

INDUSTRIAL TRAINING REPORT

SKALI COMMUNITY ENGAGEMENT
SKALI GROUP
(ALAM TEKNOKRAT SDN BHD)
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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 declare 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.

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ABSTRACT

The academic writing report paper is based on the period from 4 February to 30 June 2015 at Skali Group. The academic writing is based on the industrial training of trainee in completing IMC 690 (Industrial Training). The industrial training is an opportunity where students can test their knowledge and creative thinking by relating the theoretical knowledge gain from the studies with the applications in the industries. With duration of 22 weeks, trainee is placed in preferred companies in order to undergo the industrial training. The trainee has been placed under SCALE department and join their training programmer called Skali Employability Enhancement Program or shortly known as SEEP. SEEP has provided modules and training classes for first three months to acknowledge and gain new knowledge and experiences by Corporate Social Responsibility by organizing outreach program, Entrepreneurial Development Programmed, and soft skills class. The remaining of internship duration, trainee is assigned in completing the Learning Management System (LMS) which project is assigned by supervisor during the internship duration. The project is starting on 4 February 2015 until 30 June 2015.

Keywords: *Industrial Training, SKALI, SCALE, SEEP, Corporate Social Responsibility, Entrepreneurial Development Programmed, Outreach Program, Soft Skills, Learning Management System (LMS)*

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LIST OF ABBVERATIONS

ABBREVIATIONS

Abbreviation 1	1 Malaysian Development Berhad	1 MDB
Abbreviation 2	Chief Executive Officer	CEO
Abbreviation 3	Chief Operation Officer	COO
Abbreviation 4	Corporate Social Responsibility	CSR
Abbreviation 5	Entrepreneurial Development Programme	EDP
Abbreviation 6	e-Registration System	ERS
Abbreviation 7	Kolej Poly-Tech Malaysia	KPTM
Abbreviation 8	Persatuan Sindrom Down Malaysia	PSDM
Abbreviation 9	Learning Management System	LMS
Abbreviation 10	SKALI Community Engagement	SCALE
Abbreviation 11	SKALI Employability Enhancement Programmer	SEEP
Abbreviation 12	Universiti Teknologi Mara	UITM

ACRONYMS

Chapter 1 : Introduction

This chapter is about SKALI Group as the selected organization in completing industrial training, which is describing the background of the organization and also the organizational structure.

1.1 Background of the Organization



Figure 1-1: Skali Group

The story of SKALI is that of a survivor; a story of a brand that has managed to overcome many challenges and has successfully surged forward in its quest to create and share beneficial initiatives and values with the communities it interacts and engages with. The SKALI story began when the internet euphoria was still in its infancy, when a group of aspiring five young guns and a lady joined forces to be part of the excitement in the 1990s.

Four of them remained to be the core of SKALI's management is Tengku Farith Rithauddeen, Aimi Aizal Nasharuddin, Saiful Khairi Zainuddin and Maznida Mokhtar. Astonishingly enough, none of them were from IT background. The inaugural first ever project for SKALI was conceived when they clinched the licensing deal to operate the Asian based mirror website for AltaVista, a search engine that was fast growing in popularity then. They had a difficult start with many great challenges right from securing the deal to getting investments into the company and in realizing their

business plans. It did not take them long before they realized their business model was not working as planned. Matters had gotten worst in just a few months and the company was threatened with bankruptcy.

Their unwilling team spirit and togetherness made them stalwarts who did not waiver and call it quits. With a revived business model, plus more sweat and tears, and with mutual support and encouragement from each other, they have grown by leaps and bounds. SKALI officially became a brand when <http://altavista.skali.com.my> was launched in June 1997. The brand name was deemed appropriate as in Malay "sekali" means TOGETHER. It was the spirit of "togetherness" that strengthened and unified them as one, that prepared them to face and overcome their onslaught of challenges. And "togetherness" has become the fundamental philosophy of SKALI's culture.

Now, SKALI is more than just a portal-search engine, it is the pioneer in e-business in Malaysia with clients spanning the ASEAN region as well as the United Kingdom and the United States.

Some quick facts about SKALI Group:

- i. SKALI is the largest commercial open source company in South East Asia. We deploy enterprise level open source technologies to our customers who are affordable, scalable, and seamless to other systems.
- ii. Over 18 years of experience in the ICT industry.
- iii. Implemented more than RM300 million worth of projects of various enterprise web based solution for high profile clients.
- iv. Developed, managed and maintained a number of concurrent projects including the award winning Managed Portal Services for the Government of Malaysia.

- v. Produced 80% of Top 3 websites and 40% of Top 3 portals for the Government of Malaysia.
- vi. First Public Cloud Provider in Malaysia.
- vii. Trained & developed over 1,000 unemployed graduates.

1.1.1 Company profile

Table 1-1: Company Profile

Name of Company	: SKALI Group/ Alam Teknorkat Sdn. Bhd
Year of Establishment	: 1999
Address	: Level 15, Menara Sentul, 86, Jalan Sentul, 51100 Kuala Lumpur.
Telephone Number	: +603 4043 9888
Fax Number	: +603 4043 0999
Email	: enquiries@skali.net
Website	: http://skali.net/web/guest/home

1.1.2 Mission and vision

“Our value gives us our "Competitive Advantage”

Together SKALI scale the height of success. The value is the essence of the SKALI culture. The values distinguish them from the others by the work they do. The values epitomize the mission to help their clients make distinctive, lasting and substantial improvements to their organizations. The values exemplify their vocation to grow an organization that attracts, develops and retain exceptional SKALians.

1.1.3 Logo of Skali Group



Figure 1-2: The Logo of Skali Group

The cultures that SKALI Group applied in the company are:

- ***We Create:*** SKALI creates innovative solutions that meet the needs of any Organization and market place. Our diversified clients list bears testimony to our excellent results achievements that put them on the new frontiers of e-business.
- ***We Value:*** SKALI delivers its promises by building business confidence and efficiency to widen your market reach globally. Our solutions help lower total cost ownership, increase competitiveness and maximize investment.
- ***We Share:*** SKALI believes in the power of sharing. We openly share our ideas, experiences, knowledge, expertise and successes, to bring you proven technologies and business solutions that work.

1.2 Organizational Structure

1.2.1 Board of Director

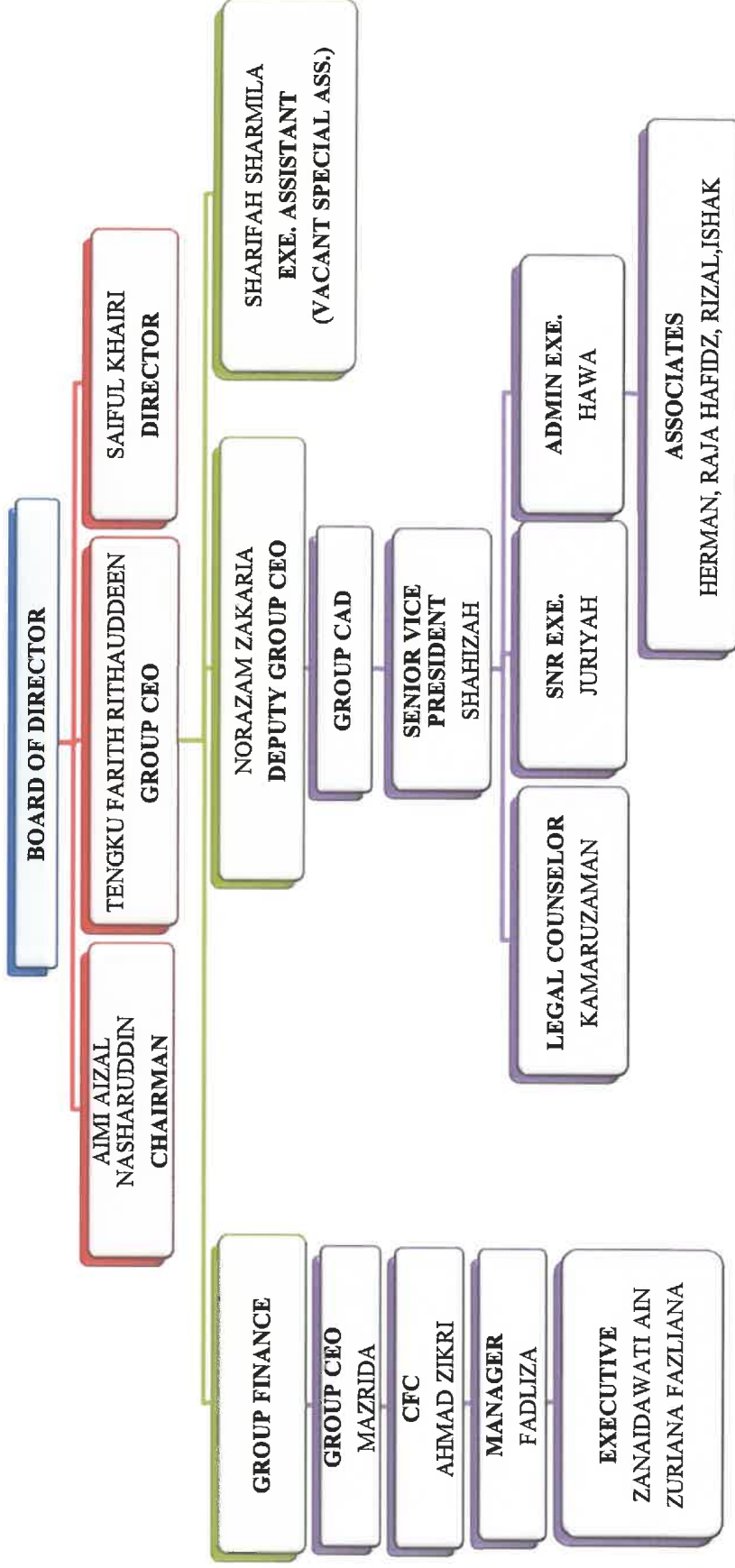


Figure 1-3: Organizational Chart

1.2.2 Senior Management



Figure 1-4: Senior Management Board

Chapter 2 : Organization Information

2.1 Departmental Structure

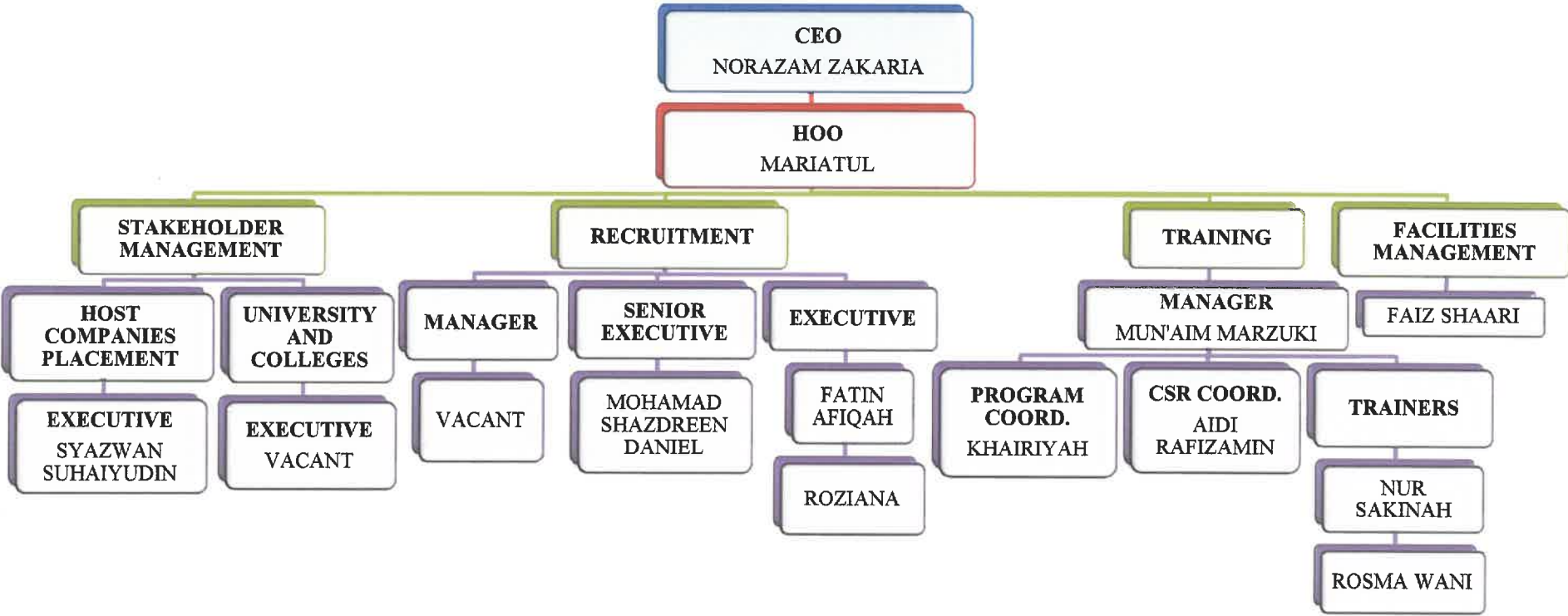


Figure 2-1: Departmental Structure

2.2 Department Function

SKALI Community Engagement Sdn Bhd (SCALE), SKALI Community and Learning Engagement are the department that produces entrepreneurs and leaders through its social entrepreneurship system which supports and facilitates evolution of entrepreneurs and enterprises.

