UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT:
RESEARCH INDUSTRY LINKAGES & ALUMNI
UNIVERSITI TECHNOLOGI MARA KELANTAN (MACHANG
CAMPUS)
BUKIT ILMU 18500 MACHANG KELANTAN

SPECIAL PROJECT : E-DATA KESUKARELAWAN KOMUNITI

BY
MUHAMMAD IZZAT BIN ABDUL RAHMAN
2016267042

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

01 AUGUST 2018 – 31 DECEMBER 2018

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FACULTY SUPERVISOR
ASSOCIATE PROFESSOR MOHD NASIR ISMAIL

REPORT SUBMITTED IN FULFILLMENT OF THE
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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

Muhammad Izzat Bin Abdul Rahman
2016277042

Date of submission: 7 January 2019

ABSTRACT

This industrial training report consists of 4 chapters and they are introduction, organization of information, industrial training activities and conclusion. Chapter 1 consist of background of the organization, chapter 2 consist of departmental structure and function. While chapter 3 consists of training activities and special project and the last chapter is chapter 4 which has the conclusion of the report. In order to complete study, trainee needs to undergo 5 months of practical training in industry starting from 1 August 2018 until 31 December 2018. Research Department under UiTM that has been selected by trainee is Research Industrial Linkages and Alumni (PJIA). There are Unit of Research Management & Innovation (URMI), Industrial, Community and Alumni Network (ICAN), Malaysian Academy of SME & Entrepreneurship Development (MASMED), Poverty Eradication Research Centre (PERC) and Creative Hub and Media (CMT). Every unit has their own specialty, with interesting task and function. During five months of training, trainee got opportunity to learn office management in UiTM. Training schedule has been prepared by the Executive Officer in PJI for the trainee to learn important task. Besides that, student also learn to improve communication skills, learn to be more discipline and punctuality. Last but not least, the knowledge, skills and experience gain during the practical training is the best method in order to prepare student to expose to the real working environment and also to be a good and better person in future.

ACKNOWLEDGEMENT

Assalamualaikum w.b.t.

Alhamdulillah I have completed my industrial training and inshaAllah will be completed my bachelor studies. First of all, I feel thankful to the Almighty for the blessing given to me to complete this industrial training report.

Secondly, I am thankfully to my IMC690 (Industrial Training) lecturer Madam Nurulannisa Binti Abdullah who had helped me a lot in completing this report.I also want to thank my supervisor either from Faculty and Organization, Associate Professor Mohd Nasir Ismail, Dr. Syerina Azlin Md. Nasir and Sir Sarman Mohamad for their help and supervision. The understanding, encouragement and continuous support from their throughout the duration of fulfilling this assignment are most appreciated.

Besides that, I also would like to wish the biggest thank to all UiTM's staffs Research, Industry Linkages & Alumni Department's staffs who have directly or indirectly taught and give opinion for me to conduct special project at the library. I am feeling lucky to get their guidance, knowledge sharing and encouragement throughout these five months. It is most precious experience in my life.

Last but not least, thank you to my friends and other practical members for the ideas and advise that they have given to me. They helped me a lot in completing the industrial report, and without their help and advice, I could not able to do the industrial training

report well.

Thank you.

Sincerely,

....

(Muhammad Izzat Bin Abdul Rahman)

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INDUSTRIAL TRAINING BRIEF

Bachelor students from Faculty of Information Management are compulsory to go for industrial training at organizations either government sector or private sector. The training is a part of academic subject, IMC 609 that requires final year students to undergo training at selected organization. This industrial training provides pre-professional work experience for the students. The period of industrial training is six months includes presentation of knowledge gained during training and the semester break.

Students are required to choose any information agencies for industrial training's placement whether it is paid or unpaid. The students have to work under supervision of experienced information professional. Therefore, students are able to learn more on management, gained added skills and practical knowledge that are possibly different at the class. For this industrial training, students will be grade through the assessment that comes from report of organization itself, industrial training report prepared by the students and presentation at the end of training period.

The main **purpose of industrial training report** is to gather all the data gained and reorganized it to be as new information for readers. Potential readers are from students of Faculty of Information Management who want to search for information regarding libraries or agencies that have been explored by alumni of their faculty. Thus, it can be as the medium to spread knowledge gained to readers. Generally, this report contains 4 chapter where chapter 1 and chapter 2 are regarding the organization. Meanwhile in chapter 3, student was describing work done by his or her during the training. It will also include special project that the student have done which give an impact to the organization. In contrast, chapter 4 will be discussing the lesson learnt by the students throughout all activities that have been done. On the other hand, it is also contains suggestions and recommendations at chapter 4.

OBJECTIVES OF INDUSTRIAL TRAINING

The main objective of industrial training for the students is to give them working experience with specific task and responsibilities. The relevant of giving at least four months working experience at selected organization is most of the students do not have chance to work in office especially in information management's field. Therefore, with the existing of this subject, students can get the image on working in field that they have learnt.

Information agencies are service based industries which can give a lot of new skills and sharpen the existing skills such as communication skill. Thus, the second objective of industrial training is adding marketability for the students to apply for a job. Currently, industries are more welcoming for new employment with job experience. This is because they are able to cut cost for sending their new staff for job training. Thus, industrial training would give added value for the students in jobs application.

Other than that, students are able to apply the knowledge gained in the class to the working environment. For example, students have learnt on communication skill, office management and planning in the class which they can implement it to the training's place. Students can make suggestion and help them to meet the current demand which could increase their image and reputation. Therefore, the knowledge gained can give benefit to the students itself and to the organization.

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APPENDICES

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CHAPTER 1: INTRODUCTION

1.0 Background of the organization

A UiTM's student named, Muhammad Izzat Bin Abdul Rahman have choose her origin study place that are located in east coast which is in Kelantan, University of Technology MARA Machang Campus as the place of industrial training. The student intends to dive deep into the true working area of education field when she applied to be an intern in Research, Industry Linkages & Alumni Department. University of Technology MARA is the one and only university exists to support malay nations and Bumiputeras for their rights to study in our own country. University of Technology MARA Kelantan Machang Campus formerly known as MARA Institute of Technology, 9th branch campus was inaugurated on 01 July 1985 by YAB Tan Sri Dato 'Haji Mohamad bin Yaakob, the Chief Minister of Kelantan at that time. The establishment of UiTM is the result of close collaboration between UiTM and the Central Government. As a result of this collaboration, the Central Government has allocated 12 acres of land at Kijang Camp located approximately 8 kilometers from Kota Bharu town owned by Majlis Pengakap Negeri Kelantan (Kelantan Scout Council). The renovations of some old buildings and the construction of new buildings were funded by the Central Government at a cost of RM 1.5 million. UITMCK is growing rapidly in its quest to become a premier higher learning center in Kelantan and always strives to make UiTM a World Class University. UiTM Kelantan Branch is growing with the establishment of the Kota Bharu Campus in July 2007.

The history of University of Technology MARA began in 1956 until 1965 as Dewan Latihan RIDA (RIDA Training Centre). According to UiTM's Official website, RIDA (Rural & Industrial Development Authority) Training Centre was the inspiration of Dato' Onn Ja'afar, the founder and former president of United Malays National Organisation (UMNO). The idea was conceived as a result of a study visit to Ceylon in 1951 (now Sri Lanka) to look into its rural development programme in 1951. A resulting working paper outlined the establishment of RIDA (Rural and Industrial Development Authority) and its objectives of rebuilding the rural society, as well as improving rural the community's economy. There were two centres under the auspices of RIDA which are Taman Asuhan RIDA (Kuala Lumpur) and Dewan Latehan RIDA (Petaling Jaya). Dewan Latehan RIDA began operations in November 1956 under its first principal, Tuan

S   y   e   d

Alwi bin Syed Sheikh Alhadi. It was officially opened by Dr Ismail bin Dato' Abdul Rahman, the Minister for Trade and Industry on 14 February 1957.

Dewan Latehan RIDA conducted several external professional courses offered by established international bodies, such as the London Chamber of Commerce, the Australian Chartered Secretaryship, the Australian Society of Accountants and the British Institute of Management. In 1964, Dewan Latehan RIDA held its first convocation and 50 graduates were awarded certificates by Tun Abdul Razak, the then Deputy Prime Minister of Malaysia. Dewan Latehan RIDA became known as Maktab MARA or MARA College, in June 1965.The name change also meant that the college no longer operated under RIDA, instead became the most important unit of the MARA Training Division.

MARA, which stands for "Majlis Amanah Rakyat" or the Council of Trust for the Indigenous People took over and strengthened the role and responsibilities of RIDA. In 1966, when the British Institute of Management ceased conducting external examinations, MARA College began running its own Diploma in Business Studies. International recognition for the course came from Ealing Technical College of London, which also became its external examiner. This linkage with an internationally established institution proved to be the first of many future linkages, a tradition that started in 1956 with Dewan Latehan RIDA, and still continues until today in UiTM. MARA College was officially renamed Institut Teknologi MARA on 14 October 1967. Its establishment came as a response to a crucial need in the country for trained manpower at professional and semi-professional levels, especially among bumiputeras. This shortage was identified through a manpower survey conducted by the government in 1965 collaboration with the United Nations.

