that being held every year in Ramadhan and they will went to the poverty home people and provide them with something that can ease their burden in Ramadhan and upcoming Syawal. However, for these year we had decide to give foods and some cash so that they can used for their living. These events were involving all staff from all branches including the teacher from Little Caliphs kindergarten and we have been divided into multiple location such as Shah Alam, Klang and lastly is Kuala Lumpur. It is one of the good deeds that they usually done for Ramadhan.



Figure 21 Bantuan Dapur 1





Figure 22 Bantuan Dapur 2

## 3.2 SPECIAL PROJECT

### 3.2.1 Project Identification

#### 3.2.1.1 Introduction

It is compulsory for each student to have their own special project while completing the practical training stage during the past 5 months. As what trainee have been stated roughly previously, trainee had been discuss with CEO of company about the special project which is **ASL Listing and Requesting System**.

As what have been learning previously, System Analysis and Design is the process of examining a business situation with the intent of improving it through better procedures and methods. The first critical step in the project cycle management is the Identification and Selection Process. The step mentioned is such an important stage of all as it affects

the whole project including the sustainability of a project being done. Also has been done learning thoroughly about the System Development Life Cycle (SDLC) which it is a traditional methodology used to develop, maintain as well as to replace information system. There are five important phases in SDLC which we are going through only three of the phases first. They are:

**a. Planning**

- Organization information system needs are identified, analyse, prioritized and arranged.

**b. Analysis**

- The system requirements are studied and structure.

**c. Design**

- A description of recommended solution is converted into logical and physical system specification

**d. Logical Design**

- Functional features of the system chosen for development in analysis are describe independently

**e. Physical Design**

- Logical specification of the system from logical design is transformed into technology specific details

**f. Implementation**

- Information system is then coded, tested, installed and support in the organization

**g. Maintenance**

- System is being repaired or improved.

During identification and selection trainee identifies and assesses all possible systems development projects that an organization unit could undertake. Next, those projects deemed most likely to yield significant organizational benefits, given available resources,

are selected for subsequent development activities. Organizations vary in their approach to identifying and selecting projects. In some organizations, project identification and selection is very formal process in which projects are outcomes of a larger overall planning process. For example, a large organization may follow a formal project identification process whereby a proposed project is rigorously compared with all competing projects.

After a thorough discussion trainee decided to make **ASL Listing and Requesting System**. The purpose of the system is want to help staff to develop and manage all the stock that have in main store.

#### **3.2.1.2 Problem / Opportunity Statement**

In ASL Company, it has one problem when staff want to make requesting from the staff. This manual requesting procedure can be messy if it is not scribble out by the user. Sometimes, the staff unable to read their handwriting. Other than that, the records can be lost or misplaced and it making hard to find it. There also some issues whereby too much paper wastage. If using computerized requesting it can reduce paper usage. Besides that, the problem is about time consuming. Some of the requesting possibility can be duplicate because it hard to keep the track the bundle requesting.

By having this system it can help the staff stay on track to control all the requesting for the stock in a better way. Instead of searching the request by manually, now staff can search it by typing the name and the system will display the information on staff instantly.



Figure 23 Cycle of opportunity

The cycle of using the automated requesting system shown above can produce those great opportunity which will be obtain by the ASL Company in the future.

### 3.2.2 Project Initiation and Planning

At the start of any project, there will be a variety of ideas and opinions about the purpose and scope of the project, what the final product of the project will be, and how the project will be carried out. The Project Initiation & Planning Stage is concerned with taking these ideas and intentions and developing them into a formal, planned, resourced and funded project. The purpose of the Project Initiation & Planning Stage is to establish the goals and structure for managing the project effort. In order to define a project in this way, it is necessary to clearly and explicitly define what the project is intended to achieve and what its scope of interest will be. By defining this first, a benchmark is created for assessing the quality of what is actually produced at the end of the project.

It is also necessary to develop a process by which the project objectives can be achieved. This process will typically involve carrying out a number of tasks and producing a number of products during the course of the project. For clarity of purpose and for control reasons, it is useful to arrange these tasks in a top down structure, which specifies the required work in more detail. The Project Initiation & Planning Stage must also define what resources and associated time commitment are required to carry out the project. The work breakdown structure provides a basis from which this estimation can be carried out. The resource and time commitment can be used to calculate an end date for the project and an estimate of its cost. This information is a key input into the establishment of a business case for the intended project. Finally, in order to establish a resourced and funded project, it is necessary to establish a clear and convincing business case for the project. This business case should be reviewed, and hopefully accepted by management. The business case will identify the projected benefits of meeting the objectives of the project, and balance these against the costs and risks associated with realizing these benefits. The business case can also be used as a benchmark to compare against actual results, costs and benefits in order to assess the ultimate success of the project.

### **3.2.2.1 Baseline Project Plan (BPP)**

#### **3.2.2.1.1 Introduction**

Baseline is the value or condition against which all future measurements will be compared. The baseline is a point of reference. In project management, establishing the baseline is the formal end of project planning and the beginning of project execution and control. Controlling the project baseline is critical to project success. Changes can drastically impact a project and if you don't know where you started it is difficult to control the project. It is equally important to begin with clearly understood requirements, accurate costs and schedule estimates.