SCALE provides human capital development training excellent that meets the industries requirement and to prepare trainee to be viable and dynamic entrepreneurs who are able to compete globally. Moreover, SCALE is human capital specialist dedicated in Information, Technology and Communication (ICT) training, Business Management and Personal Development Training and Entrepreneurship Development Training.

This department also provide high quality training program that enhance individual and organization's ability with strong relevant knowledge and expertise of real world practices as well as local best practice. SCALE is a Multimedia Super Corridor (MSC) status company since year 2004 which has been awarded the Asia Responsible Entrepreneur Awards Program (AREA) 2010 for Community Engagement Category. SCALE is a HRDF certified training provider by PSMB. With this certification, companies that contribute to HRDF fund are able to claim the cost of their training provided by SCALE from PSMB.

Chapter 3 : Industrial Training Activities

Chapter 3 is focusing on industrial training activities of trainee at Skali Group, which is covering on the training activities and also the special projects that conducted by the trainee during internship duration.

3.1 Training Activities

For chapter 3, is focusing on the training activities that have been provided by the organization. For the first three month, we are attending Skali Employability Enhancement Programmed (SEEP) which is attending three main classes, which are Corporate Social Responsibility (CSR) classes, Entrepreneurship Development Programmed (EDP) classes and Soft Skill classes. In this chapter also mention about the daily task given by the supervisor. In additional, also mention about the other training activities, which is the trainee involved into others CSR project's group. For the special project section, is focusing on the major projects that conducted by trainee during the practical duration, which is outreach program, system development of e-Registration system (ERS) for Persatuan Sindrom Down Malaysia (PSDM), web development of official website of Persatuan Sindrom Down Malaysia (PSDM) and lastly, system development of Learning Management System (LMS).

3.1.1 Skali Employability Enhancement Programmed (SEEP)

SKALI Employability Enhancement Program (SEEP) was launched by 1 Malaysia Development Berhad (1MDB) to support understudies from Higher Learning Institution (HLI) around the nation to take part in the system.

SEEP is an internship project intended for the understudies in their last year of studies

that need to experience mechanical trainings or modern connections. The SEEP Program will supplant the ordinary Industrial. Training gave by the business to an Employability Enhance Program beginning from 2014. The SEEP duration is three month. The main objective of this program was been marked on SKALI group website <http://www.skali.net/seep-internship-programme> that as followed:

- To produce graduates with high interpersonal skills, self-esteem and confidence.
- To generate marketable and competent graduates for employment locally and abroad.
- To produce graduates with independent values and some entrepreneurial traits.
- To provide students with Industry Recognized Certificates upon completion of the programmed.

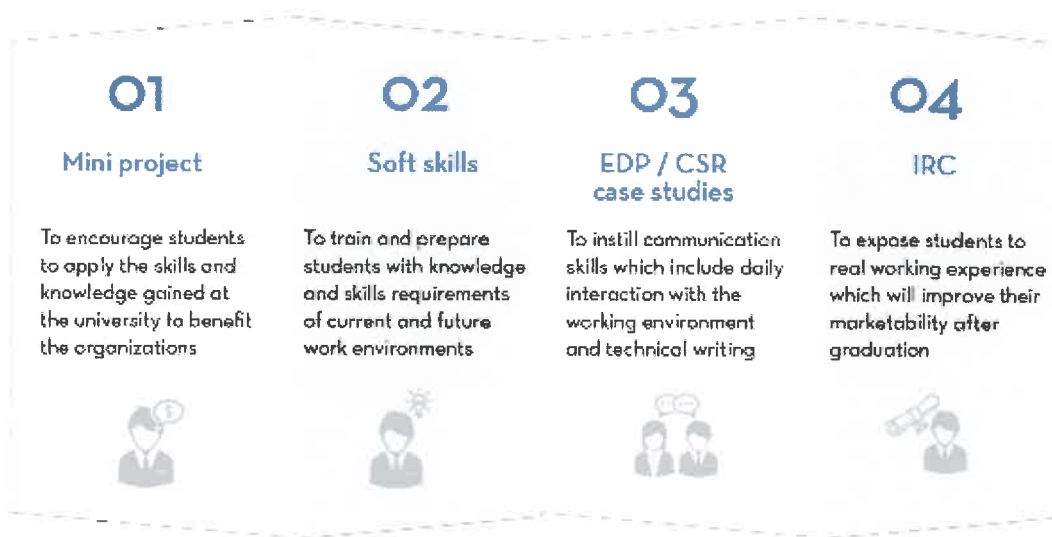


Figure 3-1: SEEP Programmed Approach

3.1.1.1 Corporate Social Responsibility (CSR) Classes

Corporate social responsibility (CSR) is a management concept whereby companies integrate social and environment concerns in their business operations and interactions with their stakeholders. The CSR program is one of important training activities because from CSR, the trainee can has a better motivated and more productive and build good relationship with other organization. More than that, CSR can make trainee more competitive and reduces the risk of sudden damage to the reputations.

Skali Group exposed the SEEP programed trainers to create a Corporate Social Responsibility (CSR) event to help an organization that really needs some of a favor such as money, groceries things, services and etc. The objective of this CSR event is to teach trainee how to conduct an organization, how to work in a team, how to run a business and how to deal with other organization without monitoring from company supervisor. The trainee need to be attending six classes of CSR to gained any information related to corporate social responsibility, which is to make sure the CSR Project will be successful.

3.1.1.1.1 Corporate Social Responsibility 1

For the first class of CSR, trainee is being exposed to the Introduction of Corporate Social Responsibility by the Mr. Aidi R.Amin. As information, SCALE has been provided RM500 has early modal that was given to the groups as lane start up for starting a business. From RM500, the groups must grow the money. Trainer is delivered the information that related CSR and the issued relates to its. The trainee are asked to discuss about the CSR project in the allocated group or company, which is be allocated in the first day at Skali Group. As the information, the group that allocated is based on the voting. Therefore, each group has different trainees, which is from different university and has

different educational background. The trainees is discuss about the organization will be help and also the mission and also the objectives of helping the organization. In additional, they need to discuss and build the company or group with the name, organizational chart, vision, mission and also the objective of the establishment. After the discussion, the groups need to present the output of the discussion in front of the trainer and also the other trainees.

Table 3-1: List of QOURA members

NAME	UNIVERSITY
Amiruddin b Mohd Nor	UiTM Kelantan
Hariz b Md Annuar	UiTM Kedah
Mohd Firdaus b Razali	UiTM Kelantan
Muhammad Bukhari b Nor Afendi	UiTM Kedah
Muhammad Husaini b Abdul Rahman	UiTM Kelantan
Nor Azmah bt Mohamed Ali	UiTM Kelantan
Nur Al Shifa bt Kamil	UNIKL, Kuala Lumpur
Nur Najwa bt Jamil Khair	UiTM Puncak Perdana
Siti Hajar bt Hassan	UiTM Kelantan
Zati Syazwani bt Shahrudin	UiTM Kelantan
Nur Amalina bt Ahamad Nasarudin	KPTM, Kuala Lumpur

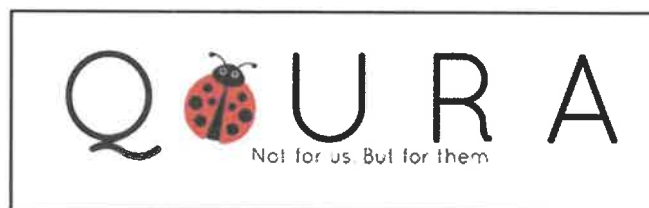


Figure 3-2: Group 9 (QOURA)

The trainee group named is QOURA, which is from group 9. Trainee and the group are choosing Persatuan Sindrom Down Malaysia (PSDM) as the organization to conducting the CSR Project. Persatuan Sindrom Down Malaysia (PSDM) is located at No. 87 Linkungan U-Thant, Kuala Lumpur. The main reasons of choosing PSDM as the organization that will

be help is to cheer up those disabilities peoples and also help and realize the dream of PSDM who are not afford them to do so.

Persatuan Sindrom Down Malaysia (PSDM) was established by a group of parents of children with down syndrome and has been officially registred with the Pertubuhan Pendaftaran on May 11, 2001. PSDM is a volunteer's welfare organization that received recognition as the Department of Social Welfare Organization at the national level that welfare of individuals with Down syndrome and their families. In 2006, the PSDM was accepted as full members of the Council of Welfare and Social Development Malaysia (MAKPEM). Until now PSDM was established intelligence network with the Ministry of Women, Family and Community Development, Ministry of Education, Ministry of Health, Department of Social Welfare and various Government Agencies and Corporate Body. This enables intelligent communication strategy is a win-win and has helped improved the quality of life PSDM individuals with Down syndrome through the perspective of welfare, health, education and careers. PSDM uniqueness is administered by the parent of children with Down syndrome and Down syndrome welfare groups from birth to the end of life.

The objective of establishment of PSDM is to increase the level of awareness and understanding of those with down syndrome children to assist their absorption in the community, to assists and provide support to be school and their family members. In additional is to organize training course, seminars, research and activities related to the down syndrome children.

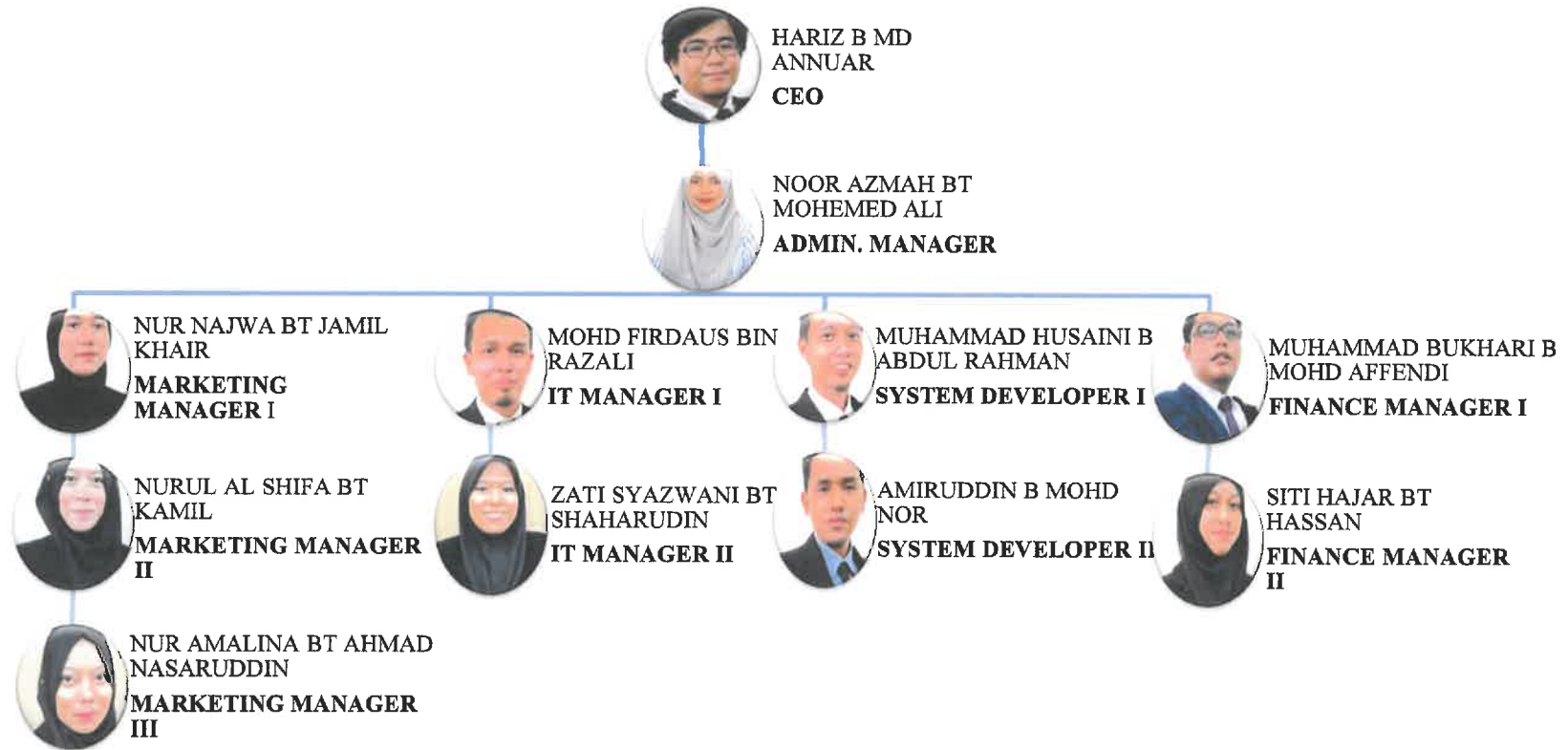


Figure 3-3: QOURA Organizational Chart

3.1.1.1.2 Corporate Social Responsibility 2

Corporate Social Responsibility (CSR) 2 is conducted by Mr. Aidi R. Amin as the trainer. For this class, the trainee and the group need to present the assessment given in the class CSR1, which is related to the organization or any Non-Government Organization (NGO) that have same function and aim to the selected organization of CSR Project, which is Persatuan Sindrom Down Malaysia (PSDM). For the presentation, trainee and the group choose Kiwanis, Institute Nury, Fastura Putra and also Persatuan Kebangsaan Autism Malaysia (NASOM) as the comparison organization, which is have same function and aim with Persatuan Sindrom Down Malaysia (PSDM).