ITM's rapid development during those years had come about with the expansion of its educational programmes, which were in line with the requirements of an increasingly demanding job market. Many courses were internationally affiliated and the institute offered advanced diploma courses, which were the equivalent to general degrees.

ITM's development is best seen from three phases that spanned a period of 32 years. The first phase (1967-1976) came with the declaration of the institute as an autonomous body with its own 300-acre campus in Shah Alam, and was placed under the Ministry of Rural Development.

The second phase (1976-1996) saw ITM rapidly harnessing its potential as an institution of higher learning. It led to the passing of the ITM Act of 1976 that placed the institute directly under the Ministry of Education.

The third phase (1996-1999) came about as a result of an amendment to the 1976 Act which put ITM on par with all the universities in the country. For functional purposes, ITM was granted all the powers of a university. But its historical name was retained until August 26, 1999. The main areas of change are as follows:

- The governing body of ITM, the Council, was converted into the Board of Directors with a larger private sector representation than before;
- The Board of Directors was given the power to enact on behalf of the Institute;
- A Senate was created;
- Many principal officers of ITM were re-designated. The Director was renamed Rector, the Head of Campus became the Provost, while Principal and Senior Lecturers were re-designated as Professors and Associate Professors, respectively;
- Each School was redesignated as a Faculty;
- ITM was given the power to confer degrees up to Ph.D' level;
- ITM was given the unique power to establish courses and campuses abroad with permission from the Minister of Education;
- The Institute was conferred additional powers to enable it to conduct business, invest in shares, set up companies and engage in commercial research;
- Disciplinary powers over staff were transferred from the Minister to the Board of Directors;
- To improve staff accountability, the Institute was bestowed the power to impose a surcharge; and
- The procedural rights of students in disciplinary proceedings were strengthened.

In August 1999, the then Prime Minister of Malaysia, YAB Dato' Seri Dr Mahathir Mohamad announced the change in name of ITM to Universiti Teknologi MARA (UiTM). With such acknowledgement from the government, a major restructuring exercise was carried out in order to consolidate the University's resources for optimum productivity. UiTM aspires to be world

class in all its endeavours and forges ahead in a direction that is in tandem with the latest developments in the world. As UiTM moves forward, it remains focused on academic excellence, innovation, socio-economic goals, worldwide accreditation, globalisation and new technologies in order to contribute to industry and national development.

Act 173 was drafted in conjunction with the establishment of UiTM. It is deemed essential as the Act provides guidelines for maintenance and smooth administration as well as other pertaining matters. The Act also serves as an acknowledgement of the institution's transition from an institute to a university, and the authority bestowed upon it to function like any other university. This includes the offering of courses of studies and the conferment of degrees at all levels.

a) University Logo

Figure 1: UiTM Logo

b) University Motto
"Usaha, Taqwa, Mulia
(Endeavour, Religious, Dignified)"

c) University Vision
To establish UiTM as a premier university of outstanding scholarship and academic excellence capable of providing leadership to Bumiputeras's dynamic involvement in all professional fields of world-class standards in order to produce globally competitive graduates of sound ethical standing.

d) University Mission
To enhance the knowledge and expertise of Bumiputeras in all fields of study through professional programmes, research work and community service based on moral values and professional ethics.

e) University Philosophy
Every individual has the ability to attain excellence through the transfer of knowledge and assimilation of moral values so as to become professional graduates capable of developing knowledge, self, society and nation.

d) University Map

Figure 2: UiTM's Map

Organizational Structure of University of Technology MARA

Figure 3: Organization Chart of UiTM
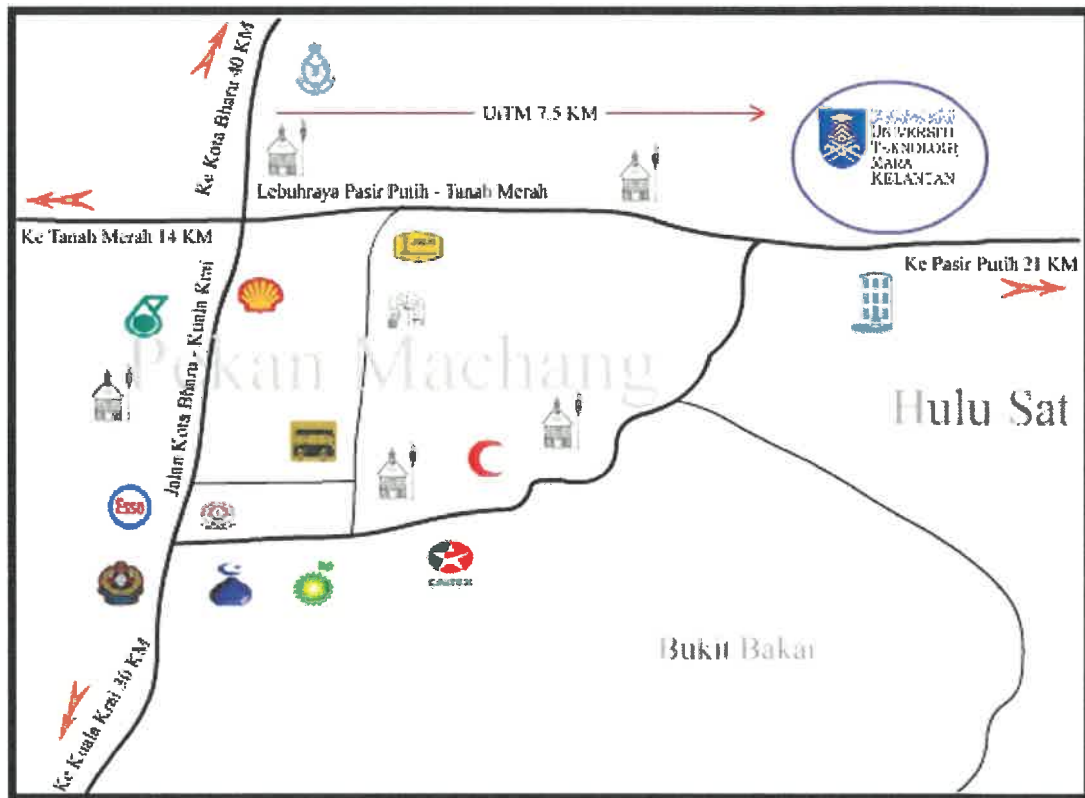
1.1 Research, Industry Linkages & Alumni Department

Figure 4: Research, Industry Linkages & Alumni Department

Research, Industry Linkages & Alumni Department was formally established in 2009 and is in charge of managing matters related to entrepreneurship, research, consultancy, alumni, intellectual property protection and commercialization. PJI & A are also entrusted to assist academics in the field of writing by increasing the value-added of research findings to be published in high-impact journals. Apart from that, PJI & A also collaborates with government agencies, private organizations and communities to set up programs that can increase graduates' marketability, generate research opportunities and provide community services to surrounding people.

a) Location

It is located at the entrance of The Administrator Block (Bahagian Pentadbiran) which can be recognized only by looking to its main entrance. The transparent-glass door used not only make it recognizable yet interactive. Eventhough it is small in space, but equivalent to its function. Most of the lecturers tend to visit for a certain purpose. It has modern-temporary look office and comfortable for everyone who come in whether for work or for personal purpose. It has approximately 12 rooms excluding the pantry that makes the room 13 in total. Meeting room is the most famous room as it is used around under the average 8-10 times a week. Apart from it, holding room will be the second room to be used for the any event and it is the place for very important person (VIP) during the event.

CHAPTER 2: ORGANIZATION INFORMATION

2.0 Research, Industry Linkages & Alumni Department

Figure 5: Research, Industry Linkages & Alumni Department

Muhammad Izzat Bin Abdul Rahman as an industrial training's student in UiTM has been assigned to do industrial training under Research, Industry Linkages & Alumni Department for five months starting from 1st August 2018 until 31st December 2018. Research, Industry Linkages & Alumni Department was formally established in 2009 and is in charge of managing matters related to entrepreneurship, research, consultancy, alumni, intellectual property protection and commercialization. PJI & A are also entrusted to assist academics in the field of writing by increasing the value-added of research findings to be published in high-impact journals. Apart from that, PJI & A also collaborates with government agencies, private organizations and communities to set up programs that can increase graduates' marketability, generate research opportunities and provide community services to surrounding people.