### 3.2.2.1.2 Project Overview

The companies want the system which will be used to manage the requesting system. As well as managing the day to day tasks, with this system it will be able to make sure that the requesting system runs smoothly. Other than that, the staff can easily key in and know about the user's data. The data kept in the system also can be retrieved easily when needed. This will ensure that they can save more time than using the previous traditional method. By using the technology it can help staff in manage the requesting. This system can be logged in by user and updated by the staff. Then staff only can update and retrieve their user's data, for full report only the staff can access the data.

The programming is responsible to develop, maintain system demand from needed of the company. The system will help staff manage user information from all available sources, including user order details and stock detail



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### 3.2.2.1.3 Recommendation

There are some recommendations for this system.

- i. Secure and well protected. It is compulsory for our system to be accessed by only authorized people.
- ii. Able to update users' data and information. The system will be able to make the staff update their users' data and information easily. And if there are new users, they can fill in the data using this system.
- iii. Able to store stock data and information.
- iv. Able to collect data and information effectively. The system developed should be able to access and customize the data and information systematically.
- v. Backup data customer in several forms such as printed and non-printed form. All printed information will keep in saving and the non-printed will store in system.
- vi. Help staff to organize and find the data information

#### **3.2.2.1.4 System Description**

To develop this system using the proposed system will be done by using MySQL, PHP and XAMPP server as guaranteed that this system can be understand easily by client and it will be easy to use. By connecting with database, this will directly link to the data storage to make the data management becomes more. The programming is responsible to develop, maintenance system demand from needed of the company. The system will help staff managing user information from all available sources, including user order details and stock detail.

#### **3.2.2.2 Feasibility Assessment**

The assessing of project feasibility must be implemented in order to ensure the resources, budgeting as well as the time consuming to develop the system can be a successful project. In information systems development project, anything that involved in the information systems projects must be measured. Typically, this **ASL Listing and Requesting System** has been developed within limited budgetary and also time constraints. Commonly, some of these factors will be crucial that others for certain projects and sometimes not important to other projects.

##### **3.2.2.2.1 Schedule, Timeline and Resource Analysis**

For this **ASL Listing and Requesting System**, the scheduling feasibility is used to assessing the schedule feasibility in gaining the understanding of the like hood that all potential time frames and completion data schedules can met and that meeting dates will be sufficient for dealing with the needs of the company or organization. Besides that, the detailed activities may only be feasible if resources are available when called for the schedule. For example, during period of holidays, it is not supposed to call for system testing during that time. While accessing the feasibility of the schedule it is supposed to evaluate scheduling-off. Factors such size of project team, availability of personnel key,



subcontracting or outsourcing activities, and changes in development environments may all be considered as having a possible impact on the eventual schedule.

To ensure the project operates accordingly to the schedule, trainee managed to develop the Gantt chart for completing the task according to the deadlines.



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| ACTIVITY                                     | February<br>2017 | March<br>2017 | April<br>2017 | May<br>2017 | June<br>2017 |
|--|------------------|---------------|---------------|-------------|--------------|
| Observe and identify problem and issues      | ■                |               |               |             |              |
| Deciding on suitable solutions               | ■                |               |               |             |              |
| Discuss about the system for further details |                  | ■             |               |             |              |
| Design database                              |                  | ■             | ■             |             |              |
| System development                           |                  | ■             | ■             | ■           |              |
| First draft                                  |                  |               | ■             | ■           |              |
| Final review                                 |                  |               |               |             | ■            |

Table 1: Gantt chart.

### 3.2.3 Analysis

Analysis is the first systems development life cycle (SDLC) phase where you begin to understand, in depth the need for system changes. The purpose of analysis is to determine what information and information processing services are needed to support selected objectives and functions of the organization. The analysis has two sub phases which is requirements determination and requirements structuring. The requirements determination is the primarily a fact finding activity. Then, for the requirements structuring is the activity creates a thorough and clear description of current business operations and new information processing services.