After the presentation, the trainer continues the module about “Skalian Cares”. This module is about the business with corporate social responsibility. As homework, the trainer gives the Business Model Canvas to be finish and present it in the CSR3.

3.1.1.1.3 Corporate Social Responsibility 3

CSR 3 is conducted by Mr. Aidi R. Amin. Trainee and the group are present about the updates of CSR Project with Persatuan Sindrom Down Malaysia (PSDM) and also the Business Model Canvas. For the updates, trainee and the group is conducting meeting with the secretary of PSDM, Puan Hanizan and also administration officer, Puan Zuriana. For this first meeting, trainee and the group identify requirement that are needed by the Persatuan Sindrom Down Malaysia (PSDM). From the meeting, trainee and the group identify there are four needed by the PSDM, which is system for registration, interior design (painting), playground renovation and also need volunteer for Sindrom Down World Day event on 21 March 2015.

Business Model Canvas is a strategic management and entrepreneurial tools. It allows describing, challenging, inventing and pivoting the business model. From the Business

Model Canvas is to guide thinking through each of the key components or building blocks for devising a business model. In this respect it allows a business to understand how each aspect relates to the others, which is how to functions, activities and also the processes interlink and interlock.

3.1.1.1.4 Corporate Social Responsibility 4

Corporate Social Responsibility 4 is with trainer, Mr Aidi R.Amin, which is teaching about Selling Techniques and also the trainer want to the groups to update the latest CSR Project. For the module, the trainees is inform about how to selling the product with successful, which is to expand the modal that given by SCALE to help the selected organization. For the update of CSR Project, the trainee and the group present about the how the group expand the money. Trainee and the group expand the modal given by selling the curry puff and also sausage at the office. In additional, the group plan to conduct the fund raising program which is car wash at KPTM Kuala Lumpur and UiTM Shah Alam called “A Wash to Help”, to expand the modal given. And the plan is in progress in prepared the proposal and gets the permission from both KPTM and UiTM administration.

3.1.1.1.5 Corporate Social Responsibility 5

Corporate Social Responsibility 5 is about to updated the progress of CSR Project with Persatuan Sindrom Down Malaysia (PSDM). Based on the discussion with the members and also the Persatuan Sindrom Down Malaysia, the group is ready to help PSDM to develop the system and official website of PSDM and also paint the upper level of the building Persatuan Sindrom Down Malaysia (PSDM) and as the cover of this project, the group held a small ceremony and banquet for the children and administration of Persatuan Sindrom Down Malaysia (PSDM). The trainee and the group are explained to

the trainer that the group is dividing into two main groups, which are System Developer Team and Outreach Team to achieve the goals and success of the CSR Project.

Table 3-2: The Team in Qoura

SYSTEM DEVELOPER TEAM	OUTREACH TEAM
Muhammad Husaini b Abdul Rahman	Muhammad Bukhari b Nor Afendi
Amiruddin b Mohd Nor	Hariz b Md Annuar
Noor Azmah bt Mohamed Ali	Mohd Firdaus b Razali
	Nur Al Shifa bt Kamil
	Nur Najwa bt Jamil Khair
	Siti Hajar bt Hassan
	Zati Syazwani bt Shaharuddin
	Nur Amalina bt Ahamad Nasarudin

The team is conducting the task related to the specify team, in which to make the CSR Project with PSDM is success and achieve the mission. In order to expand the modal of CSR Project, trainee and the group had get permission from KPTM Kuala Lumpur to hold the fund raising program called “A Wash to Help” from 16 March 2015 until 18 March 2015 from 9.00pm to 5pm.



Figure 3-4: The Poster of a Wash to Help

In Corporate Social Responsibility (CSR) 5, the trainer conducted discussion on Standard Operation Procedure (SOP). SOP is procedure specific to the operation that

describes the activities necessary to complete tasks in accordance with industry regulations, provincial laws or even just the own standards for running the business. Any document that is a “how to” falls into the category of produces. After the discussion, the trainer asked to create and built the SOP based on the group of CSR Project and presented it.

3.1.1.1.6 Corporate Social Responsibility 6

Corporate Social Responsibility (CSR) 6 is the last class of the CSR classes. Trainee as the repetitive of the group Qoura presented about the final report of CSR Project with Persatuan Sindrom Down Malaysia (PSDM). All the presentation materials is provided and can be refer in appendices section. The presentation is about the:

- i) Board of Director
- ii) CSR Program
 - Development of e-Registration System
 - Development of official website of PSDM)
 - Paint the PSDM building
 - Banquet for syndrome down children’s
- iii) Financial report

In CSR 6, the trainer conducted evaluation session with group leader. The evaluation purpose is about to evaluate the group members and give the score of trainees task during the corporate social responsibility project. The evaluation result of trainee in CSR can be referring on Appendix A.

3.1.1.2 Entrepreneurship Development Programmed (EDP) Classes

Entrepreneurship Development Programmed (EDP) is generally composed to sustain the ability of youth by edifying them on different parts of modern movement needed for setting up Mses. These EDPs are for the most part led in ITs, Polytechnics and other specialized organizations, where expertise is accessible to persuade them towards independent work.

The course substance of the Entrepreneurship Development Programmed (EDP) are intended to give helpful data on item or process configuration, assembling practices included, testing and quality control, choice and use of proper hardware and supplies, undertaking profile arrangement, advertising roads or methods, item or administration estimating, fare opportunities, framework offices accessible, money and budgetary organizations, money stream, also in the other term it can also know as project profile preparation, marketing avenues or techniques, product or service pricing, export opportunities, infrastructure facilities available, finance and financial institutions, cash flow and others.

3.1.1.2.1 Entrepreneurship Development Programmed (EDP) 1

Entrepreneurship Development Programmed (EDP) 1 is conducted by Mr. Saiful Khairi as the trainer. EDP 1 is exposed trainees about the introduction of entrepreneurship and about the business world and why people doing the business. In additional, the trainer exposed about some topics which is includes entrepreneurship mindset, creativity and business idea and lastly business strategy or business plan. The objectives of EDP 1 are to decide or choose what types of business that organization wants to start and how the organization can gain the profit from the business.

3.1.1.2.2 Entrepreneurship Development Programmed (EDP) 2

Entrepreneurship development programmed (EDP) 2 is conducted by Mr. Saiful Khairi that delivered a lot of information about understanding the concept of product and services in term of planning. The product of services is including product, product planning strategies, product process, select product or services and also the key product. While decision is includes of branding, product features and also packaging. At the end of the class, the trainer gave the assessment to do some research about any product that available and find the information about the company background, product, market strategy, current issues and also the competitors. Trainee and the group had decided to choose Ramly Sdn Bhd as the product to be presented in the next class.

3.1.1.2.3 Entrepreneurship Development Programmed (EDP) 3

Entrepreneurship Development Programmed (EDP) 3 is about financial planning and source of funding, which is related to CSR Project. Basically, the EDP 3 is to determine the capital requirement, capital structure and also to framing financial procedures with regards to cash control, lending and also borrowing. Trainer gave the assessment related to operation procedures of IKEA and makes some research of any business financing.

3.1.1.2.4 Entrepreneurship Development Programmed (EDP) 4

Entrepreneurship Development Programmed (EDP) 4 is conducted by the Mr. Khairi Saiful. EDP 4 is about to the capital needs, types of financing and also source of funds. EDP 4 is helping the group to complete the CSR Project. Because, from this class, trainee and the group can identify what business would like to run to expand the modal given and also can identify the total capital that need to run CSR Project with Persatuan Sindrom Down Malaysia (PSDM) with successful. After that, trainee and the group is presented the previous assessment relates to the product, Ramly Sdn. Bhd.

3.1.1.2.5 *Entrepreneurship Development Programmed (EDP) 5*

Entrepreneurship Development Programmed (EDP) 5 is trained by Mr. Khairi Saiful. For this class, the trainer asks the trainee and the groups to present of assessment related to operation procedures of IKEA and make some research of any business financing.

3.1.1.2.6 *Entrepreneurship Development Programmed (EDP) 6*

Entrepreneurship Development Programmed (EDP) 6 is conducted by Mr. Khairi Saiful as the trainer. For this EDP 6, the trainer asked to solve all presentation by the other groups who haven't done with the presentation. After the presentation, the trainer gives a little advice and guidance in built and run the business to become a successful business and can raise as much as possible in EDP so as to help the Persatuan Sindrom Down Malaysia (PSDM).

3.1.1.3 Soft Skill Classes

Soft skill is term that can be defined as the cluster of personality traits, social graces, communication, language, personal habits, interpersonal skills, managing people, leadership, etc. that characterize relationships with other people. Soft skills contrast to hard skills, which are generally easily quantifiable and measurable, for example like software knowledge and basic plumbing skills. For SEEP, the trainee needs to attend six classes of soft skill classes in which to improve the soft skills.

3.1.1.3.1 *English Placement Test*

English Placement Test is conducted on the first day of trainee's internship. The test has been discovered for present tenses, past tense and present perfect tenses questions. The aim of the English placement test is to evaluate the basic grammar of English language.

3.1.1.3.2 *Public Speaking & English Preparation Assessment*

Public speaking and English preparation assessment is conducted by Miss Sakinah as trainer. The module is about the importance of public speaking, element and the end of this module, the trainer held public speaking session. Public speaking is important because to be heard, to be seen as articulate and professional, entertainers' tend to be well-liked and also to confident level stands out. For the basic element, the trainer asked to be passion, wit, professionalism and also expertise. At the end of the module, the trainer held the public speaking session involving all of trainees. The aim of public speaking session is to build level of confident of trainee in front of peoples to deliver the information.

3.1.1.3.3 *Conflict & Stress Management Class*

Conflict and stress management class is conducted by Mr. Aidi R. Amin as trainer. Conflict is a natural part of life. Dealing with it in an effective and meaningful way is the main difference between healthy and relationship and an unhealthy one. Without a

conflict skill set, people want to avoid conflict, hoping it will go away or not wanting to make a “big deal out of nothing.” Research and personal experiences show that, when people avoid conflict, the conflict actually escalates and the thoughts and feelings become negative. When people manage the conflicts more effectively, people used less energy on the burdensome tasks such as systemic conflict and get to spend more of energy on the projects at work and building the relationship. Based on this module, the trainee can understand what is conflict, defining conflict, why do we need conflict, types of managerial action that cause workplace conflicts, structure to minimize conflict and also what behaviors help in managing conflict.

3.1.1.3.4 *Basic Management Skill Class*

Basic management skill is conducted by Madam Amilin as trainer. This course is discussed on what is management, the different between efficiency and effectives. Based on this course, the trainee can understand organizing is what is done and who is doing the business while leading is process of motivating and communicating. As information, management skill consists of interpersonal, informational and decisional. At the end of this course, the trainer asked trainees to divided into groups to discussed and present on case study about the company that having a financial problem and need to terminate the worker and how the manager control the situation. After the discussion, the trainee and the group is present in front of trainer.

3.1.1.3.5 *Building Self-esteem & Self Confident Class*

Building self-esteem and self-confident is conducted by Mr. Adid R.Amin. The beginning of the module, the trainer asked to answer a few question that related to the topic self-esteem and self-confident. In additional, the trainer asked to prepare a speech for public speaking session. The topic is related to how to overcome the biggest fear in your life and also the things that value most about yourself. After the public speaking

session, the trainer asked the trainee and the group to answer the assessment given. At the end of this module, the trainee can build confidence in oneself to take on challenge and achieve success in tackling those.

3.1.1.3.6 *Technical Writing Class*

Technical writing class is conducted by Miss Sakinah. This module is about to expose the trainee to the appropriate design and style for technical documentation that covers several topics as follow:

- i. **Document design** - Audience analysis, document purpose, document types, needs analysis and organization of information.
- ii. **Document development** - Common software tools, research, storyboard and structural elements.
- iii. **Editing or reviewing work** - Level of editing, level of reviews, online editing and usability analysis.
- iv. **Guidelines/ style/ techniques** - Format, mechanics, style manuals, tone/language and visual elements.
- v. **Job overview** - Roles/setting and tech writing vs other type.
- vi. **Online/ hypermedia/ interactive** - Audience analysis, common software tools, hypermedia development tools, media types, interactive media, navigation, organization of information, research, storyboard, structural elements, style guidelines and technical evaluation.
- vii. **Professionalism** - Academic/OTJ Preparation, characteristics/competencies and organizations.
- viii. **Project management** – Cost management and schedule management.

As information, this course is about technical writing that includes writer, audience and subject.

3.1.2 Task

The task is the assessments that given by supervisor assign, Mr Mun'naim Marzuki for trainee at Skali Group to be completed.

3.1.2.1 Task 1: Research on Evenesis Sdn Bhd

Trainee had involved on meeting with Evenesis Sdn Bhd with supervisor. Supervisor asked to run a research with other trainees about Evenesis and make comparison with the Liferay Portal in term of interface and function.

Evenesis is an online web application that offers a full spectrum of event management features such as event planning, event scheduling, event invitation and event response tracking. It also allows to design the own floor plan, manage guests seating arrangement to suit the event theme and coordinate with the venue's host. There is also a feature to get evaluation and feedback from the attenders. Finally, there's an event report that acts the dashboard where can see summary of event's statistic such as number of attenders who turned up or absent in single view. From the meeting, the trainee will present the output of comparison of Evenesis and Liferay Portal. The presentation slide can be referring in appendices section.