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2.1 Departmental Structure

Figure 6: Organization Chart of Research, Industry Linkages & Alumni

2.1.1 Function

Table 1: Function of Research, Industry Linkages & Alumni Department

Function	Activities
URMI	• Research & consultancy management • Innovation and Commercialization • Publishing • Tunas Kumpulan Inisiatif Penyelidikan (TRIG)
ICAN	• Student Linkages- Industry • Academy Linkages- Industry • Community Linkages • Alumni Linkages
MASMED	• Student Entrepreneurship • Entrepreneurship Education • Entrepreneurship Development • Tunas Mekar
PERC	• Social Entrepreneurship • Poverty Eradication Program
CMT	• Center of Excellence Talent • Development and Innovation Program of Innovation and Creativity of Heritage Art • Platform that combines Creative Arts

	• Creating ideas, creativity and innovation that can be commercialized
General Administration	• Matters pertaining to the affairs of the PJI Division General Office • Communication facilities such as postal service, telephone, facsimile, copying machine (photocopy), customer service, counter. • Office cleaners • Document storage • Tasks are directed from time to time

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2.2 Function Chart of Research, Industry Linkages & Alumni Department of Kelantan UiTM

CARTA FUNGSI BAHAGIAN PENYELIDIKAN DAN JARINGAN INDUSTRI UITM KELANTAN
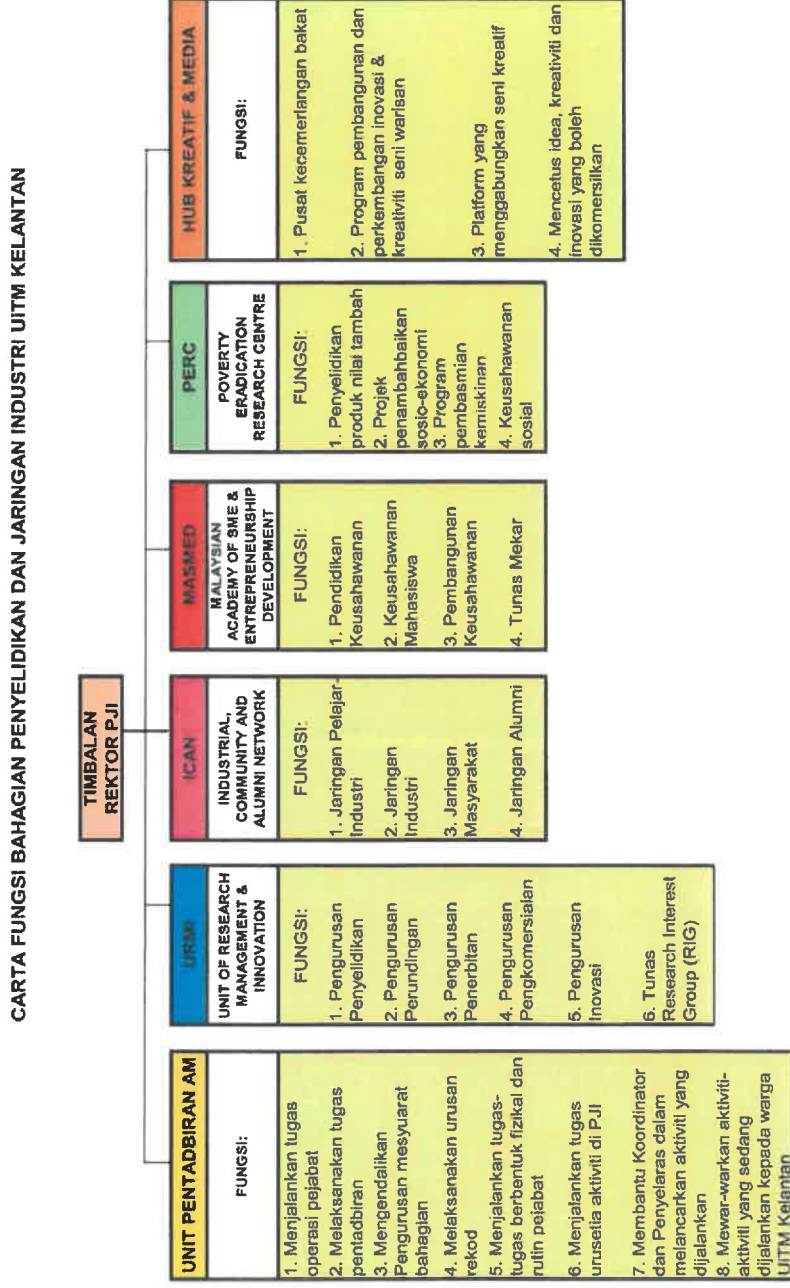
Figure 7: Function Chart of Research, Industry Linkages & Alumni Department

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CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES

3.0 Training Activities

3.1 Training activities at University of Technology MARA of Machang Campus under Research, Industry Linkages & Alumni Department

On 1st August 2018, the trainee went to UiTM of Machang Campus to report on duty for her first internship day. Ms Hajah Faidzah Mohd Yasin supposed to be in charged for the trainee but since she was out station therefore the responsibility was given to Madam Nurul Liyana Nurul Huda and Madam Rohani Wel for the time being until the Executive Officer is in. Mr Farudy Mohd Yusof gave the short briefing to all trainees about the type of works and how the working flow need to be followed.

3.1.1 Learn the office nature

The trainee was given the first lesson by Mr Farudy Mohd Yusof on how to copy, fax and print the letters by using the photocopy machine located in PJIA. He also learnt on how to attach name on the envelope and sending emails. The trainee practically learnt to distribute the letter into the pigeon hole (lecturer's mailbox). Sometimes he keep the counter whenever the staff involve in any event including the meeting.

3.1.2 Learn to enhance the skills

- The trainee was given the task by the coordinator UCMT (Unit Creative Media & Technology) Unit in PJIA, Sir Mohd Bakeri Ab Rahman to rearrange events for Kelantan Textile Show (KeTS) with collaboration by YANAS that has been held at Dewan Profesional UiTM Cawangan Kelantan on 31 October 2018. He has commissioned me to review and update the guest data as well as the interested parties to attend the event. The data updated done is through a list of names already listed in online on the form of Google Sheets and Microsoft Excel offline form. This task has succeeded in providing me with experience in managing data and documents through software programs that also allow users to organize, format and calculate data with formulas using a spreadsheet system. The skill used to be learnt by the trainee when he was in third semester

a   n   d   s   i   x

semester of her degree which helps her to enhance the knowledge and expand more.

- The trainee helps Mr Sarman to rearrange the presentation slide in the most simplest way to understand and more attractive. He also helps Madam Raja Norazila to give an idea on the logo and had a chance to practice Adobe Photoshop and Adobe Illustrator.

- The trainee also helps Assosciate Prof. Dr. Nik Kamaruzaman Hj Abdulatiff to repairing his laptop. His laptop has a problem in terms of performace where he needs to format his laptop in making sure the laptop can work as well as it is.

- The trainee was given the task by Mr Bakeri Rahman to help him in preparing video montage for the arrival of Vice Chancellor UiTM, Emeritus Professor Dato 'Dr Hassan Said to UiTM Campus Kota Bharu on 20 August 2018. I was given two weeks in preparing video montage and gimmicks during the day of the event.

3.1.3 Filing

- The trainee was given the task to rearrange the unwanted files in the file room. He was helped by the recent internship student, Mr.Hafidzol Hafiz Bin Mat Rawi. They were conducted by Mr Farudy Mohd Yusof to assist them in completing the task. The elimination of unwanted files took about one weeks to finish.

- The trainee also helps Mr. Bakeri Rahman in preparing a design banner that will be used for the Kelantan International Learning & Innovation Exhibition (Killiex 2018). It is a task that gives trainers an experience in completing the work that has been assigned by the employer within the prescribed period. The process took about three weeks to finish.

3.2 Special project

Special project is an idea from the trainee whenever they come to the industrial organization. Usually, the idea comes from problem or situation happen in the department itself. Otherwise, the idea can be from theories learnt from lecturers at the faculty. Special project also can be one of token appreciation for accepting the trainee to do industrial training at the organization. For this organization, the trainee chose to build a system which is document management system. Below is the proposal of the system. The proposal of the system consists of a few components.

Introduction

Project Overview

The system is proposed from the observation made along the journey of internship. The organization is under ICAN has a unit coordinator manager named Mr Sarman Mohamad. His position in this unit is tasked with monitoring and auditing all projects that have been updated by each project director from each staff or lecturers who have implemented any projects during the year. At this moment, the project directors and teams only fill in the details of the project information on the papers form provided by Community and Alumni Network (ICAN). Every form that has been filled will be quoted by Mr Sarman to record all annual project information into one system for auditing and analyzing all project information. The current situation of the system is particularly burdensome for ICAN management especially Mr Sarman as he needs to give or remind each registered project director so that they fill out the form "Pelan Strategik RMKe11" manually. Each completed form will be returned to the ICAN and coordinator unit, Mr Sarman will collect all the form in the paper sheets. The current condition of the project profile is extremely unreliable and it is difficult for ICAN to analyze project information data. This situation has given the ICAN unit to create a system called "E-Data Kesukarelawan Komuniti". This system is based on the filling of project information data for each department that has implemented their annual project. Every project information should only be filled into the system that will developed based on the " Pelan Strategik RMKe11" form. This system is a transformation for manual data entry into automation form. With this system, it will simplify the task of ICAN analyzing data, reducing the time to collect information and saving the cost of paper usage.