#### 3.2.3.1 Structuring Systems requirement: Process Modeling

##### 3.2.3.1.1 Context Data Flow Diagram (DFD)

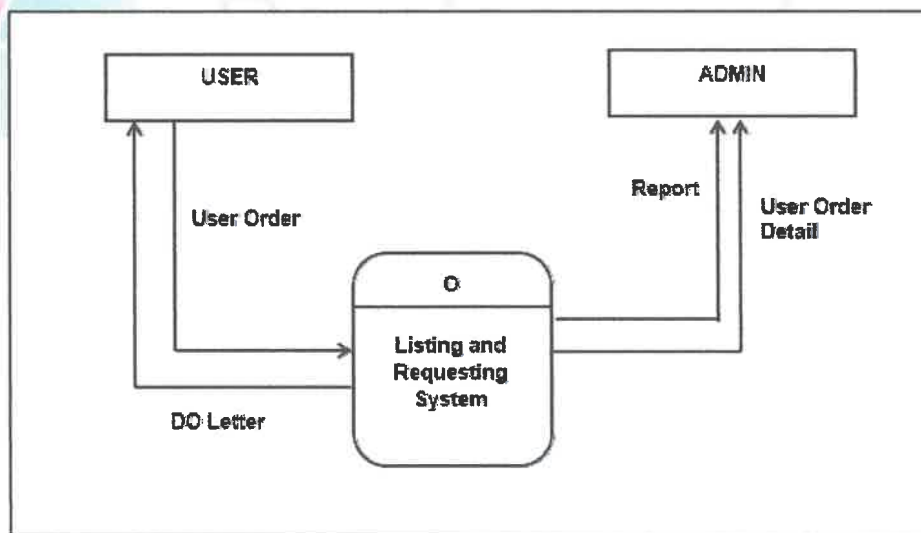


Figure 24 Data Flow Diagram

### 3.2.3.1.2 DFD of new logical system

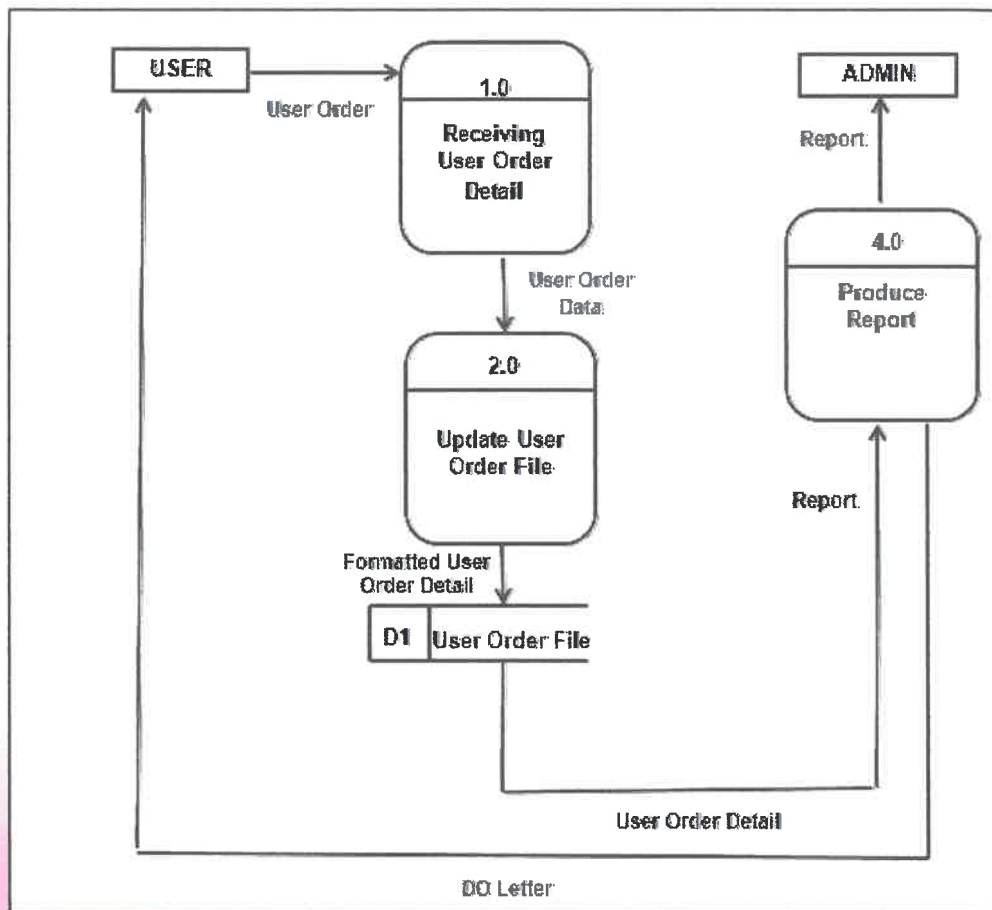


Figure 25 DFD New Logical System

### 3.2.3.2 Structuring Systems requirement: Conceptual Data Modeling

A conceptual data model is a representation of organizational data. The purpose of a conceptual data model is to show as many rules about the meaning and interrelationships among data as are possible. Conceptual data modeling is typically done in parallel with other requirements analysis and structuring steps during systems analysis. On larger system development teams, a subset of the project team concentrates on data modeling while other team members focus attention on process or logic modeling. Analysts develop (or use from prior systems development) a conceptual data model from the current system and then build or refine a purchased

conceptual data model that supports the scope and requirements for the proposed or enhanced system.

### 3.2.3.2.1 Entity Relationship Diagram (ERD) - Conceptual data models

An entity–relationship model (ER model) is a data model for describing the data or information aspects of a business or its process requirements, in an abstract way that lends itself to ultimately being implemented in a database such as a relational database. It is also a graphical representation of an information system that shows the relationship between people, objects, places, concepts or events within that system. The main components of ER models are entities (things) and the relationships that exist among them. The three main cardinal relationships are:

- i. One-to-one (1:1). For example, if each user in a database is associated with one mailing address.
- ii. One-to-many (1: M). For example, a single user might place an order for multiple products. The user is associated with multiple entities, but all those entities have a single connection back to the same user.
- iii. Many-to-many (M: M). For example, at a company where all call center agents work with multiple users, each agent is associated with multiple users, and multiple customers might also be associated with multiple agent.