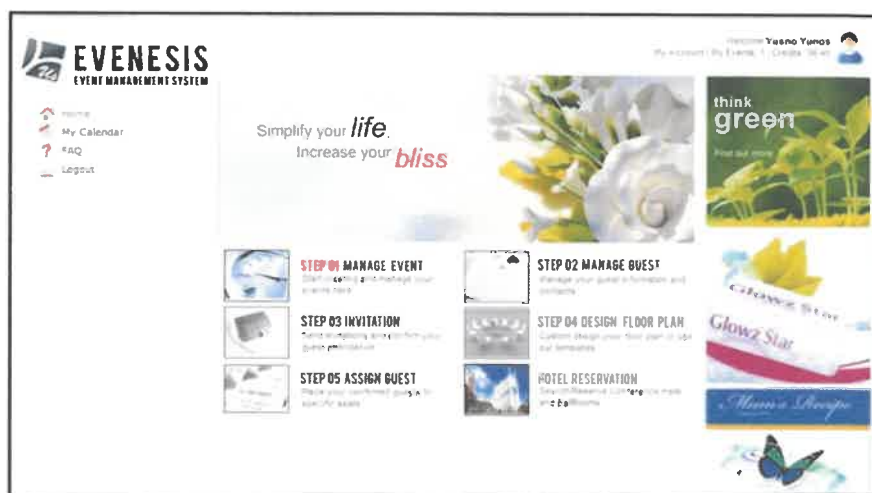


Figure 3-5: Interface of Evenesis

3.1.2.2 Task 2: Liferay Portal

The trainer had assign task to make research about Liferay Portal which is be used as medium to develop Learning Management System (LMS). Before applying the system to the Liferay Portal, the trainer conducted meeting with the trainees to explained the function and how to used Liferay. In early stage of project, the trainer assigned to use Liferay as medium to develop Learning Management System (LMS), but the trainer changed to use PHP based, which is e-Front in developing LMS.

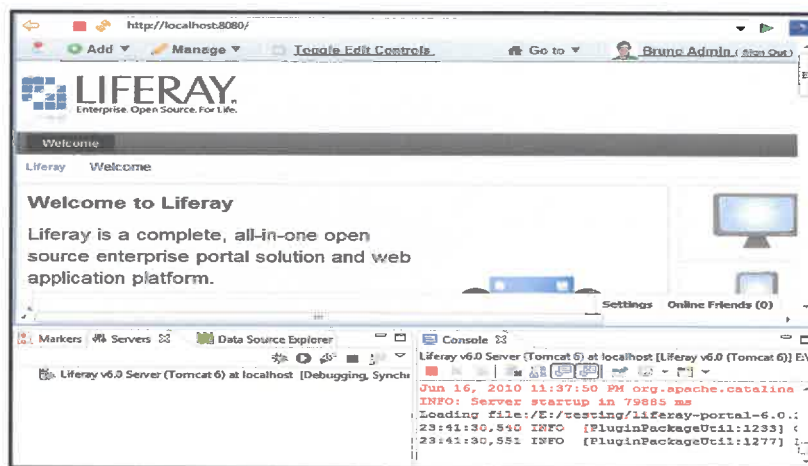


Figure 3-6: Liferay Interface

Liferay Portal is a free and open source enterprise portal project written in Java and distributed under the GNU Lesser General Public License and optional commercial license. The liferay project additionally support Liferay Social Office, Liferay Sync, Liferay AlloysUI, Liferay enterprise Connectivity Apps and the Liferay Marketplace. It is primarily used to power corporate intranet and extranet. Liferay Portal is a web platform with features commonly required for the development of websites and portals. Liferay includes a built-in web content management system allowing users to build websites and portals as an assembly of themes, pages, portlets or gadgets and a common navigation. Liferay is sometimes described as a content management framework or a web application framework. Liferay's support for plugins extends into multiple programming languages, including support for PHP and Ruby portlets.

3.1.2.3 Task 3: Jelastic Marketplace

At Jelastic's Marketplace, user can easily find popular applications such as content management systems (WordPress, Joomla, Magnolia), wikis, forums, image galleries, project management tools, mail apps and more. It's so simple. Just select the app that user wish to have installed and hosted (Jelastic will select a hosting provider in the region based on IP address), enter user email address and Jelastic will automatically create an environment and install the chosen app in just one-click.

The trainee is assigned to piloted research about MangoDB Database Replication and Wordpress, which is to describe the software. Trainees are required to state the product information, features and probabilities and also provided user manual for the software.

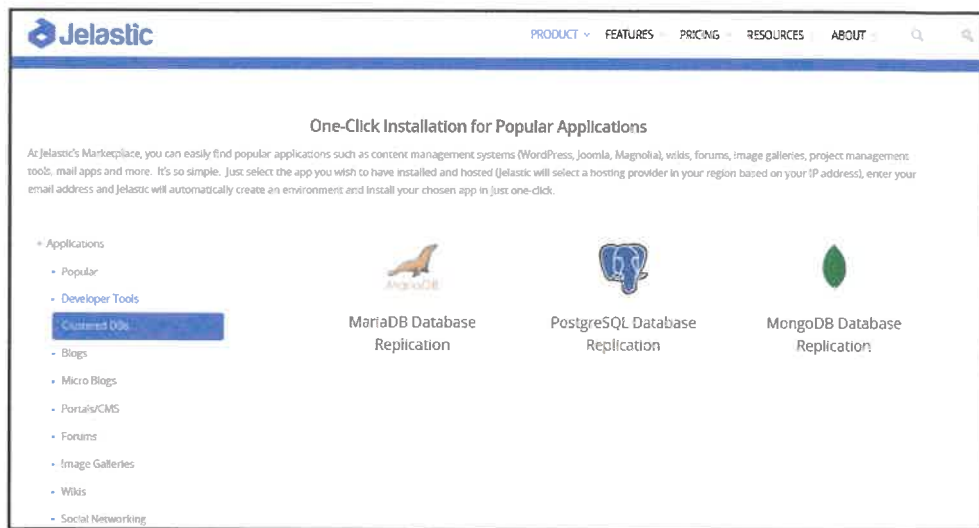


Figure 3-7: Jelastic Marketplace

Mango DB Database Replication



Figure 3-8: MongoDB Logo

MongoDB is a cross-platform document-oriented database. Classified as a NoSQL database, MongoDB eschews the traditional table-based relational database structure in favor of JSON-like documents with dynamic schemas making the integration of data in certain types of applications easier and faster. Released under a combination of the GNU Affero General Public License and the Apache License, MongoDB is free and open-source software.

WordPress

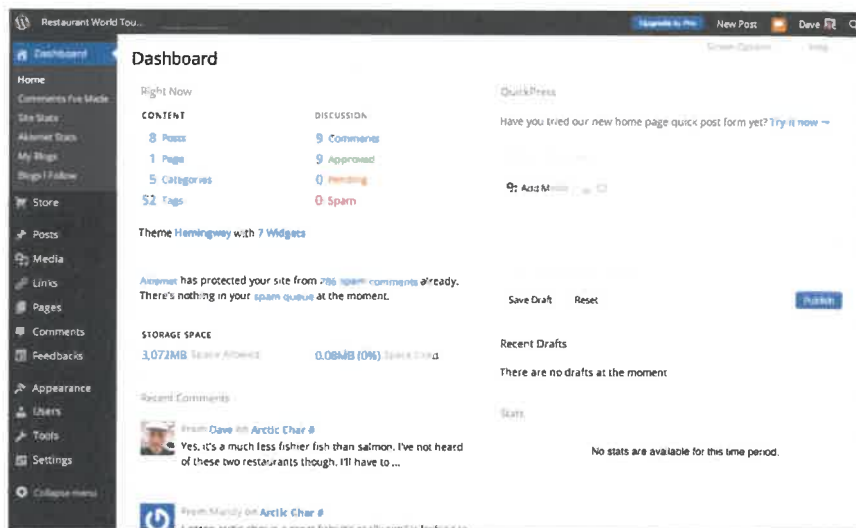


Figure 3-9: WordPress Dashboard

WordPress is a free and open-source tool and a content management system (CMS) based on PHP and MySQL. Features include plugin architecture and a template system. It was first released on May 27, 2003, by its founders Matt Mullenweg and Mike Little.

3.1.3 Other Training Activities

Other training activities is focusing on the program that trainee involved during the Corporate Social Responsibility (CSR) project with other groups.

3.1.3.1 Participate in CSR Project of iWant (Group10)

On 16 April 2015, trainee had involved in Opening Ceremony for Cats' Enclosure and Playground located at Pusat Perlindungan Kucing Putrajaya conducted by group 10, iWant from Skali Employability Enhancement Programmed (SEEP).



Figure 3-10: iWant Logo

iWant is a group or company who are to help stray animals homeless, to help manage animal shelters, to increase public awareness on issues related to animal and also to instill love for animals of all ages in the community. The Opening Ceremony for Cats' Enclosure and Playground was attended by 30 people and the ceremony was officiated by Datuk Shukri acts as Federal Duty Officer, Secterary of UMNO, Federal Territory and Main Manager of Pusat Perlindungan Kucing, Putrajaya. Above are the pictures during the ceremony.



Figure 3-11: The Opening Ceremony for Cats' Enclosure and Playground I



Figure 3-12: The Opening Ceremony for Cats' Enclosure and Playground II

3.1.3.1 Participate in CSR Project of Kaizen (Group13)

On 25 April 2015, trainee had involved in program “Fun for a Day Tomorrow Hope for Rumah Penyayang Nur Iman” that organized by Group 13, Kaizen from Skali Employability Enhancement Programmed (SEEP).



Figure 3-13: Kaizen Logo

Kaizen Group is the group who are conducted the CSR Project at Rumah Penyayang Nur Iman whose inhabitants made up of orphaned children aged between 3 months to 18 years. The vision and mission of Kaizen is to change in a good way and also to bring good change to people. The program is conducted at Taman Botani Negara Shah Alam from 7.30 am until 4.00 pm. This program involves 11 people organizer, 20 volunteers, 30 orphans and 4 teachers from Rumah Penyayang Nur Iman. Trainee acts as volunteer who are helping the organizer at Checkpoint 1 called as “Kasut Busuk”.

SOALAN “KASUT BUSUK”
<p>➤ Tahniah kumpulan anda telah berjaya ke check point ini. Kumpulan anda dikehendaki menghantar 3 orang wakil untuk bermain permainan ini. Anda perlu memasukkan kasut kedalam bakul yang disediakan menggunakan kaki. Anda diberi 3 kali percubaan.jika gagal kumpulan anda akan didenda.</p>

Figure 3-14: The Description of Checkpoint 1



Figure 3-15: Fun for a Day Tomorrow Hope for Rumah Penyayang Nur Iman I



Figure 3-16: Fun for a Day Tomorrow Hope for Rumah Penyayang Nur Iman II

3.2 Special projects

The special project is focusing on the main project of trainee while in internship duration. There are four special projects of trainee at Skali Group, which is related to the Corporate Social Responsibility (CSR) Project and also project from the supervisor that assigned for the trainee. The special projects of trainee is consists of outreach program, system development of e-Registration System (ERS) for Persatuan Sindrom Down Malaysia (PSDM), web development of official website of Persatuan Sindrom Down Malaysia (PSDM) and lastly is system development that assigned by the supervisor, called Learning Management System (LMS). The Gantt chart of outreach program, system development of e-Registration System (ERS) for Persatuan Sindrom Down Malaysia (PSDM), web development of official website of Persatuan Sindrom Down Malaysia (PSDM) can be refer in Appendix B.

3.2.1 Outreach Program

The trainee had joined a few outreach programs, which is in completing Corporate Social Responsibility (CSR) module. As mention in training activities section, the trainee is from system development team, but the trainee also had joined and conducted in the outreach program that held in OOURA group. As mention in the training activities section, the CSR is needed to the trainees in Skali Employability Enhancement Programmed (SEEP) to build a group or company to help the organization that needed. Trainee id under group 9, named QOURA had chosen Persatuan Sindrom Down Malaysia (PSDM) as the organization that be help. As mention, Skali Group is providing the starting modal of RM500 to every group in SEEP in which to every group can expand the money and help the organization that is ha choose. Trainee and the group had conducted one outreach program to expand the money, which is “A Wash to Help” at KPTM Kuala Lumpur. After trainee and the group successfully raised and

expand the funds to assist Persatuan Sindrom Down Malaysia (PSDM), the group had conducted “Painting the PSDM Building” and “Majlis Penyerahan e-registration system and website of PSDM”

3.2.1.1 Outreach Program 1: A Wash to Help

A wash to help is one of the outreach program that be involved the trainee in the CSR Project. This program is one of the programs to rise and expands the fund. For this program the trainee and the group had follow the concept of before, during and after the program concept.