Problem Statement

Department of Research, Network, Industry and Alumni is the department under University of Technology MARA Machang Campus serves the staff and lecturers in a few units. There are six different units under this department. They are Unit of Research Management & Innovation (URMI), Industrial, Community and Alumni Network (ICAN), Malaysian Academy of SME & Entrepreneurship Development (MASMED), Poverty Eradication Research Centre (PERC) and Creative Hub and Media (CMT). Each project director must take the form provided by the ICAN and fill out each data information in the form. The current difficulty is that every form that has been taken by a particular unit, especially the representative of each department that is implementing a project, does not return the form at a predetermined date. This has made it difficult for ICAN to streamline UiTM's annual project data as well as annual audits that need to be updated. In addition, the use of paper in making a copy of this project information form also makes the safety of project information less secure within a certain period of time. The main reason for developing this system is the safety of existing information on the form that is not at a safe level as well as the preservation of data that is not on secure storage for the long period.

Objective

- To prepare filling of project information form into automation system
- To ensure that information is maintained in a more organized manner
- To streamline the analysis of each project information data more accurately
- To reduce time for quoting coordination unit as well as information to be audited into system analysis

Scope of Project

Table 2: Scope Project

PROJECT SCOPE OF ELECTRONIC DATA KESUKARELAWAN KOMUNITI (e-DSK)
PREPARED BY : MUHAMMAD IZZAT BIN ABDUL RAHMAN
PROJECT SCOPE STATEMENT : DOCUMENT FILLED UP MANAGEMENT
DATE: AUGUST 2018 - DISEMBER 2018
GENERAL PROJECT INFORMATION
PROJECT NAME : ELECTRONIC DATA KESUKARELAWAN KOMUNITI (e-DSK)
SPONSOR : NONE
SUPERVISOR 1 (ORGANIZATION): DR. SYERINA AZLIN MD. NASIR SUPERVISOR 2 (ORGANIZATION): MR SARMAN MOHAMAD SUPERVISOR (FACULTY): ASSOCIATE PROFESSOR MOHD NASIR ISMAIL PROJECT MANAGER: MUHAMMAD IZZAT BIN ABDUL RAHMAN

Users Target

This system targeting the staffs and project manager that who have successfully implemented projects for their departments. This system will ensure that project directors fill out each project information they have implemented and every information data will be received by the ICAN admin of the unit department, Mr.Sarman who will manage each information that to be analyzed. The system is made for an organization which is corporate theme will be more convenient for its interface and the most important is, it is simple, understandable and traceable.

Tools Used for Development

Table 3: Tools Used for Development

Tools	Function
Microsoft Word	Use to make documentation for the system development starting from the scratch of the system (Chapter 1-7)
Microsoft Project	Use to indicate the timeline of the development (gantt chart)
Microsoft Powerpoint	Use to produce presentation slide
Notepad	Use to check and test the coding in html before convert into php (interface)
Adobe Deamweaver	Use to write the code for html and php (add, edit, delete, execute file)
Wamp Server 2.0	Use to create database for the system (phpmydmin)
Adobe Photoshop	Use to edit the picture including its format
Photoscape	Use to edit the picture including its size
W3school Website	Use to check the font icon including the color code (button and background)

Significant of the project

The trainee will develop a system proposed as Electronic Data Kesukarelawan Komuniti (e-DSK) for Department of Research, Network, Industry and Alumni. This system helps the organization to manage their project information form for ICAN unit department. They tend to have problems such as difficulty in retrieval project form from project manager. The system proposed by the trainee helps them to overcome the problem. The design of the system is really simple and can be easily understand by the users. With the simple theme, the system will be much more interactive and attractive.

Analysis

Analyse a current system (existing)

The trainee made an observation on the system used by PJIA. Half of the daily task is assist by the system such as Microsoft Word, PowerPoint, Excel, Lotus Notes and UiTM official system (e-Staf, e-Cuti, and Alumni System). However, half of the task is done manually. For example, the form will be filled by each project director and will be quoted by Mr. Saman and each form is via manual system and takes time for ICAN to coordinate each information at the end of the year. The use of form filling in printed paper forms is not in a manageable state and information data is exposed to thin security. A system is proposed due the problem arise. According to the problem above, simple electronic filled form system is created and named as e-DSK.

Context Diagram, Data Flow Diagram (DFD) or any appropriate diagrams.
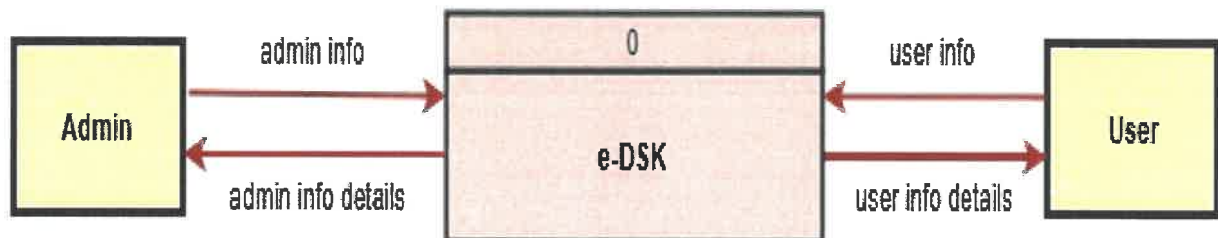
Figure 8: Context Diagram
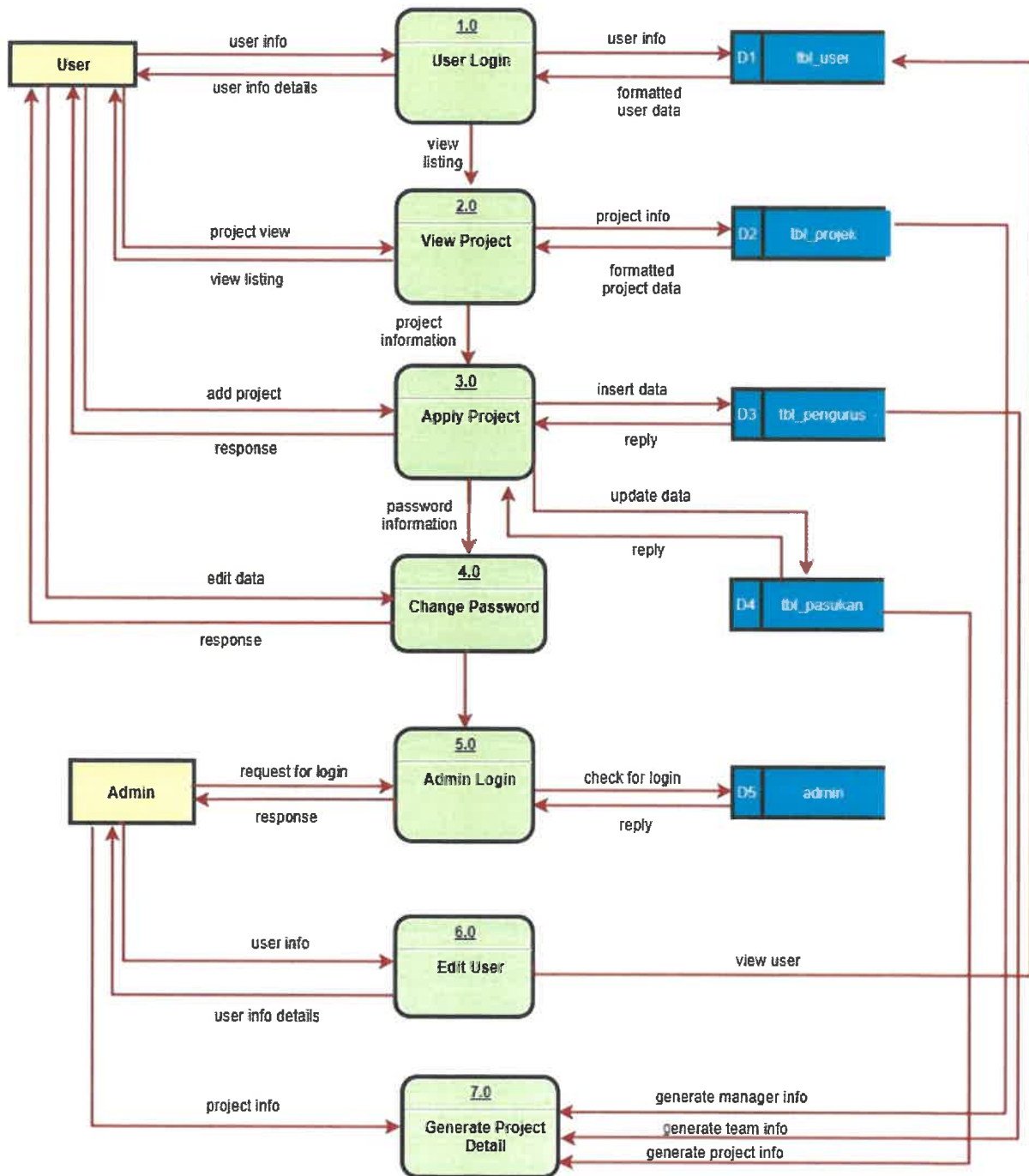
Figure 9: Data Flow Diagram