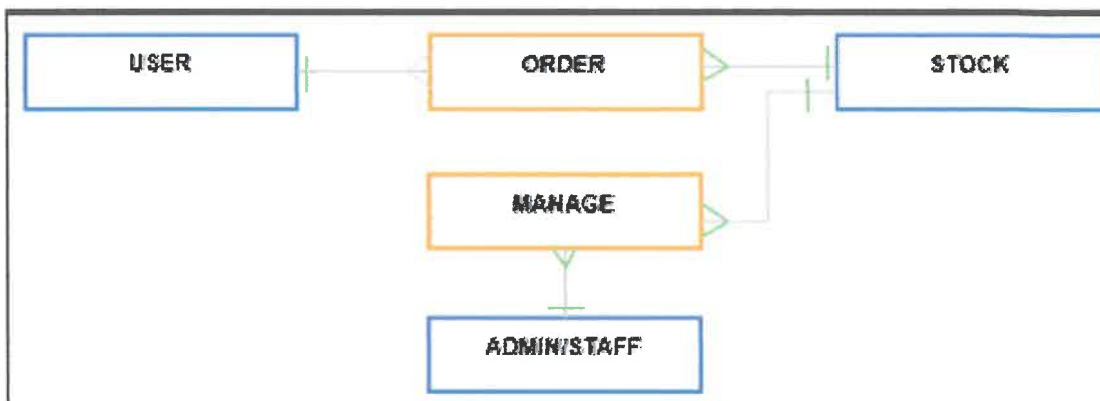


Figure 26 Conceptual Data

### 3.2.4 Design and Implementation

#### 3.2.4.1 Chapter Summary

The design phase is one of the vital part when creating and building a system since it'll define the element of a system, the components, the security level, modules, architecture and the different interfaces and type of data that goes through the system. For the initialization of this phase, the trainee can construct it using a pen or pencil on a piece of paper just to describe or draw the design roughly and if the design are satisfied, trainee can continue to the next step which is implement the idea form the sketch that they had done to the system.

System design that is being built is not only need to satisfy the requirement but also the client and the team members too. It cannot be either one because if it is to be known the system is flexible and useful, satisfaction between those people must be met.

Based on the requirements and the detailed analysis of a new system, the new system must be designed. This is the phase of system designing. Designing the system is the most crucial phase in the development of a system. The logical system design arrived at as a result of system analysis and is converted into physical system design. In the design phase the SDLC process continues to move from what questions of the analysis phase to the how. The logical design produced during the analysis is turned into a physical design. A detailed description of what is needed to solve original problem. Input, output, databases, forms, codification schemes and processing specifications are drawn up in detail. In the design stage, the programming language and the hardware and software platform in which the new system will run are also decided. Data structure, control process, equipment source, workload and limitation of the system, Interface, documentation, training, procedures of using the system, taking backups and staffing requirement are decided at this stage.

### 3.2.4.2 Database Design

#### 3.2.4.2.1 Conceptual Data Model

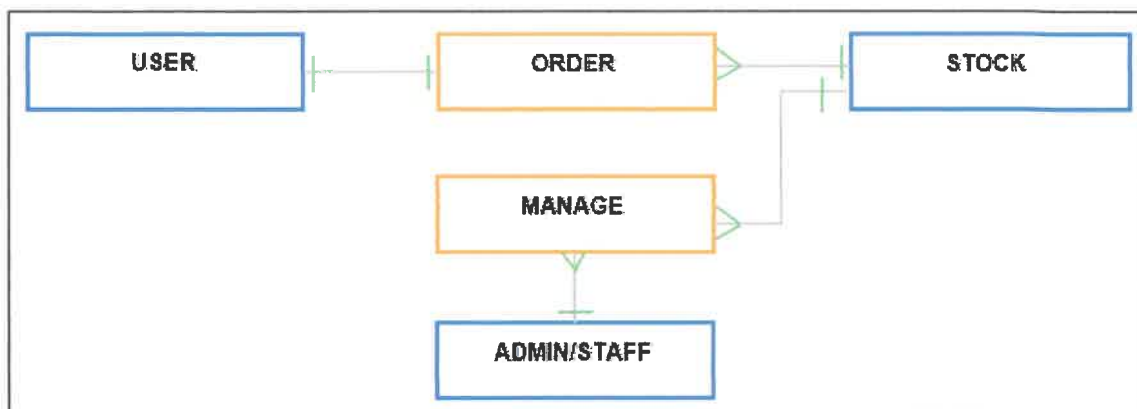


Figure 27 Conceptual Data Models

#### 3.2.4.2.2 Database Design (Data dictionary)

##### i. Table: USER

| KEY | ATTRIBUTE NAME | CAPTION    | DATA TYPE                             | FIELD SIZE |
|-----|----------------|------------|---------------------------------------|------------|
| PK  | User_id        | ID         | Integer                               | 11         |
|     | User_name      | Name       | Varchar                               | 100        |
|     | User_phone     | Phone No.  | Varchar                               | 15         |
|     | User_email     | Email      | Varchar                               | 50         |
|     | User_branch    | Branch     | Enum (Office, BR, BP, MU, BJ, TS, GK) | -          |
|     | User_order     | Order Name | Varchar                               | 50         |
|     | User_quantity  | Quantity   | Integer                               | 100        |
|     | User_date      | Date       | Date                                  | -          |

Table 2: User table.