Before A Wash to Help

Before this program, trainee and the group had conducted discussion on this program to be as the way expand the modal that given by SEEP. The group made a call and deal with the person in charge at KPTM Kuala Lumpur, Mr.Suhaimi. KPTM asked to prepare a complete proposal before the granted approval. The trainee had prepared the proposal for a wash to help with helping from the group. The proposal of this program can be refer in Appendix C. After the proposal is complete, the trainee and the group had meeting with Mr.Suhaimi. In the meeting, the trainee had conducted the presentation and present to the Mr.Suhaimi about the program and the objective of the program. After the presentation, Mr.Suhaimi satisfied with the presentation and agreed to carry out a program “A Wash to Help” at KPTM as a sign of support for this charitable program. Mr.Suhaimi has explained about the procedure and terms of safety when undertaking the program. As the preparation of conducting the program, the trainee had helping the group with carry out the sale by making a curry puff and sausage. The sale is to find funds to carry out the program “A Wash to Help”. After the modal is successfully be collected through the sale, the trainee and group make a preparation on the program “A Wash to Help” by buy essentials for running that

program, like buying buckets, washing materials and the others. The “A Wash to Help” is conducted on 16 March 2015 until 18 March 2015. Before the program is happen, the trainee and the group are conducted the briefing for preparation on the outreach program. The briefing is involving on to make marketing at KPTM, identify the group that will be involved, check the equipment that had buy and also identify the flowchart of the program and divide the work by group. After the briefing, trainee and the group are preparing the flyers, coupon and thank you tag that will be used during the program. The group also had assigned the price for the A Wash to Help. For motorcycle the price is RM3 while for car is RM5. After completed, trainee and the group is ready to run the program.


<p style="text-align: center;">A WASH TO HELP NO: _____ Help The Down Syndrome</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Type: Car / Motor _____</p> <p>Plate No : _____</p> <p>Q U R A skaji Persatuan Sindrom Down Malaysia</p>	<p style="text-align: center;">A WASH TO HELP Help The Down Syndrome</p>  <p style="text-align: center;">NO: _____</p> <p style="text-align: center;">Call for enquiries : 019-3919187 (Hariz) 013-7729647 (Azmah)</p> <p>Q U R A Persatuan Sindrom Down Malaysia skaji</p>
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Figure 3-17: Coupon of a Wash to Help



Figure 3-18: Thankyou Tag of a Wash to Help



Figure 3-19: Flyer of a Wash to Help

During A Wash to Help

A Wash to Help is conducted on 16 March 2015 until 18 March 2015. For the first day of program, trainee and the group is conducted marketing and promotion session. This session is involving 3 group that consist 3 to 4 people of each group. Trainee is pairing with Husaini and Siti Hajar had marketing and promotion in level 3, which is lectures room level. In this level, the trainees managed to gather some cars to be washed the next day and also collected donations from staffs and lectures from KPTM. At the end of the session, the trainee is collect the information and make proper list to make sure all the cars that will be wash is listed and also to prevent dropouts of cars to wash. On 17 and 18 March 2015, trainee and the group is washed the cars based on the list that be prepared by the trainee.



Figure 3-20: Second Day of A Wash to Help



Figure 3-21: Third Day of A Wash to Help

After the group washes the car, the group will attach the thank you as symbolic for the car or motorcycle is done be wash. The thank you tag also as a token of thanks for supporting this program and help Persatuan Sindrom Down Malaysia (PSDM).



Figure 3-22: The Feedback for Customer

After A Wash to Help

After A Wash to Help is completed, trainee and the group is conducted the post mortem. The aim of post mortem is to identify the shortage of this program and discuss ways to improve the program's future. In the discussion also, trainee is present the financial report of A Wash to Help at KPTM. Trainee is person who is responsible to calculate the profit and loss of the program. For the program, the group is successful collected RM500 from the car wash and also the donation. As conclusion, this outreach program for raised the fund is successful achieve the objective, which is to help the Persatuan Sindrom Down Malaysia (PSDM).

3.2.1.2 Outreach Program 2: Painting the PSDM Building

Painting the PSDM Building is one of the outreach program that be held for Persatuan Sindrom Down Malaysia (PSDM). This outreach program is planning by trainee and the group in the early of CSR project, which in helping the Persatuan Sindrom Down Malaysia (PSDM) in enliven the building with paint the classroom and also the stairway. This program is run after the fund is collected from the program A Wash to Help and also from selling curry puff and sausage.

Before Painting the PSDM Building

Before the program, trainee is preparing the proposal for this outreach program that be help by the group. The proposal of Painting the PSDM Building can be refer at Appendix D. The group is helping on choosing the suitable color and designs the classroom and the stairways. After completing the proposal, the trainee is setting the date to meeting and presents the proposal. On 8 April 2015, trainee is conducted the presentation with administration officer, Puan Zuriana. After the presentation, Puan Zuriana is satisfied with the presentation and agreed to carry out a program “Painting the PSDM Building”. The program is held on 10 April 2015 until 13 April 2015 and trainee and the group is paint upper level of PSDM building, which are 2 classes and the stairways. Before the program, trainee and group are bought the needed for coating such as paint and tools for painting. For this outreach program, trainee is responsible to manage the money and list down the things to buy based on the proposal prepared.

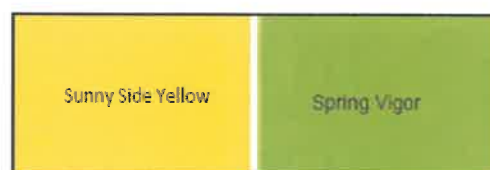


Figure 3-23: Color for Tulip Class

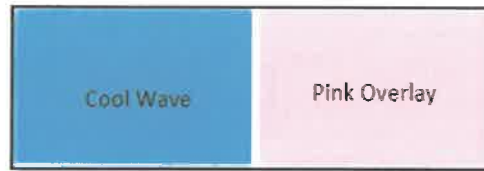


Figure 3-24: Color for Orkid Class

During Painting the PSDM Building

This outreach program is conducted on 10 April 2015 until 13 April 2015. Before trainees start painting, the trainees is cleaning the classroom and cleaning the walls. Since the wall is used to display children's art, teachers stick their artwork using Tack-It rubber. The rubber eventually became very hard to peel after being stick for too long. Trainees have to use scrapper to take out the rubber. There's also stickers used to decorate room. When peeled, it left a mark that makes the wall uneven. Some of the paint on the wall was plucked out when members pull the stickers. It leaves hole in the wall. Trainees need to use wall filler to patch the hole. After done with cleaning, trainees design on the wall as what has been planned. To make the design, wall has to be measured to create a straight line at the middle of the wall. When line was marked, other trainees will put on a paper tape on the wall to make sure the paint will not smudge on the wall with different color. After the trainees measured and marked the classrooms the painting session is started. After finished with paint the classes, trainees start painting the stairway. It is decided that the stairway wall will be striped. Trainees combine four colors from the classroom and paint it for stairway. The stairway is a little bit more difficult than the classroom because of the height of the wall that required members to use ladder and chair. It is a little bit dangerous for trainees to use ladder on the staircase. This includes measuring and putting tape to make a straight line on the wall.



Figure 3-25: Cleaning Classroom Process



Figure 3-26: Measurement Process



Figure 3-27: Painting Process (Tulip and Orkid Class)



Figure 3-28: Measure and Paint the Stairways

After Painting the PSDM Building

After finished the painting program, trainee and the group corporate to clean and tidy the classroom by placing goods to the place of origin and then wash effect paint spilled on the floor of classroom. Trainee and the group make classroom in comfortable, clean and beautiful as the class will use again the next day for classes. Before the program ends, trainee and the group a short post mortem, which is to identify any problem happen during the program, run for three days. In additional, this program gets good feedback from administration of Persatuan Sindrom Down Malaysia (PSDM) and PSDM satisfied with the work from trainee and the group.

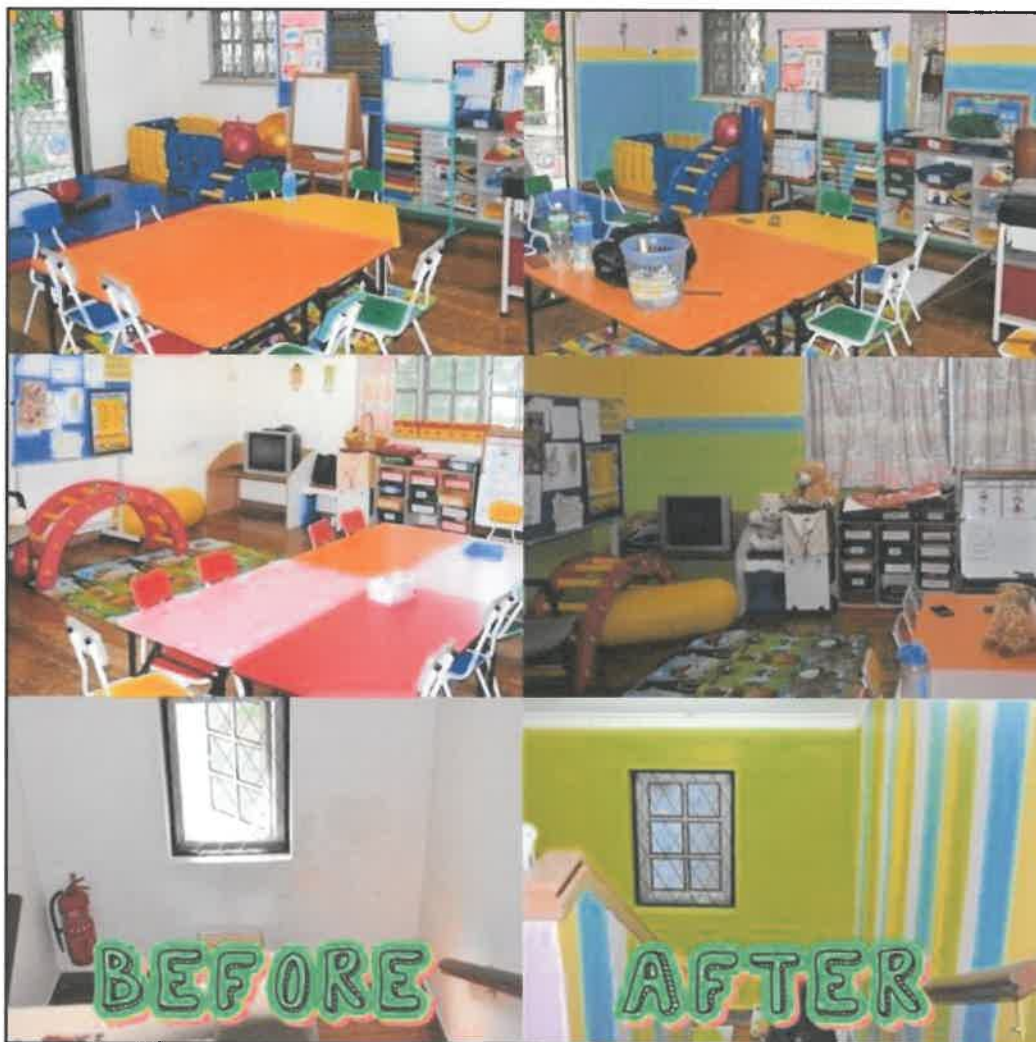


Figure 3-29: Before and After of Painting

3.2.1.3 Outreach Program 3: “Majlis Penyerahan e-registration system & website PSDM”

The third outreach program is conducted when all the CSR project successful run and system and website is completed. Majlis Penyerahan e-registration system (ERS) & website Persatuan Sindrom Down Malaysia (PSDM). This outreach program is the symbolic and sign of ending and the completion of a Corporate Social Responsibility (CSR) Project with Persatuan Sindrom Down Malaysia (PSDM). This program is held on 21 May 2015.

Before “Majlis Penyerahan e-registration system & website PSDM”

After completing the ERS and official website of PSDM, trainee and the group agreed to held “Majlis Penyerahan e-registration system & website PSDM” on 21 May 2015, Thursday. After decide the date, the trainee is the person who responsible deal with the administration officer, Puan Zuriana to deal about the ceremony. Trainee had short conversation with Puan Zuriana for approval about the date, VIP guest that will attend the ceremony and decide the suitable food for the Down syndrome children’s’. After get the approval, the trainee held a meeting with the group to decide and discussed a few important things for preparation of the ceremony. This include about the VIP guest, En Aidi R.Amin as representative from SKALI Group. The group also decide the food that be buy, print all the user manuals, flyers and also burn the ERS in compact disc (CD). The other trainees is working on the design the flyers and backdrop of the ceremony. In additional, trainee and team system development had prepared for training session after the ceremony. A day before the outreach program, the group had go to the Central Market to buy the souvenirs, which is glass plague as symbolic of ending and the completion of a Corporate Social Responsibility (CSR) Project with PSDM



Figure 3-30: The Backdrop



Figure 3-31: The Tentative Program

During “Majlis Penyerahan e-registration system & website PSDM”

On 21 May 2015, the QOURA had held “Majlis Penyerahan e-registration system & website PSDM” that be attended by En Aidi R.Amin, the QOURA team, administration officer and also the children’s. The program is based on the tentative that created by the trainees. Program started with an opening address and then prayer from Amiruddin. The program followed by a speech from leader of QOURA, representative from SKAL Group, En Aidi and administration officer, Puan Zuriana. After the speech, the ceremony continued with the presentation of the system and website by delivering disc containing system, user manual, as well as glass plague to the Persatuan Sindrom Down Malaysia. The ceremony concluded with small breakfast that is prepared from trainee and the group. After the ceremony, the leader of group took En. Aidi a tour to show around the building and showed the room that the group had painted. After the ceremony end, the system development team conducted the training session with administration officer. The training covered on ERS and official website of Persatuan Sindrom Down Malaysia (PSDM).