Figure 10: Flowchart

	Task Name	Duration	Start	ETA
1	Complete project system	159 days	1.08.18	6.01.19
2	Preliminary	15 days	1.08.18	15.08.18
3	Initiating	29 day	16.08.18	13.09.18
4	Project charter	5 days	16.08.18	20.08.18
5	Sorting task	3 day	21.08.18	23.08.18
6	Managing time	4 days	24.08.18	27.08.18
7	Confirming chapters and task	5 days	28.08.18	1.09.18
8	Planning	13 day	14.09.18	26.09.18
9	Define the problem	4 days	14.09.18	17.09.18
10	Determinate project scope	3 days	18.09.18	20.09.18
11	Do research	3days	21.09.18	23.09.18
12	Project proposal	2 days	24.09.18	25.09.18
13	Present the proposal to supervisor	1 days	26.09.18	26.09.18
14	System Analysis	17 days	27.09.18	13.10.18
15	Analyze current system	5 day	27.09.18	1.10.18
16	Analyze new system	3 days	2.10.18	4.10.18
17	Analyze system requirement	1 days	5.10.18	5.10.18
18	Draw context diagram	2 days	6.10.18	7.10.18
19	Draw data flow diagram	2 days	8.10.18	9.10.18
20	Meet supervisor	1 day	10.10.18	10.10.18
21	System Design	17 days	14.10.18	30.10.18
22	Create database	2 days	14.10.18	15.10.18
23	Draw the ERD (Entity Relationship Diagram)	2 days	16.10.18	17.10.18
24	Create data dictionary	5 days	18.10.18	22.10.18
25	Designing the interface	7 days	23.10.18	29.10.18
26	Meeting with supervisor	1 days	30.10.18	30.10.18
27	Implementation	48 days	31.10.18	17.12.18
28	Starting the coding system	25 days	31.10.18	24.10.18
29	System database testing	8 days	25.10.18	2.11.18
30	Create system manual	5 days	3.11.18	7.11.18
31	Installation of system	5 days	8.11.18	12.11.18
32	User training	5 days	13.11.18	17.11.18
33	Maintenance	31 days	18.12.18	17.01.19
34	Monitor the system working	5 days	18.12.18	22.12.19
35	Overcome the system limitation	2 days	23.12.19	24.12.19
36	Determine additional update	1 days	25.12.19	25.12.19
37	Project closure	3 days	26.12.19	28.12.19

Figure 11: Gantt Chart

25

Design

Database

Figure 15: Database

Entity Relational Diagram (ERD) and Schema (Tables)
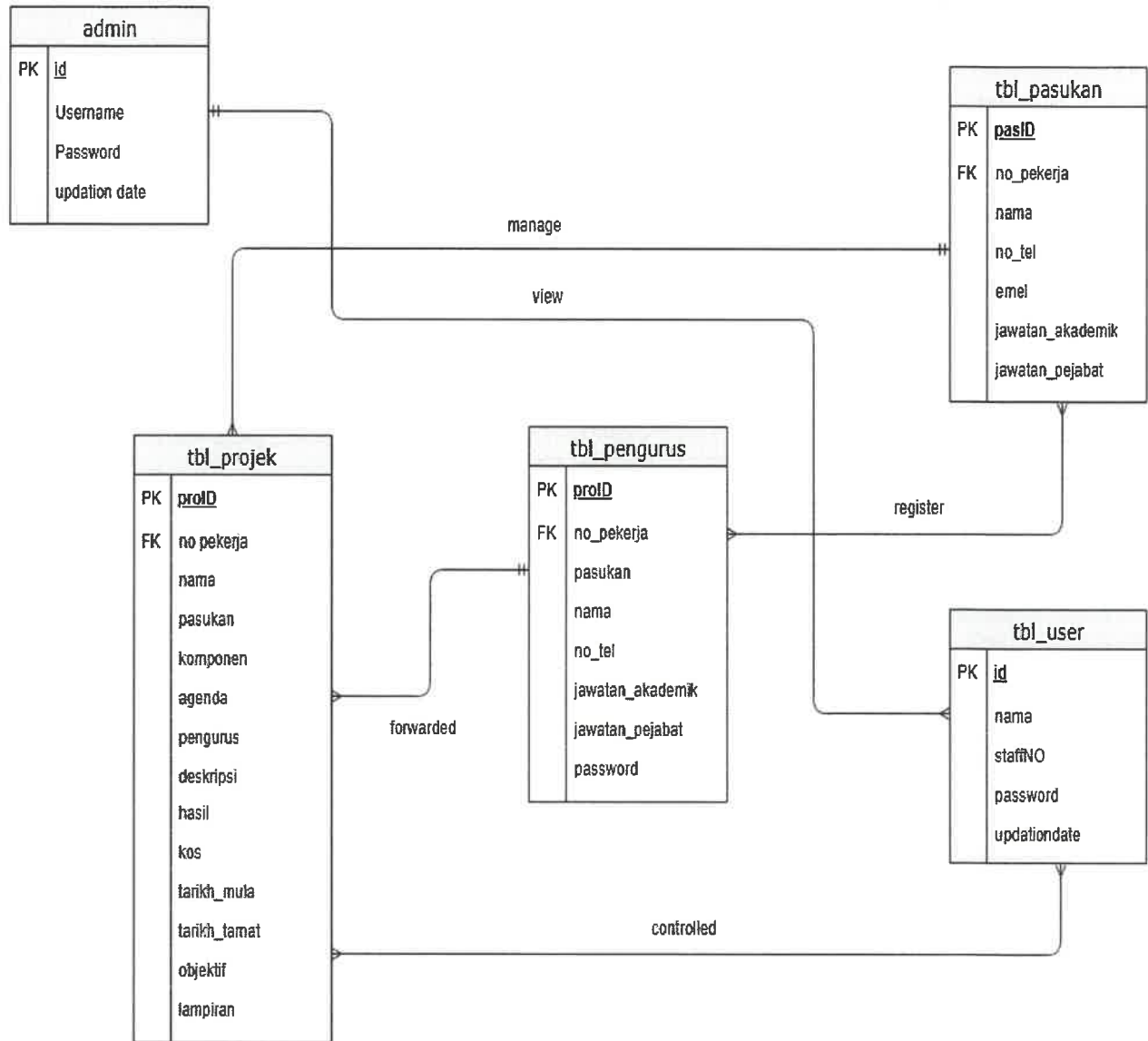
Figure 16: Entity Relationship Diagram

Interface design
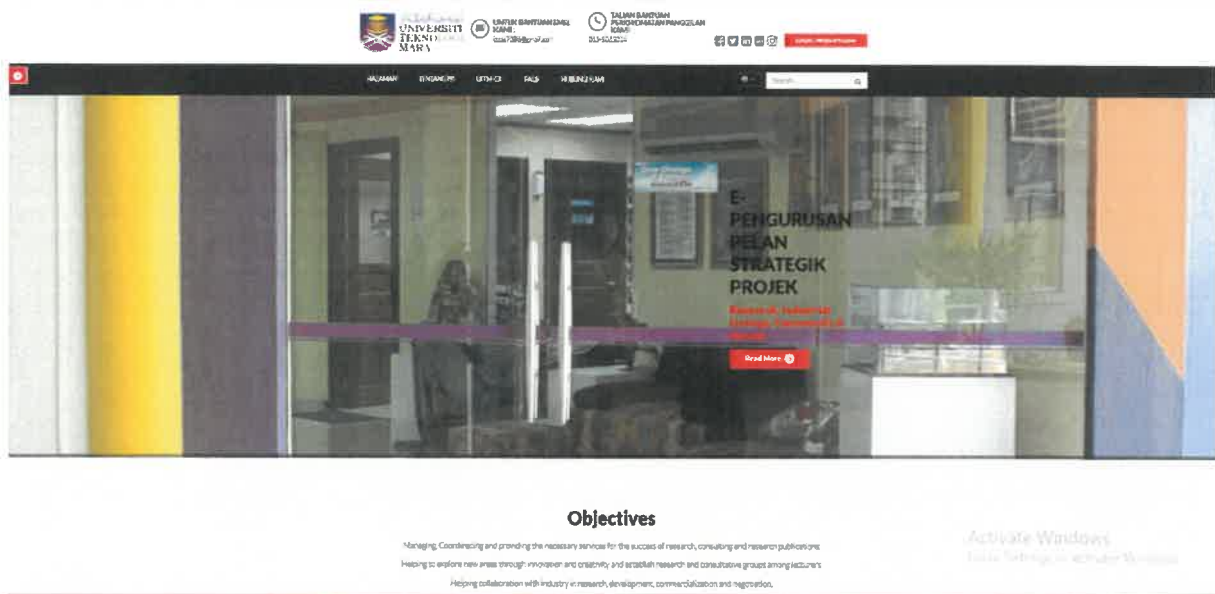
Figure 17:Index page

This is the index page of the e-DSK.
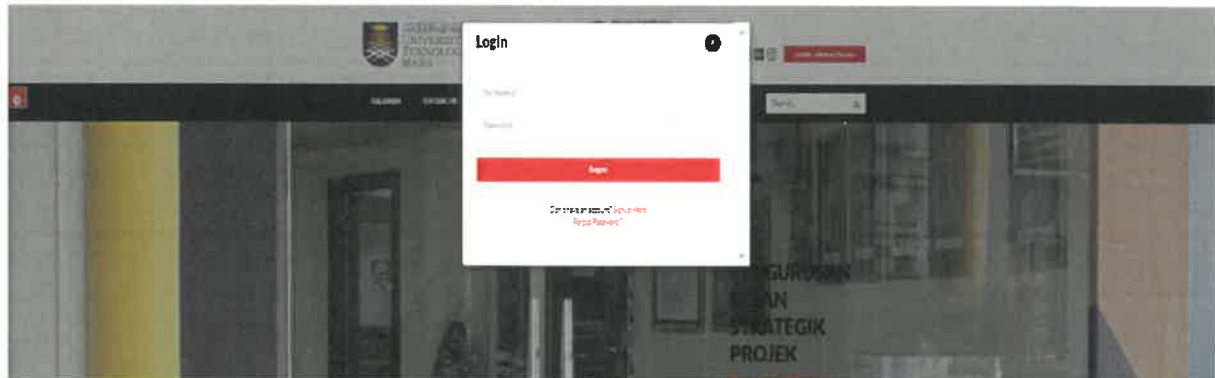
Figure 18: Login page user