## ii. Table: STOCK

| KEY | ATTRIBUTE NAME | CAPTION  | DATA TYPE                                   | FIELD SIZE |
|-----|----------------|----------|---|------------|
| PK  | Stock_id       | ID       | Integer                                     | 11         |
|     | Stock_name     | Name     | Varchar                                     | 100        |
|     | Stock_quantity | Quantity | Integer                                     | 100        |
|     | Stock_location | Location | Enum (Office,<br>BR, BP, MU,<br>BJ, TS, GK) | -          |
|     | User_Price     | Price    | Varchar                                     | 100        |

Table 3: Stock table.



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## CHAPTER 4: CONCLUSIONS

Subject IMC690 Industrial Training is compulsory to the student of Faculty of Information Management Semester 7 or final year students. This course provides pre-professional work experiences with the specific assignment and responsibilities. This subject offers the students a real world insight and exposure to actual working life, a realistic, basis to their career choice and possibility to build valuable business networks. All the students will complete a five months period in a business organization. The purposes of the internship to the student does not just to learn, but they add values with ideas and suggestion. Most of them are talent-spotted and offered job by the companies where they have interned even before they graduate.

### 4.1 APPLICATION OF KNOWLEDGE, SKILLS AND EXPERIENCE IN UNDERTAKING THE TASK

In becoming a good worker for the industry, I must come with some knowledge in order to fulfil the task given by the industry. There are several things that I has learn during the studies that can be applied during five months of training in ASL Development Group (M) Sdn Bhd.

#### 4.1.1 Communication skills

Effective communication is an important life skill that enables us to have better understand and connect with the people around us. It allows us to build respect and trust, resolve differences and adapt to the environments where problem solving, caring, affection and creative ideas can thrive. During the internship, the ability to develop the communication skills has been better than before. I am able to give some opinion and idea to deliver the content that has been assigned. With better communication skills, I able to gain confidence during two-ways communication with the staff and superiors,

colleagues. In many occupations, the ability to establish credibility and trust is the most significant success factor. Positive non-verbal communication will enable you to show your sincerity and engaging personality. Besides using not only verbal communication, I also gains the confidence with non-verbal communication through eye-contact, voice tone and body language.

#### **4.1.2 Ability to adapt to new environment**

Changing new environment from one to another might be difficult to those have less working experience with several different place and situation at a time. Although I has some working experience before entered to this faculty, having the industrial training in ASL Development Group has really broadened the point of view in terms of the management and the working environment.

#### **4.1.3 Ability to learn new things**

Learning new thing is practice that generates itself without any influence from other people. If it is something we do often, we are likely to freely to continue to learn. This is true generally and also specifically. In other words, if we are the kind of person who often enjoys learning new things, the process will naturally takes place rather than being force by others. During the internship, I has been able to learn some new things that can't be obtain during the lecture day in campus. With guidance and instruction from the superiors, colleagues,

#### **4.1.4 Listening skills**

Being a good listener is one of the best ways to be a good communicator. No one like to communicate with someone who only cares about his/herself and does not take the time to listen to other person. That skills need to be develop day-to-day so that mistaken instructions between the supervisor or staff can be avoided.

#### **4.1.5 Critical thinking and problem solving**

By developing the projects and doing the daily works, I has gotten the chance to solve different issues that occurs during the work process which will needed me to think out of box to settle the issue.

#### **4.1.6 Multi-tasking**

The trainee has polished his multi-tasking skill. Being working especially in an office environment, it will not be just about you and your specific work. Sometimes, unexpected works also will be given to you, so just being open minded and preparation to learn new things is really advisable.

### **4.2 PERSONAL THOUGHTS AND OPINION**

#### **4.2.1 Able to reduce the manual process business operation**

By developing the system especially for this company, I am able to help them to reduce the manual ways they have been suing for a years. In fact, if I have a chance, I would like to help them convert all their manual ways business operation into electronic ways so that this will be able to help them in many different ways. By developing ASL Listing and Requesting System, I am able to help to learn on how to use electronic ways to be included in their daily business operations. As an internship student, I have showed my ability to do something for my department and company as they can use it in the long time usage and improve them to be more updated with the current technology.

#### **4.2.2 Time management**

Time management is the most crucial part of all as I have to complete the special projects and daily tasks on time. Thus, I must learned to appreciate times more.

#### **4.2.3 Helps to develop new skills**

As we are working especially in a new environment, it can be expected that new things and skills will be learn. From there, it can makes me more knowledgeable.

#### **4.2.4 Help to be more focus**

When I was dealing with fillings, I have to be focus on doing it because I tend to do mistakes by placing particular letters in the wrong files and this will be hard if there are auditors or the other staff come and wanted to go through all the content of the files.