Figure 3-32: Majlis Penyerah ERS & Website PSDM

After “ Majlis Penyerahan e-registration system & website PSDM”

The post mortem is conducted after the program run to identify the shortage of this program and discuss ways to improve the program’s future. In additional, trainee and system development team still keep in touch with the administration officer of Persatuan Sindrom Down Malaysia to make sure the system and website in good condition and conducting the officers if there is any problem with the system and the official website.

3.2.2 System Development: e-Registration System (ERS) for Persatuan Sindrom Down Malaysia (PSDM)

E-Registration system (ERS) is developed for administration department of Persatuan Sindrom Down Malaysia (PSDM). ERS is one of the CSR project from the group, QOURA, in which was built to help PSDM to facilitate registered users and students that stored and controlled by the administration officer. ERS is developing along three month of CSR duration, which is start on February until May. This system is built based on system development life cycle (SDLC) for make sure it organized the thoughts. Trainee had involved in planning and analysis phase only and is helping the developer in development phase also.

Planning Phase

Planning phase is conducted by trainee and also Amiruddin. In planning phase, trainee and system development team had conducted meeting with administration department of Persatuan Sindrom Down Malaysia (PSDM) after the department asked for develop the simple system in managing registration and data of the users, parents and also the syndrome down children's. In the first meeting with PSDM, the administration department had mentioned that, the PSDM really need the system that controls the data that registered under PSDM. As for that, the QOURA is decided to help to develop the simple system for the PSDM. In the meeting also, the officer had gave us the excel document that contain the example data entry that be used while registered at PSDM. Based on the study, trainee and system development team found all the information stored and searched manually. Therefore, the system will be developed by system development team will help the administration of managing their information as well as information is a rate faster than they can save time while managing data.

After the meeting, trainee and system development team had created the objectives of the ERS development. The objectives of the ERS are:

- i. Help administration department in managing all the data in an orderly and systematic
- ii. Facilitate administration department in entering data , family and student associations that are listed in the PSDM
- iii. Introduced PSDM through the website so recognized by the society around them.
- iv. Help people know and understand about these special children

Based on the objectives, the system development team will try hard to achieve the objectives and also to achieve the CSR project goal and mission, for helping Persatuan Sindrom Down Malaysia (PSDM).

Analysis Phase

This phase is conducted by trainee and also Amiruudin. This phase is started on reading and analysis the excel document that be gave by the administration department. For that, trainee and team had decided to use PHP myadmin and wamp serves as the server. After the discussion, the team had structured system requirement of ERS. Below is the context data flow diagram (DFD) and also entity relationship design (ERD) of e-registration system. In additional, trainee and Amiruddin had sketch the story board of e-registration system (ERS). The story board of ERS can be referring on Appendix E.

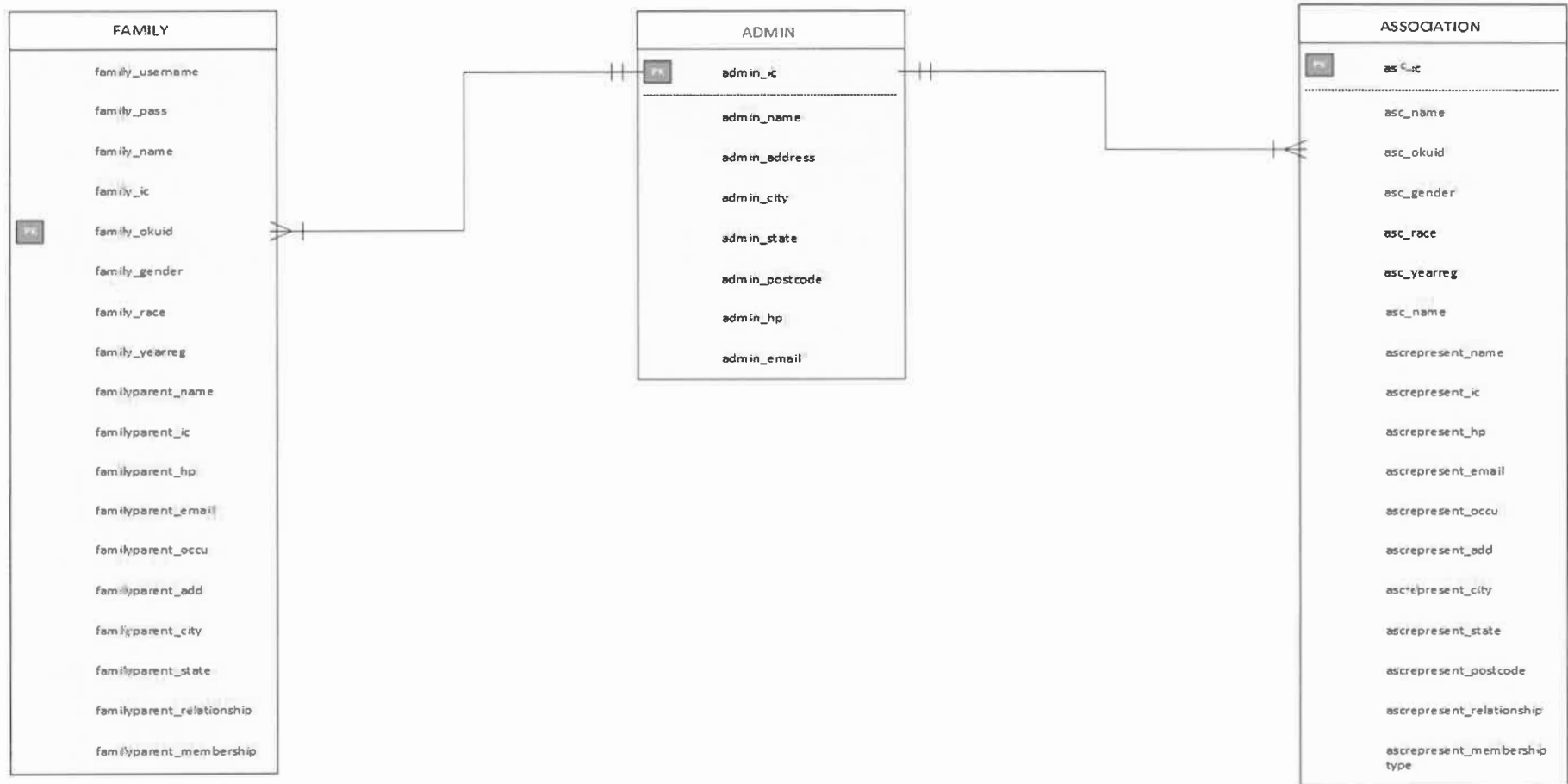


Figure 3-33: ERD of E-registration System

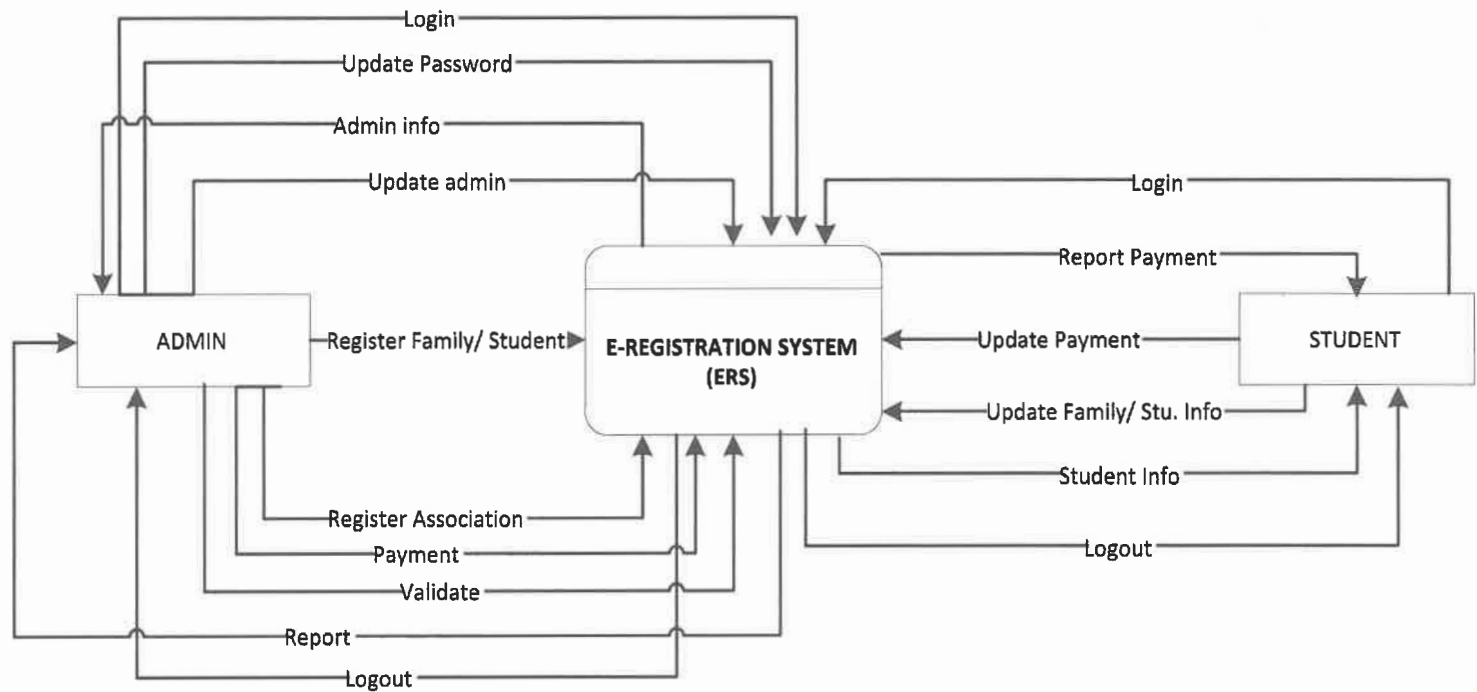


Figure 3-34: Context Data Flow Diagram (DFD)

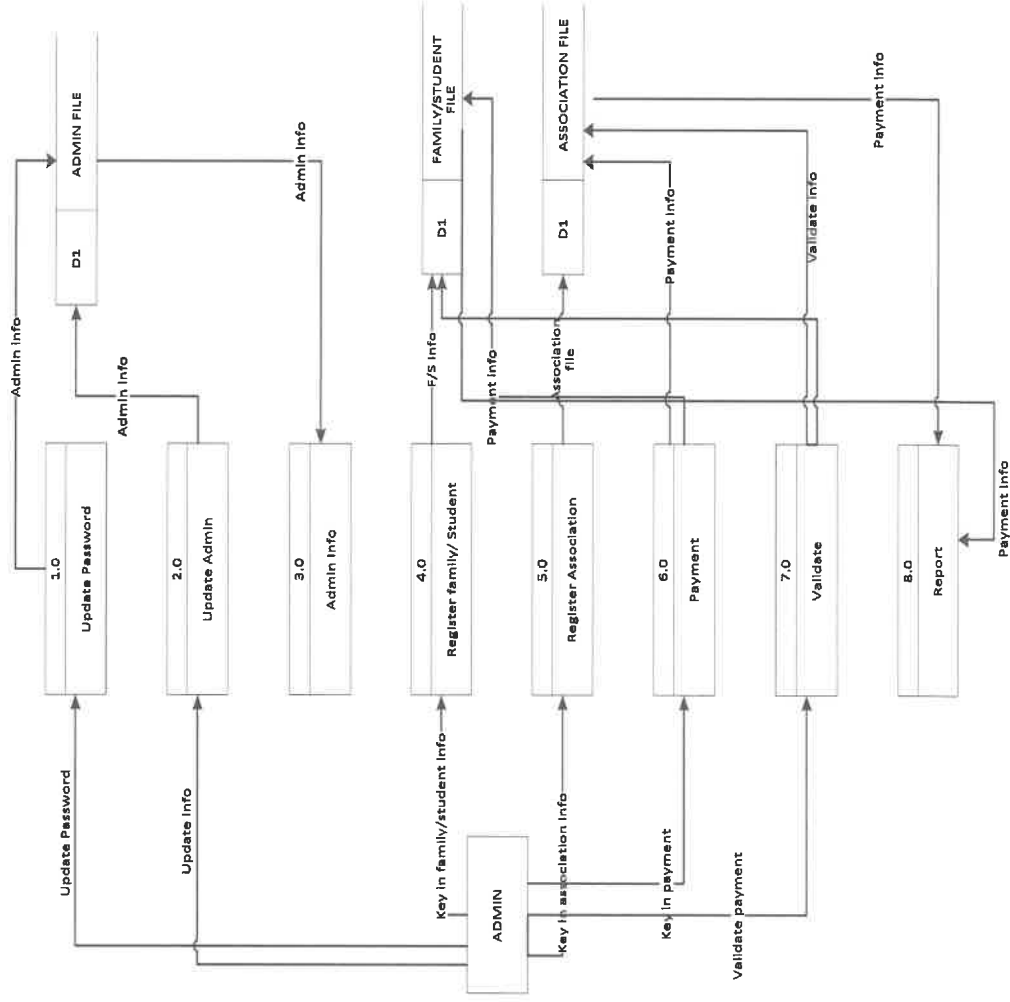


Figure 3-35: DFD Logical System (DFD level 0)