The login page user for the system.
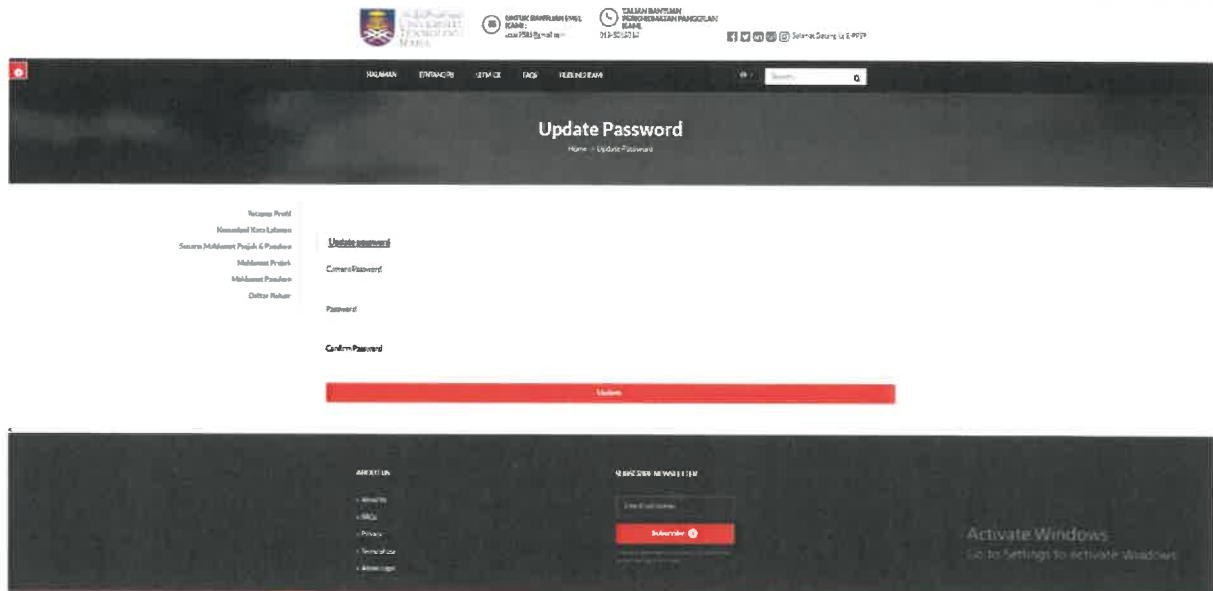
Figure 19: Changing password form and display

The figure above shows a form to changing password account info and its display after edit the data details.
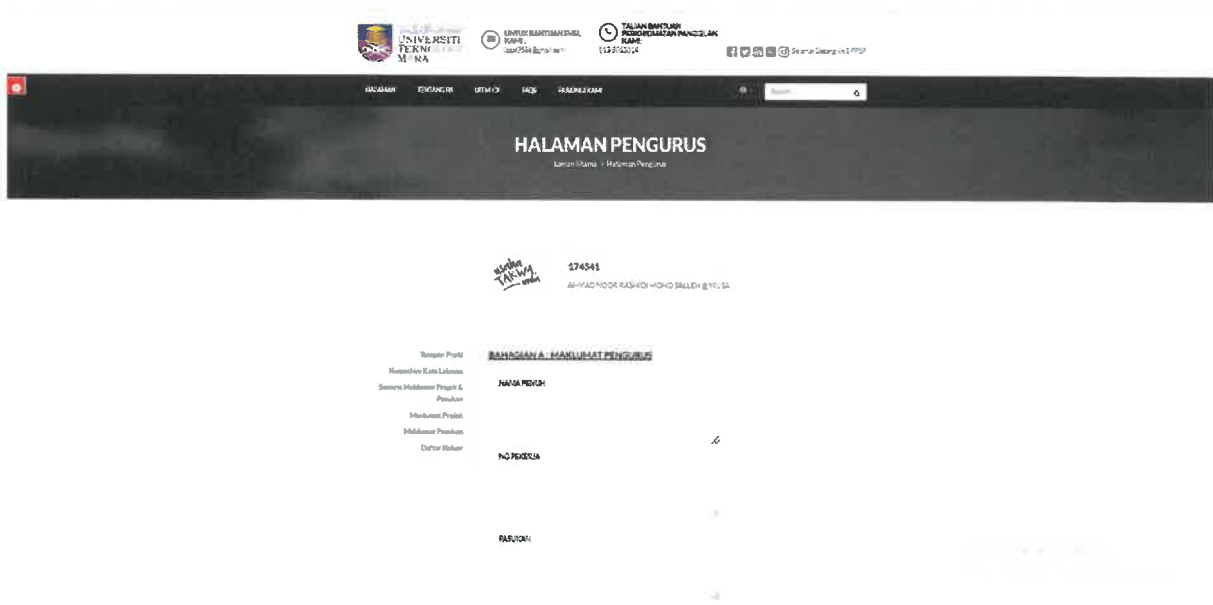
Figure 20: Insert project manager form

The figure above shows a form to insert project manager info and its display after save the data details.

29

Figure 21: Insert project management form and display

The figure above shows a form to insert project management info and its display after save the data details.

Figure 22: Login page admin

The login page admin for the system.

Figure 23: Project registration form and display

The figure above shows a form view from project that has been registered by user.

Figure 24: Team project registration form and display

The figure above shows a form view from team project that has been registered by user.

Figure 25: Project manager registration form and display

The figure above shows a form view from project manager that has been registered by user.

Figure 26: Subscriber registration form and display

The figure above shows a form view from subscriber that has been subscribe in this system e-DSK.

Conclusion

To conclude, the system is giving benefit to the organization especially in regulatory compliance problems since they can be difficult to locate, interpret and apply the form that has been filled up by project manager in each department. The only way an organization can be reasonably sure that it is in full compliance with laws and regulations is by operating a good system management program which takes responsibility for regulatory compliance in registered the project event in term of under UiTM organization. Failure to comply with laws and regulations could result in severe fines, penalties or other legal consequences. A manager that has the relevant data first often wins, either by making the decision ahead of the competition, or by making a better, more informed decision. Compliance in completing each project information that has been implemented will affect the quality of a project in the future. The main impact in filling out each project information in the system form is that it will give impact to ICAN unit in aligning each project information details to be analyzed in the annual project presentation for the coming year. Every informational data is also important to be maintained in order to ensure the security of financial cost details is not misused. In addition, time savings to the unit coordinator especially the ICAN unit in collecting every detail of the project information will be more efficient and flexible in generating data on project outcomes that had gave an impact on UiTM organization's name. The invention of the system will be a kickstart to the organization in order to catalyst the productivity of workflow in office management.

CHAPTER 4: CONCLUSIONS

4.0 Conclusion

At the end of the internship, the trainee required to present her innovation and share on what she had done along her journey in the organization for five months. The presentation is held for the evaluations among the supervisors in the organization. She was very thankful to the organization for giving her an opportunity to be one of the part of organization and experience many new things before changing to the new surface level.

4.1 Application of knowledge, skills and experience in undertaking the task

Back to the first day in the organization, the trainee has a little idea on what is PJIA all about since it is located in her recent study place. However, day by day she managed to learn more and got to gain new knowledge, new skills and new experience while handling the task given. Besides, there are a few staffs were helping her during the internship.

4.2 Personal thoughts and opinion

The trainee is enjoying her day in the organization because there are many things to learn. The organization itself helps staffs and people to be more motivated especially when it comes to further their studies. Different units leave the different thought to the trainee as different units hold the different nature. She is very delightful to learn from all the staffs since these things do help her in experiencing the new surface level which is the survival ways learnt in the working atmosphere. Plus, she gained many new friends from different ages and their thinking levels helps her to build many relations and ideas in communication.

4.3 Lesson learnt

The trainee learnt many new things such as communication skills, hands on skills, enhancing and polishing the skills that the trainee has. She has a chance to communicate with many people from many levels which helps her to adapt with all challenges suit to the first idea of allowing her to experience the internship before the ending of her degree journey. Different person helps her to come out from the shell and to become a better person in the future.