### **4.3 LESSON LEARNT**

#### **4.3.1 Working as a team**

Cooperation between staff is really important in order to generate a cheerful working environment and stressful-free. Teamwork between staff also will end up with a good result of the task that had been given since not all information can be gained through self-thinking and learning. The help from other staff surely is needed to complete my tasks and special projects given by the company supervisor.

#### **4.3.2 Trust**

It is hard to gain other people's trust because not everyone can put their trust easily to strangers or new people. However, the company supervisor and ASL staff has put their deepest faith on me to do well on the specific tasks given. To gain their trust is surely time consuming, so I must to express an impression where actually the job given can be complete on time and the end result meet up with their expectations.

### **4.3.2 Communication**

Communications has been important in order to achieve the task goals and objectives and to avoid miscommunications. Thus, it is to make sure that as a team, supervisor and I need to have great communication between each other so that the work task requirements will be meet and finish on time.

### **4.3.3 Get to experience on how to handle an event**

I get to learn on how to handle events as the planning process before the event is the most crucial part. Each one of the responsibility are during the event in order to avoid chaos. Besides that, we need to sit together and discuss about the event. Furthermore, I also have the chance to learn in details about how to handle an event, protocols during the event and procedures that need to be followed. These experiences I gained were outnumbered as it is able to help me gain more knowledge in handling events.

## **4.4 LIMITATIONS AND RECOMMENDATIONS**

### **4.4.1 Hired more staff**

Advisably, ASL should hire more staff in Head Quarters because they are really lack of workforce. What I have seen during my internships, they are really lack of staff and they are only hired more internship student to help them in doing a job. As we know, the internship student not really know about the company and the industrial training only for a while. So when the internship student is finish they will teach a new internship student again and again. It is like doing a same thing for each month.

Besides that, they also must hired a despatch because the internship student will be a despatch to going outside to send a letter and anything. This is not suitable for the internship student doing job like that because they are come to learn new thing and not be a despatch.

Apart from that, some internship student cannot focus on doing their task because they will disturbing with office staff to help them to make another work.



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## APPENDIXES



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## MONTHLY REPORT



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## TEMPHLETE DETAILS SV



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## TEMPLATE MAKLUMAT PENYELIA

To: [uitm.edu.my](mailto:uitm.edu.my)

Subject : Maklumat Penyelia di <Nama Organisasi>

Nama Penuh Pelajar: MOHD MOHAMMAD B. MD SUFOR

UiTM No: ~~Machang Kelantan~~ 2014713591

Kampus: Machang Kelantan

Nama Penuh Penyelia: Mohd Ravi bin Osman

Jawatan:

Tel No (pejabat):

No :

Email (jika ada):

Nama Organisasi: A&L Development Group (M) Sdn .Bhd .

Nama Unit/jabatan:

Alamat unit/jabatan lengkap (untuk pensyarah penyelia datang menyelia anda):

**Nota: Sila jangan hantar dalam bentuk attachment. Nyatakan terus maklumat seperti di atas di dalam email.**

## INDUSTRIAL TRAINING STUDENT CHECKLIST



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### INDUSTRIAL TRAINING STUDENT'S CHECKLIST

**Student's Name** : Mohd Horrachid b. md akor  
**Student's Id** : 20141713J91  
**Unit / Department** : Entrepreneur Department  
**Organization** : ACE Development Group (M) Sdn Bhd.  
**Semester** : Mac - July 2017

| NO. | DESCRIPTION  | APPENDICES<br>IN REPORT | TICK<br>(√) | DATE         |
|-----|--|-------------------------|-------------|--------------|
| 1.  | Receive, read and understand the documents;  |                         |             | 28/12/16     |
|     | 1. Industrial Training Handbook  |                         | ✓           |              |
|     | 2. IMC690 Assessment   |                         | ✓           | 10-14/7/2017 |
|     | 3. Definition of Special Project (IM225/245 Only)  |                         | ✓           |              |
|     | 4. Insurance Letter (UiTM)   |                         | ✓           |              |
|     | 5. Industrial Training Report Overall Contents   |                         | ✓           |              |
|     | 6. Cover & Title Page Guideline  |                         | ✓           |              |
|     | 7. Declaration Guideline   |                         | ✓           |              |
| 2.  | Receive, read and understand the rubrics;  |                         |             |              |
|     | 1. Rubric – Industrial Evaluation  |                         | ✓           |              |
|     | 2. Rubric - Individual Presentation  |                         | ✓           |              |
|     | 3. Rubric - Industrial Training Report (Overall)   |                         | ✓           |              |
| 3.  | Receive, read and understand the forms   |                         |             |              |
|     | 4. Report duty to organization and submit report duty form to the Industrial Training Coordinator ('Borang Report Duty') within the first week of internship<br>Email : nurul1217@kelantan.uitm.edu.my OR<br>Fax : 09-9762156 – HEA (please put a note : "U.P : Puan Nurulannisa Binti Abdullah")  |                         | ✓           | 1-10/2/2017  |
| 5.  | Understand that students are <b>NOT ALLOWED</b> to take any leave during internship, unless for emergency leave / MC / special case (not more than 6 days in 5 months); or else the internship status is automatically <b>FAIL</b> . Get the permission from Organizational Supervisor before taking any leave.<br><b>**Any extra leave provided by organization is not counted under this clause. Organization may provide extra leave / benefits to students, if necessary**</b> | YES<br>(MC / Letter)    | ✓           |              |
| 6.  | Understand that <b>NO</b> semester break during internship.  |                         | ✓           |              |