Design Phase

The development phase is developed by Husaini and be help by trainee and Amiruddin. This phase is focus on the interface and workflow of the process of the system. In this chapter it cover on database design, form and report design and interface and dialogue design. After the system is in 60% done, trainee and the system development team had meeting and discussion with administration officer of PSDM to show the system and improve the system based on the needs and requirement of the PSDM. When the system is completed, trainee and the system development team had conducted testing process toward the ERS with fill up the data and run the system. In testing process, trainee and the system development team would like to identify the button is function and can be used. After the testing process is successful, trainee and Amiruddin is created the user manual to be given to the administration officer with the completed system. The user manual of E-Registration System (ERS) can be referring in Appendix F. Below is the interface of E-registration system (ERS):

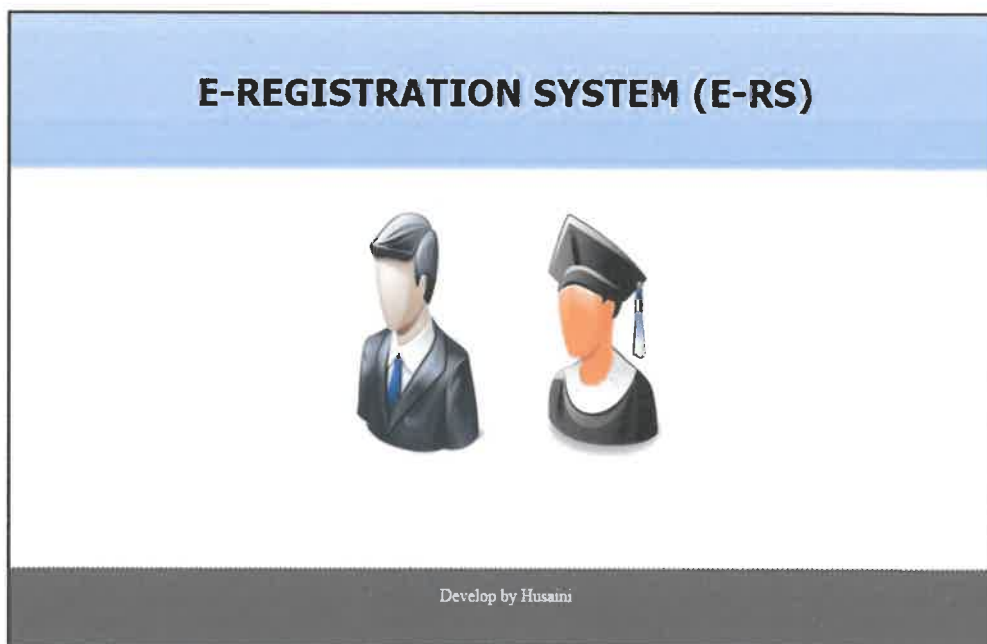


Figure 3-36: Main Interface of ERS



Figure 3-37: Functional Button in Admin Interface

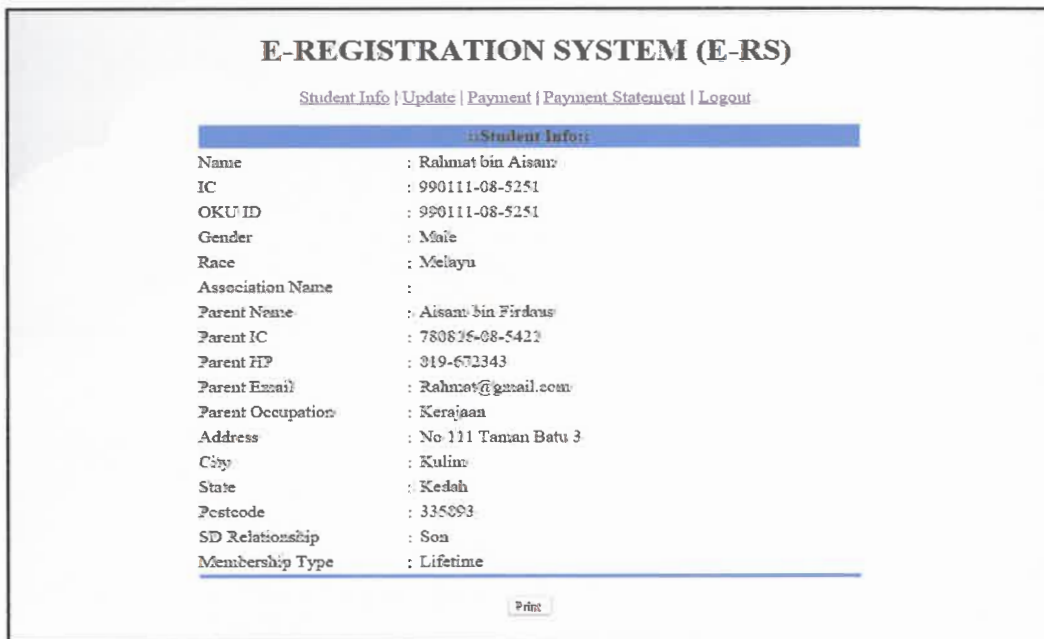


Figure 3-38: Functional Button in Student Interface

Implementation Phase

On 21 May 2015, the e-registration system (ERS) is successful be implemented in Persatuan Sindrom Down Malaysia (PSDM). After the ERS is successful install in the computer in administration officer, the trainee and system development team is conducted the training session. In the training session, the trainee and team is showed the flow of the system and how to use the ERS. Every functional button is being described very well by the trainee and the team. The training session is also is conducted based on the user manual that be prepared. User manual is technical communication document intended to give assistance to people using a particular system. It is usually written by a technical writer, although user guides are written by programmers, product or project managers or technical staff, particularly in smaller companies.

Maintenance Phase

Trainee and system development team still communicate with the administration officer to make sure the system can be used easily without facing any problem. Maintenance phase of ERS is conducted by Husaini and had conducted until the internship duration end.

3.2.3 Web Development: Official Website of Persatuan Sindrom Down Malaysia (PSDM)

Web development is one of the CSR projects of QOURA team with Persatuan Sindrom Down Malaysia (PSDM). The official website of PSDM is develop based on system development life cycle (SDLC) to make sure that development have clear project objectives, stable projects requirements and also progress of system is measurable. The development of website is conducted along together with development of ERS, which is mean, the system and website development is using the same Gantt chart.

Planning Phase

As be informed in the system development section, PSDM needed a registration system and also the official website of Persatuan Sindrom Down Malaysia (PSDM). The planning phase is conducted by trainee and Amiruddin. In the meeting, the administration officer asked trainee and the system development team to edit the existing website or redesign it. Through the research, PSDM website did not function as well as it must. The entire buttons are not functionally. The information provided also not completed and it can make the visitor confused with it. Besides that, previously the website design is too dull and not attractive. In additional, the based in develop the website is not up to date and make it trainee and the team hard to redesign it. To solve this problem, trainee and system development team had proposed to the administration officer of PSDM to create and develop the official website by using the template that available in internet and subscribe it to make it the official website of PSDM. As for that, trainee and system development team had researched about any suitable design or information for official website of syndrome down organization.

Analysis Phase

Analysis phase is conducted by trainee and Amiruddin. The analysis phase is the phase that deciding the base of website development. With the agreement from PSDM, trainee and the system development team had choose to using Wix.com as the template to create and built the website. Wix.com is cloud-based web development platform that allows creating HTML5 websites and mobile sites, through the use of their online drag and drop tools. Trainee and system development team decided to use this because it very simple and can be learn easily. After decided to use this template, trainee and system development team conducted research and collect as much as possible the information related to the syndrome down ad also Persatuan Sindrom Down Malaysia (PSDM).

Design Phase

Husaini is the person who is responsible in development phase. The phase is taken not very a long time because the template is easy to use and not involved any coding to complete it. After the website is complete 90%, trainee and system development team had meeting with officer of PSDM to show and officer asked to add another button and added the information in the website. In the meeting also, trainee had mention about the price of subscribe the website to be official url. As information, before subscribe the website, the url of the PSDM website is <http://uthantpsdm.wix.com/psdmkl>. To make the url as formal and easy to search by the users in Google, PSDM had to subscribe it. And the officer is agreed with the price and asked to find the guidelines of subscribing the website. After the website is successful completed, trainee and Amiruddin is assigned to create a simple user manual for the official website of PSDM. The user manual of official website of PSDM can be referring in Appendix G. Below is the interface of official website of Persatuan Sindrom Down Malaysia (PSDM):



Figure 3-39: The Main Page of Official Website PSDM



Figure 3-40: Functional Button in Website

Implementation Phase

The official website of PSDM is already can be implement but until now, the officer did not subscribe it because faced a problem related to the ways of payment. This is because all transaction of money that involved Persatuan Sindrom Down Malaysia is through cheque. But for subscribe, the payment is through visa, American express and also MasterCard. In 20 May 2015, trainee and the system development team had given user manual of the website along conducted the training session on how to use and edit the website.

Maintenance Phase

The maintenance phase is conducted by trainee and Amiruddin and the maintenance of the website is until the internship duration end. And as for that, the subscription process is still on going. Trainee and Amiruddin had given the guidelines on subscribing the website, the administration officer will subscribe it alone.

3.2.4 System Development: Learning Management System

Learning Management System (LMS) is system that application for the administration, documentation, tracking, reporting and delivery of electronic educational technology education courses or training programs. The LMS also called as e-Learning. System development of Learning Management System (LMS) is system that develops by trainee and the group under assigned supervisor at Skali Group, En. Mun'aim Marzuki. Thus, the system is followed system development life cycle (SDLC) to make sure the development of the system in duration that be assigned by the supervisor. As information, trainee is assigned to build and control the admin function and interface for function of groups, system setting and theme button. Supervisor had assigned that the development of LMS is around 6 month starting from February until August. Gantt chart of Learning Management System (LMS) can be referring in Appendix H. The development of Learning Management System is based the following phases.

Planning Phase

Learning Management System (LMS) is systems that develop for SCALE department at Skali Group. SCALE is the department that produces entrepreneurs and leaders through its social entrepreneurship system which supports and facilitates evolution of entrepreneurs and enterprises. SCALE department is the department who is control the internship students on Skali Group, which is includes provide classes for the internship students. LMS that develop by trainee and the group is for managed trainees, trainer and also administration to control the classes that provided by SCALE department.

In the beginning of development LMS, the trainer is asked to develop Learning Management System (LMS) using Liferay Portal. Liferay is a free and open source

enterprise portal project written in Java and distributed under the GNU Lesser General Public License and optional commercial license. In addition, the Liferay is JAVA based and it is complicated. After the discussion with supervisor and the group, the supervisor is asked to change the framework to the e-Front framework. e-Front is eLearning platform. eFront is designed to assist with the creation of online learning communities while offering various opportunities for collaboration and interaction through an icon-based user interface. The platform offers tools for content creation, tests building, assignments management, reporting, internal messaging, forum, chat, surveys, calendar and others. In addition, e-Front is PHP based.

The problem that can be define as concise description of the issues that need to be addressed by a problem solving team and should be presented before trainees try to solve the problem. The problems faced by SCALE department are listed as below:

- i. Learning Management System (LMS) as a reference
- ii. Advance technology learning
- iii. Paperless
- iv. Reduce time consuming
- v. Have a proper schedule and management for trainees in SCALE department.

The objectives to create the system are to assist the SCALE department dealing with internship students at Skali Group. The objectives are includes:

- i. Managed the internship students properly
- ii. Trainers and trainees can managed and control the account in LMS properly
- iii. Administration is well schedule of trainers and trainees in SCALE department.

Analysis Phase

The analysis phase is briefly about the technology used by the system in term of software and hardware that be used in developing the system. In additional is about the structuring system requirement which is process modeling of Learning Management System (LMS). The technology used related to the LMS is including the software and hardware. The software that be used in developing LMS is:

i. e-Front

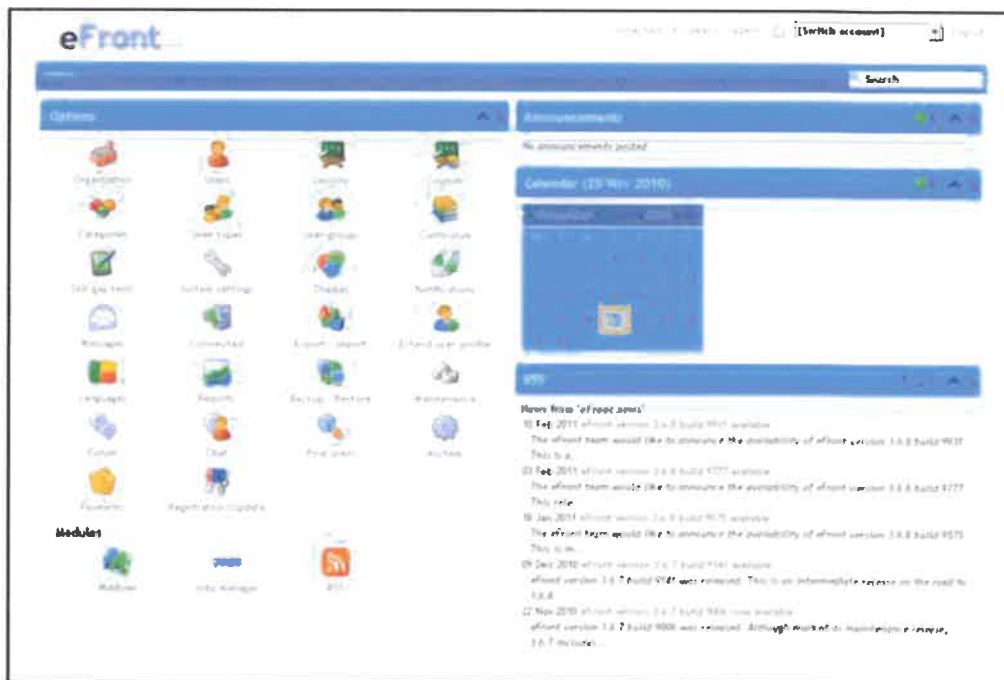


Figure 3-41: e-Front Interface

eFront is an eLearning platform also known as a Course Management System (CMS), or Learning Management Systems (LMS), or Virtual Learning Environment (VLE). eFront comes in a number of editions, from an open-source edition to the latest eFrontPro edition. eFront is designed to assist with the creation of online learning communities while offering various opportunities for collaboration and interaction through an icon-based user interface. The

platform offers tools for content creation, tests building, assignments management, reporting, internal messaging, forum, chat, surveys, calendar and others.

ii. Wamp server

Wamp Server installs automatically all you need to start developing web applications and is very intuitive to use. You will be able to tune your server without even touching the setting files.

iii. Adobe Photoshop

Adobe Photoshop is a graphics editing program developed and published by Adobe Systems.