4.4 Limitations and Recommendations

There are a few problems in the organization that have been identified by the trainee. The daily task is done manually without system and some of the staff is computer illiterate. From the trainee view, the staff is not really using the software because there is no enforcement

about using those softwares to assist their work. The staff need some workshop on how to use the basic software such as, Microsoft Office and cloud storage such as Google Drive and DropBox.

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APPENDIX 1:
PUNCHCARD

Card 1

NO: SEPT

NAME: MUHAMMAD IZZAT BIN ABDUL RAHMAN

DEPT: SECT:

1

FOR THE MONTH OF .... YEARS ....

Date	MORNING IN	OUT	AFTERNOON IN	OUT	OVERTIME IN	OUT	Daily Total
1							
2							
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5							
6				→9C			
7							
8							
9							
10				→8C			
11							
12							
13							
14							
15							

Card 2

NO: OGOS

NAME: MUHAMMAD IZZAT BIN ABDUL RAHMAN

DEPT: SECT:

1

FOR THE MONTH OF .... YEARS ....

Date	MORNING IN	OUT	AFTERNOON IN	OUT	OVERTIME IN	OUT	Daily Total
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15							

Card 1 (right)

2

NO:

NAME:

DEPT: EPF:

I/C: AGE: SEX:

HOURS: DATE AMOUNT

ORDINARY TIME

OVERTIME

LESS

NET WAGES

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16							
17				5:17:04			
18				5:17:17			
19				5:16:49	→8C		
20							
21							
22							
23				5:17:05			
24				5:17:01			
25				5:17:00			
26					→8C		
27					→8C		
28							
29							
30				5:17:02			
31							

Card 2 (left)

2

NO: OTOS

NAME: MUHAMMAD ROPI BIN ABDUL RAHMAN

DEPT: PJ EPF:

I/C: AGE: SEX:

HOURS: DATE AMOUNT

ORDINARY TIME

OVERTIME

LESS

NET WAGES

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16				16:50			
17							
18							
19				5:17:00			
20				5:17:03			
21				5:17:01			
22							
23							
24							
25							
26	7:40			17:00			
27				5:17:00			
28				5:17:00			
29				5:17:04			
30				5:15:47			
31							

Card 2

NAME: MUHAMMAD IZZAT BIN ROOUL EAHIN

NO: **DEPT:**   **I/C:**   **EPF:**   **SEX:**   **AGE:**   **DATE:**   **HOURS:**

NOVEMBER

	ORDINARY TIME	OVERTIME	LESS	NET WAGES	AMOUNT

Date	MORNING IN	MORNING OUT	AFTERNOON IN	AFTERNOON OUT	OVERTIME IN	OVERTIME OUT	Daily Total
16							
17							
18							
19				9:17:03			
20							
21							
22							
23							
24				9:17:17			
25							
26				9:17:21			
27							
28							
29							
30				9:17:30			
31							

Card 1

NAME: MOHD IZZAT

NO: **DEPT:**   **SECT:**

FOR THE MONTH OF OKT YEARS 2018

Date	MORNING IN	MORNING OUT	AFTERNOON IN	AFTERNOON OUT	OVERTIME IN	OVERTIME OUT	Daily Total
1				9:17:24			
2				9:17:39			
3							
4				9:17:26			
5							
6							
7				9:17:25			
8				9:17:32			
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11							
12				9:17:03			
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NAME:

DEPT:　　　　SECT:

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5	807 3						
6							
7	802			9702			
8				9702			
9							
10							
11							
12							
13							
14	800			9701			
15							

2

NAME: MOHD I 2 2 AT

NO:

DEPT:

I/C:　　　EPF:

HOURS:　　AGE:　　SEX:

DATE　　AMOUNT

ORDINARY TIME

OVERTIME

LESS

NET WAGES

Date	MORNING IN	OUT	AFTERNOON IN	OUT	OVERTIME IN	OUT	Daily Total
16							
17							
18				1807			
19							
20							
21				1701			
22				1700 / 1701			
23							
24				1755			
25							
26							
27							
28				1710			
29							
30				1705			
31				1715			

NO:

NAME: MUHAMMAD DUFFT
BIN BR-RUMAN

2

DEPT: DECEMBER
I/C: AGE: SEX:

EPF:

ORDINARY TIME	HOURS:	DATE	AMOUNT
OVERTIME			
LESS			

NET WAGES

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16							
17							
18			817.74				
19							
20							
21							
22							
23							
24			817.17				
25							
26			817.23				
27							
28							
29							
30			817.30				
31							

UNIVERSITI
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MARA

1

NO:

NAME:

DEPT:

SECT:

FOR THE MONTH OF .... YEARS ....

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1							
2							
3							
4							
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6							
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11							
12							
13							
14							
15							

UNIVERSITI
TEKNOLOGI
MARA

APPENDIX 2:
LOG BOOK

PERSONAL DETAIL

1. **Name** : MUHAMMAD IZZAT BIN ABDUL RAHMAN

2. **Student ID** :

3. **Programme** : INFORMATION SYSTEM MANAGEMENT

4. **Semester** : 7

5. **Home Address** :

6. **Tel No (HP)** :

7. **Email** :

ORGANISATION INFORMATION

1. **Full Name & Address** : Research, Industrial Linkage, Community &
   Alumni

2. **Department** :

3. **Supervisor** : Dr. Wan Fairos Wan Yaacob

4. **Position** :

5. **Tel** :

6. **Email** :

FOR OFFICE ONLY
Remarks :

DATE : 1 / 8 / 2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Introduction with staff members	
2. Recognise the structure and scope of the work in PJI department	
3. Learn how to dissamble files according to the code number	
4. Manage and record file system	
5. Organized furniture and packing the meeting room in PJI department	

PRACTICAL TRAINING LOG BOOK

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DATE : 5/8/2018

EXTRACT NATURE OF WORK DONE

1. Learn how to use fax machine

2. Learn how to fax document.

3. Help staff in PTIA, Nur Yana in doing the data entry alumni student UiTM.

4. Learn how to managed files that need to be dispose.

SUPERVISOR REMARKS

DATE : 2/8/2018

EXTRACT NATURE OF WORK DONE

1. Doing assessment or task that given by Mr. Farody to manage record filing

2. Learn how to print out paper

3. Learn how to put photostate paper or document.

4. Help coordinator ICAN unit Mr. Sarman in doing slide presentation.

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Do the research for the system need to be implemented.	
2. Received task from Dr. Nik in doing new slide project for next week presentation.	
3. Manage file and store document in record room	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Receive the special project topic from second supervisor faculty department, Mr. Sazman Mohamad.	
2. Discuss about special project that need to do.	
3. Search for the existance pre system that want to be implemented.	

DATE: 7 / 8 / 2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Discuss about special project with faculty supervisor, Associate. Prof. Dr. Mohd Nazir Ismail	
2. Do the research from internet in doing the system.	

DATE: 9 / 8 / 2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Do the Entity Relationship Diagram for system that want to develop	
2. Learn how to create a high-tech flexible design for system.	
3. Help to clean the record room.	

DATE : 12/8/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Make a clear ERD for system development	
2. Discuss with officemate how to make a attractive design slide show.	
3. Fix the document to the outside organization.	
4. Make a copy documentation for MASNET unit report.	

DATE : 13/8/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Do the arrangement event at UiTM Kampus Kota Bharu	
2. Helping Mr. Bakeri in do their prose station.	
3. Do the research to create a dynamic system design development.	

DATE: 14 / 8 / 2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Do re for documentation	
2. Do the photocopy for report report report ICAN.	
3. Helping Dr. Nik in provide the article show and teach him how to use slideshow soft ware.	

DATE: 15 / 8 / 2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Discuss with supervisor faculty in how to make Data Context Diagram and Data Flow Diagram	
2. Make a CD & DFD for system	
3. Analyze system flowchart that want to be develop	

DATE: 16/8/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Fax a documentation	
2. Make a photocopy that need to print out.	
3. Send the form to the Hal Ehwal Academic department.	
4. Make and tent construct context diagram & data flow diagram.	

DATE: 19/8/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Discuss with supervisor faculty um in fixed the context diagram and data flow diagram.	
2. Re-construct the data flow diagram and context diagram.	
3. Manage a letter that need to apply be kept in record room.	

DATE: 21/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Fax the documentation	
2. Study the context diagram, data flow diagram and entity relationship diagram based on the system that will be develop	

DATE: 20/6/2018.

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Draw the ERD and DFD it by hand	
2. Discuss with faculty supervisor about the flowchart system	
3. Fixed the context diagram and re-construct the structure of CD.	

DATE : 22/8/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Develop the interface of system by drawing it in the paper	
2. Do the draft of flowchart system and erd.	
3. Make the draft of database for the system	

DATE : 23/8/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Discuss with supervior about draft of flowchart system, dfd, ccl and ERD.	
2. Make the research about existing system that will conduct.	
3. Analyse type of data programming that will be to use in develop system.	

DATE: 26/8/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Fix the documentation	
2. Make a softcopy for report for CAN coordinator unit	
3. Discuss with supervisor faculty about system	

DATE: 27/8/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Do the filling in record room	
2. Fill the the details about record data that want to be store.	
3. Join the meeting for next management.	