|     |  |                                      |   |  |
|-----|--|--------------------------------------|---|--|
| 7.  | Understand that public holidays/special leaves/weekend are different between states; follow current state during internship / organization's policy. (put remark in the logbook)   |                                      | ✓ |  |
| 8.  | Record every attendance in the form (' <b>Borang Kedatangan Latihan Industri</b> ') or use any method provided by organization (thumbprint or punch card).   | <b>YES<br/>(Copy of attendance)</b>  | ✓ |  |
| 9.  | Record every task given in the logbook every day. Ask the Organizational Supervisor to sign/verify on daily <b>OR</b> weekly <b>OR</b> monthly basis.  | <b>YES (Copy of logbook entries)</b> | ✓ |  |
| 10. | Fill up Organizational Supervisor's details (' <b>Template Maklumat Penyelia</b> ') and submit to the Industrial Training Coordinator once the supervisor has been assigned. (**You may include the topic for Special Project, if you already have it**) Email : nurul1217@kelantan.uitm.edu.my  |                                      | ✓ | <b>28/2/2017</b>                                   |
| 11. | Discuss with Organizational Supervisor regarding Special Project (must be ISM <b>OR</b> IM related tasks).   |                                      | ✓ |  |
| 12. | Plan and strategize all the tasks given during internship (discuss with the Organizational Supervisor regarding duration for the tasks, especially Special Project). You may use the planner (' <b>Jadual Perancangan Latihan Industri</b> ') <b>OR</b> make your own custom planner using MS Office / MS Project <b>OR</b> use the planner provided by the organization (if any). | <b>YES</b>                           | ✓ |  |
| 13. | Consult with your Faculty Supervisor regarding the tasks (especially Special Project) at least <b>3 TIMES</b> , via face-to-face <b>OR</b> email <b>OR</b> phone calls <b>OR</b> any types of communication medium, which necessary.   |                                      | ✓ |  |
| 14. | Hand over the industrial evaluation form ( <b>Rubric – Industrial Evaluation</b> ) to the Organizational Supervisor (softcopy or hardcopy, any way preferable by the supervisor). The Organizational Supervisor will make an evaluation on the student's performance.  |                                      | ✓ |  |
| 15. | <b>PAY</b> your fees (semester Mac – July 2017) Refer Academic Calendar for the date.  |                                      | ✓ | <b>BEFORE<br/>26/3/2017</b>                        |
| 16. | <b>REGISTER</b> for IMC690 (Industrial Training) course– Refer Academic Calendar for the date.   |                                      | ✓ | <b>27/2– 12/3/2017</b>                             |
| 17. | <b>VALIDATE</b> for IMC690 (Industrial Training) course.– Refer Academic Calendar for the date.  |                                      | ✓ | <b>13–26/3/2017<br/>GUGUR TARAF<br/>30/3/ 2017</b> |
| 18. | Update your MUET status to the HEA (to those who not yet submitted the result/status).   |                                      | ✓ |  |
| 19. | Have a visit from the Visiting Supervisor (from nearest campus / faculty) during internship. Prepare the evaluation form (' <b>Borang Penilaian</b>  |                                      | ✓ |  |

|     |  |     |   |                       |
|-----|--|-----|---|-----------------------|
|     | Visiting Supervisor'). Students may discuss or seek for opinions from the Visiting Supervisor. But approval for the tasks (especially Special Project) may only be done by the Organizational Supervisor & Faculty Supervisor. |     | ✓ |                       |
| 20. | Submit the evaluation form (Rubric – Industrial Evaluation) to Industrial Training Coordinator OR Faculty Supervisor within the last week of internship  |     | ✓ | BEFORE / ON 30/6/2017 |
| 21. | Attend the presentation (viva) at the faculty *subject to change. Bring along the evaluation form ('Borang Penilaian Pelajar') during the presentation.  |     | ✓ | 10-14/7/2017          |
| 22. | Submit the Industrial Training Report (hard cover bind, dark blue)   |     | ✓ | 10-14/7/2017          |
| 23. | Provide a softcopy of Industrial Training Report in a CD, sealed in an envelope nicely, and attached at the back of the report.  | YES | ✓ |                       |
| 24. | Attach this checklist in Appendices section.   | YES | ✓ |                       |
| 25. | Attach any other necessary documents which related to your tasks in Appendices section (i.e. : user manual, photos of activities, forms, sketches of storyboard, sample of interface, etc.).                                   | YES | ✓ |                       |

#### NOTES :

1. Organizational Supervisor – supervisor assigned by the industry / organization.
2. Faculty Supervisor – supervisor (lecturer) assigned by the faculty / campus, of which students come from. (i.e.: A faculty supervisor from Kelantan campus will be assigned for students from Kelantan campus).
3. Visiting Supervisor – supervisor (lecturer / staff) assigned by the faculty / campus, from the nearest campus/state to the organization. (i.e.: A visiting supervisor from Shah Alam will be assigned for students who undergo the internship in Selangor / Kuala Lumpur).



FACULTY OF INFORMATION MANAGEMENT  
UNIVERSITI TEKNOLOGI MARA (UiTM)  
KELANTAN BRANCH

REPORT DUTY DECLARATION FORM  
(Semester March – July 2017)

To : Puan Nurulannisa Binti Abdullah  
Industrial Training Coordinator IM245 – UiTM Kelantan

Name : Mohd Nurulhid b. md Aikar

UiTM ID : 2014 713591

Program Code :

H/P No :

I hereby, confirmed and report my duty to Asst Development Group (m) sdn bhd (organization).

Date: 1 February 2017

Student Signature

\_\_\_\_\_

Verified by,

Signature

\_\_\_\_\_

Name

\_\_\_\_\_

Designation

\_\_\_\_\_

Official Stamp

\_\_\_\_\_



## USER MANUAL



**ASL**

Development

Group (M) Sdn Bhd

**ASL LISTING & REQUESTING  
SYSTEM  
USER MANUAL**

**ADMIN  
PAGE**

**ADMIN GUIDE**



1. Open the System in your pc and enter the username and password for admin page. As for the asmin page they used admin for both username and pasword itself.



2. Home page admin appeared, consist of four button

**USER ORDER DETAILS PAGE**



3. Click the user order details button



4. This page appeared after click the button. Insert the info that you want to search at the searchbox and click the button search

### LIST ORDER DETAILS

| ID | Name  | Phone      | Email           | Branch | Order No | Quantity | Date       |      |
|----|-------|------------|-----------------|--------|----------|----------|------------|------|
| 1  | Wahid | 0942401121 | wahid@gmail.com | Office | 1001     | 10       | 2019-09-17 | Edit |
| 2  | Wahid | 0942401121 | wahid@gmail.com | Office | 1002     | 2        | 2019-09-17 | Edit |
| 3  | Wahid | 0942401121 | wahid@gmail.com | Office | 1003     | 2        | 2019-09-17 | Edit |
| 4  | Wahid | 0942401121 | wahid@gmail.com | Office | 1004     | 2        | 2019-09-17 | Edit |

[BACK](#)

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1.

5. This page appeared after click the search button and if you want to edit, click the edit button.

### EDIT USER ORDER DETAILS

User Details:

ID:

Name:

Phone No:

Email:

Branch:

Order No:

Quantity:

Date:

[Submit](#)

[HOME](#)

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6. Fill the box with the details needed and then click the submit button.

8. Insert the details into the box above and submit it after finish fill the box

Wahid@gmail.com | 0942401121 | wahid@gmail.com

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9. After submit it, this page appeared and it means that you have successfully save the data.



7. click the button add stock details to insert new stock.

### ADD NEW STOCK DETAILS

Search Details:

Name:

Quantity:

Location:

Price Per Unit (RM):

Date:

[Submit](#)

[HOME](#)

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**VIEW STOCK PAGE**



10. Click the button view stock to view the list of stock that available in them.

### LIST STOCK AVAILABILITY

| Name/Stock   | Quantity | Location | Price Per Unit (RM) |   |
|--------------|----------|----------|---------------------|---|
| Pine         | 100      | 10000    | 1                   | <a href="#">Delete</a> <a href="#">Edit</a> |
| Redwood Pine | 100      | 10000    | 1                   | <a href="#">Delete</a> <a href="#">Edit</a> |
| Redwood      | 100      | 10000    | 1                   | <a href="#">Delete</a> <a href="#">Edit</a> |
| Oak          | 100      | 10000    | 1                   | <a href="#">Delete</a> <a href="#">Edit</a> |
| Maple        | 100      | 10000    | 1                   | <a href="#">Delete</a> <a href="#">Edit</a> |
| Birch        | 100      | 10000    | 1                   | <a href="#">Delete</a> <a href="#">Edit</a> |

[HOME](#)

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11. This page appeared after click view stock button and insert the key word that you want to use in the search box, and then click the search button



12. Such as an example, use the keyword "mouse" and all the data relating the mouse will be appeared.



1. Click the report page button.



2. Report page divided into two. Click the report order to see list history of order.



3. This page appeared and you can search the details by "name". Such as example, insert Rashid and click search.



4. The list appeared with all data that under name "rashid". At the right side you can choose either delete it or Print it.



5. After click the print button, this Letter will came out. At the letter user have to get signed from the CEO.

# USER PAGE

## USER GUIDE



1. Entered the username and password. Example, Username "user" and Password "user" and then submit.



2. Appeared this page. The main page for user that contain two button which is user order details and view stock.



3. Click the user order details button.



4. Insert the details needed which is compulsory for every each of them.



5. After click the submit button, this page will appeared after those request successfully save.



6. Click the view stock button



7. Appeared List stock availability and search the stock that you want if you want to see the amount. Example word use is "mouse"



8. It appeared the word for mouse.

## LOG BOOK



**ASL**

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