DATE: 28/8/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Do the research about system that want to be develop	
2. Study the database entity that need for construct	
3. Make a database in offline server. Wamprrver.	

DATE: 29/8/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Meet supervisor department and discuss with him about the existing system	
2. Study about existing system	
3. Do the draft of system existing system and implement it into the automation system.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Develop the interfaces of system	
2. Study about function coding Programming that will be used.	
3. Teach the staff in PTPA on how to use Microsoft Excel.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Develop the interface of the system	
2. Draw the ERD, CD and DFD	
3. Discuss with supervisor about the suitable interfaces that must to be used.	

DATE: 6/9/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARK
1. Develop the interface system	
2. Scan the documentation	
3. Make the photocopy for the doc report that want to be duplicate.	

PRACTICAL TRAINING
LOG BOOK

DATE: 5/9/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Manage the record file system	
2. Develop the interface system	
3. Develop the database on the warp server base on discussion that has done with supervisor faculty.	

PRACTICAL TRAINING
LOG BOOK

DATE : 17/9/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Develop the interface of system	
2. Meet the supervisor faculty to discuss about the function that need to be implement in the system	
3. Do the task that has been given by coordinator with a date in the microsoft excel.	

DATE : 18/9/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Develop the interface of system	
2. Study about coding that need to be implement on the system	
3. Organize the system structure base on the flowchart system.	

DATE: 19/9/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Present the proposed to supervisor Faculty	
2. Determinate project scope	
3. Analyze current system.	

DATE: 20/9/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Analyze current system	
2. Analyze new system	
3. Meet supervisor Faculty to discuss about details the interface that has been develop.	

DATE: 23 / 9 / 2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1- Create database	
2- Develop the interface of system	
3- For documentation and print out document	
4- Join event that held on Dewan Professional at this time.	

DATE: 24 / 9 / 2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1- Develop the interface system and meet the supervisor	
2- Create the data dictionary	
3- Revising the interface	
4- Fix the documentation	

DATE : 25/9/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Designing the interface of system	
2. Study the coding that want to used and code in my system	
3. Do the research about system coding that suitable to use.	

DATE : 26/9/2018

EXTRACT NATURE OF WORK DONE	SUPERVISO REMARKS
1. Designing the interface of the system	
2. Meet the supervisor	
3. Manage and record file system	

DATE : 27/9/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Manage and record file system	
2. Designing the interface of the system	
3. Study coding that need to used and best programming language.	

DATE : 30/9/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Designing the interface system	
2. Starting the coding system	
3. Joint the meeting in PJIA department.	

DATE: 2/10/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Designing the interface system	
2. All project proposal requirement are been handled by me. That I arranged the document in file step. All file I managed according to alphabet orders.	

DATE: 1/10/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Designing the interface system	
2. Meeting with supervisor	
3. Starting coding the system	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Designing the interface system	
2. Key in data alumni student into the system	
3. Manage and organized staff record file.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Designing the interface system	
2. Develop the coding base on function of each part system	
3. Meet the supervisor and discuss the flow system base on interface system.	

DATE : 7/10/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Join a meeting in department	
2. Meeting with supervisor faculty	
3. Design the system interface	

DATE : 8/10/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Design the interface system	
2. Fax documentation	
3. Copy, fax and print the letters	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Copy, fax & print the letters using photocopy machine	
2. Design the system	
3. Making the coding programming	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Join meeting for event for Kelantan Textile Show (KeTS) that will be held on 31 October 2018	
2. Review and update the guest data	
3. Updated done through Google Sheets and Microsoft Excel	

DATE : 11/10/2018

EXTRACT NATURE OF WORK DONE	SUPERVISO REMARKS
1. Helps Mr. Soman arrange slide presentation	
2. Help Mr. Bakeri Rahman preparing video montage that will be held on 20 August 2018.	

DATE : 11/10/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Distributed the letter into proper hole	
2. Organize, format and calculate data with formulas using a proper spreadsheet system	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Join a the academic sharing session colocium academic cologium academic	
2. Design the system interface	
3. Making the code program aprs	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Rearrange the unwanted files in the file room.	
2. Design the system interface	
3. Making a code in programming	

DATE : 18/10/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Helps Dr.Nik in repairing the PC at their room	
2. Design the system interface	
3. Run the coding function	

DATE : 17/10/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Design the system interface	
2. Joint a meeting for KETS 2018 event.	

DATE: 21/10/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Design the system interface	
2. Manage filing on Record room	
3. Meet supervisor department	

DATE: 22/10/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Starting doing draft for report documentation	
2. Design the system interface	
3. Meet Arcat lecturer that have experience in programming code.	

EXTRACT NATURE OF WORK DONE

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Meeting and discuss with coordinator unit for event KeTS 2018	
2. Design the system interface and function of coding	

EXTRACT NATURE OF WORK DONE

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Design the system interface	
2. Meet the supervisor department.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Organize, format & calculate data with formulas with spreadsheet system.	
2. Design the interface system	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Updated guest data for event KeTS held in Microsoft Excel & Google Drive.	

DATE: 30/10/2018

EXTRACT NATURE OF WORK DONE	SUPERVISO REMARKS
1. Attend to show and event KITS 2018	
2. Manage the event at Dewan Profesional	

DATE: 29/10/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Updated data list that event that will attend to the event	
2. Design the interface system	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Attend the meeting to discuss about the event that has been done last day.	
2. Design the system interface	
3. Study the testing coding the heart to implement on system.	

EXTRACT NATURE OF WORK DONE	SUPERVIS REMARK
1. Design the system interface	
2. Fix the document notation	

DATE: 5 / 11 / 2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Design the system interfaces and making a coding.	
2. Rearrange the unwanted files in the file room.	

DATE: 7 / 11 / 2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Design the system interface and code the function in system	

DATE: 7 / 11 / 2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Design and code the system	
2. Discuss the draft for report documentation with supervisor faculty	

DATE: 6 / 11 / 2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Design and code the system	
2. Meet the supervisor faculty to discuss the system function	
3. Manage the record in the record room.	

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EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Make a report documentation for organization information	
2. Design and code for system	
3. Fixed the function that not proper run in system	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Make a introduction for the report	
2. Make a design and code for system	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Make a report documentation for industrial training admins	
2. Design the the interface system	
3. Code the programming language.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Make a report documentation for introduction in special project	
2. Run the system and certain function need to be fixed.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Make a system coding and design interface	
2. Photostat the paper	
3. Help arrange the files record	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Make a report documentation	
2. Design the interface system	
3. Meet supervisor department	
4. Run the documentation	

DATE: 26 / 4 / 2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Make a design for system	
2. Meet supervisor faculty to discuss about programming language	
3. Prepare filling of project information from form into automation system	

DATE: 27 / 11 / 2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Print the letters	
2. Design and code the system	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Rearrange the inventory of files in the file room	
2. Preparing design banner	
3. Meet supervisor to discuss report	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Rearrange the presentation slide	
2. Preparing video montage & gimmicks	
3. Print the paper and finish documentation	

DATE: 3 / 12 / 2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Make a design system	
2. Make a report draft chapter 3	
3. Print out paper and fax documentation	

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DATE: 2 / 12 / 2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Make a report at chapter 3 about industrial training	
2. Join the colegium academic	
3. Join meeting in department	

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EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Make a draft for documentation in special project for system	
2. Make a system design and...	
3. Learn how to fixes the unfunction programming language	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Make a design system and code the system base on PHP language	
2. Make a documentation for special project	
3. Make a report for chapter 3 in industrial training	

DATE: 11 / 12 / 2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Do the Gantt chart	
2. Meet to supervisor to discuss the Gantt chart	
3. Design the system and implement coding.	

DATE: 9 / 12 / 2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Fixed the ERD, DFD and CD	
2. Meet the supervisor Faculty	
3. Print the the paper and send the ones at HEA department	

DATE: 16/12/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Make a troubleshoot	
2. Make a design system & coding programming	
3. Fixed the system that didnt function fully	

DATE: 13/12/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Do the design system and develop programming code on function system	
2. Print the poster	
3. Make a report documentation	

DATE: 17 / 12 / 2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Makes a report documentation	
2. Read the documentation report for each chapter.	
3. Make a system design and coding the system function	

DATE: 18 / 12 / 2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Meet the supervisor faculty	
2. Rearrange the filing record in record room	
3. Design the system and implement the coding language	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Design the system and code the programming	
2. Make a report documentation	
3. Preparing the slide for presentation and ... on PTA department and ...	

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EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Make a design system and function code for system	
2. Preparing to meet supervisor to discuss about the report documentation	

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DATE: 27 / 12 / 2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. System database entry.	
2. Create system manual	
3. Make a report documentation	

DATE: 24 / 12 / 2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Run and debugging the system.	
2. Test run the system functionality	
3. Fixed out debug the system error	
3. Make a report documentation	

DATE : 2/1/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Do the presentation for system in my department of PTD	
2. Present the system specialized project that I has done on Dr. Syam and Dr. Khalid	
3. Monitor the system working	
4. Do some additional updates	