The hardware that be used in developing Learning Management System (LMS) is:

i. Computer

A computer is a general purpose device that can be programmed to carry out a set of arithmetic or logical operations automatically. Since a sequence of operations can be readily changed, the computer can solve more than one kind of problem. The computer will be used to create the system.

ii. Printer

In computers, a printer is a device that accepts text and graphic output from a computer and transfers the information to paper, usually to standard size sheets of paper. Printers are sometimes sold with computers, but more frequently are purchased separately. Printers vary in size, speed, sophistication, and cost.

As before, SCALE department is managed the internship students and trainer using manually. It is means, the data is store and managed using Excell while the classes in managed by the staff under the department, in term of providing the materials to the trainer and the trainees' attendance and evaluation is in manual. For that, the LMS is developing as resolve of the problem.

In analysis phase, also provide structuring system requirement which is workflow of the system and entity relationship diagram (ERD). The ERD of LMS is providing below. While the workflow of Learning Management System (LMS) can be refer in Appendices I.

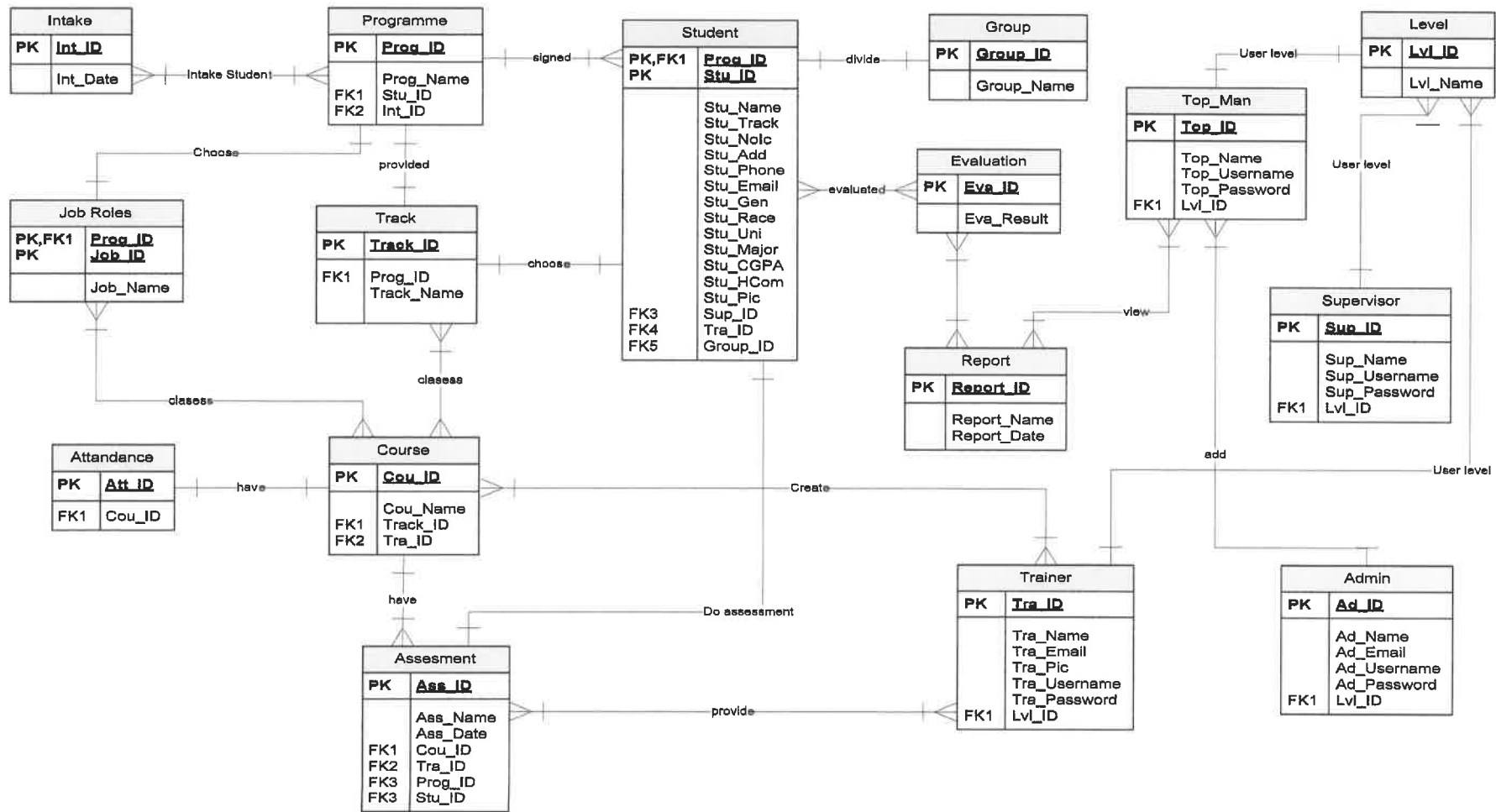


Figure 3-42: ERD of LMS

Design phase

As mention, trainee is responsible to control and managed admin section for 3 main functions in that section. The function is including groups, system setting and theme button. The main interface of the trainee had built is below:

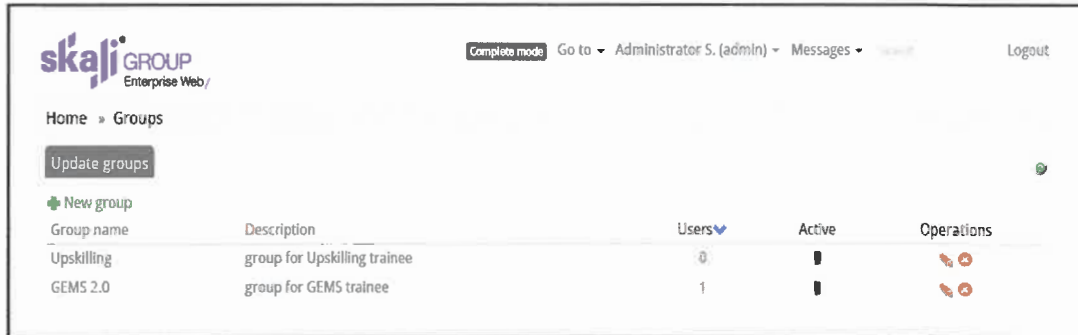


Figure 3-43: Groups Interface

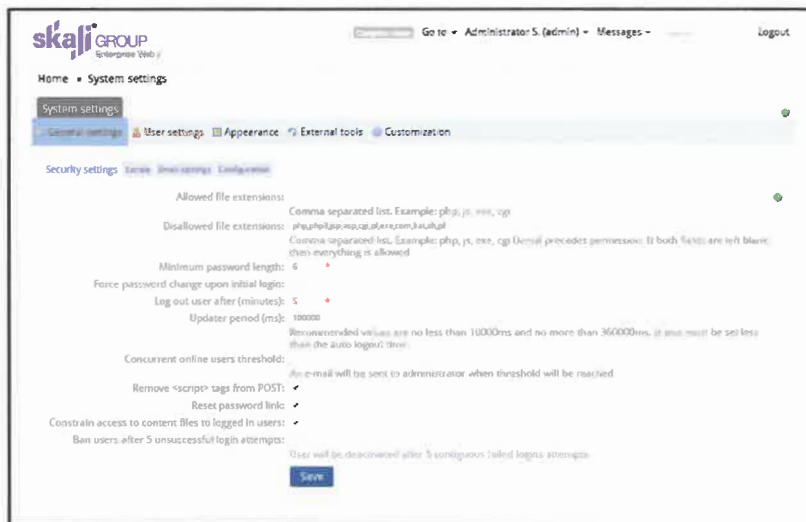


Figure 3-44: System Setting Interface

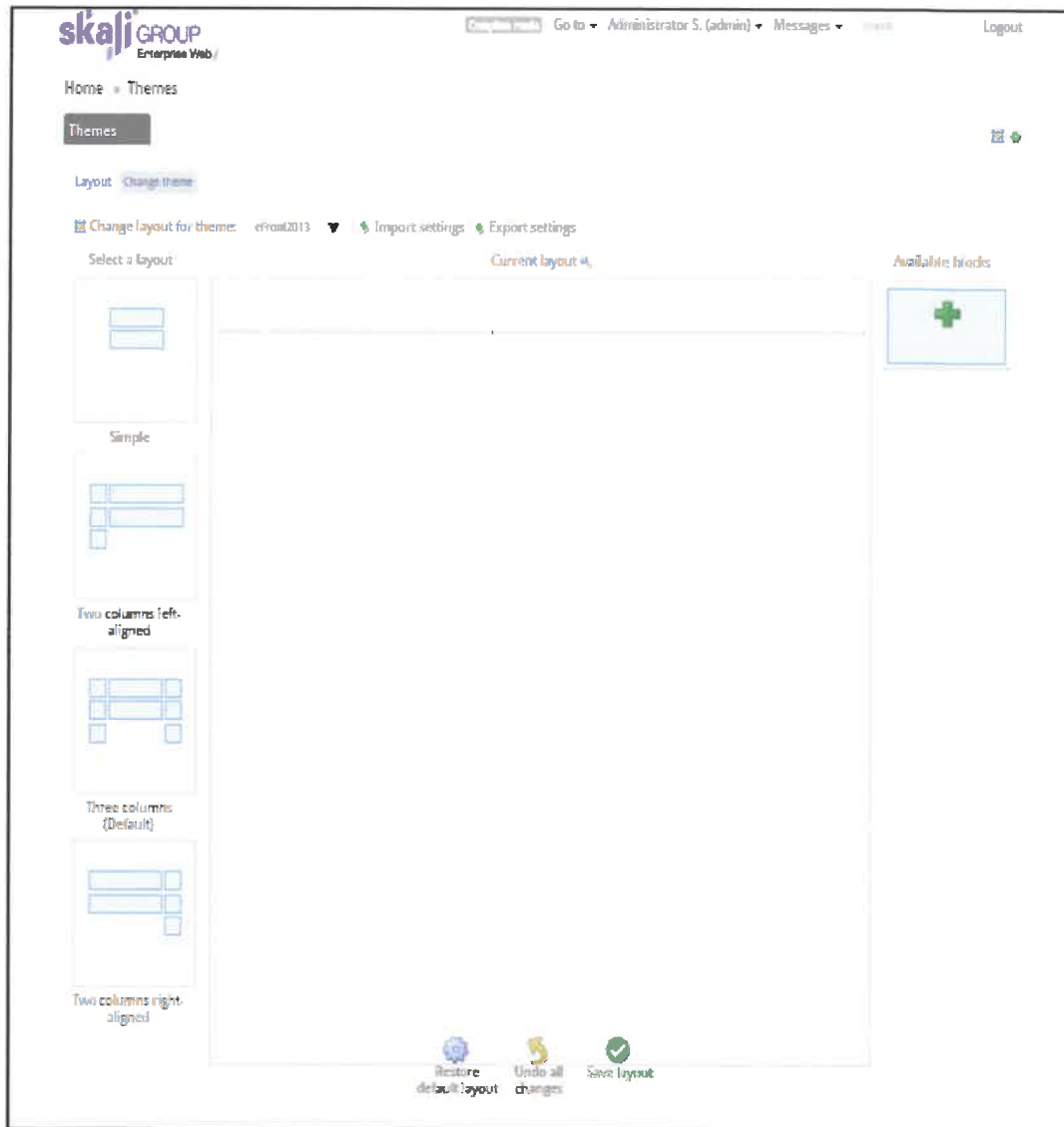


Figure 3-45: Theme Setting

Learning Management System (LMS) is have the own benefits and also the limitation.

The benefits of LMS are:

- i. **Improve compliance reporting.** Learning management systems can track the courses trainees take and the scores they receive, allowing management to better focus training and identify needs for certifications.

- ii. **Combine social and formal learning for an increased overall value.** Learning and learning retention is accelerated through the integration of an online method of study and allows trainees control the account in LMS.
- iii. **Empower administration.** Management will become more informed of the learning trainers and trainees participate in and what topics need greater focus in creating more well-rounded trainees.
- iv. **Improve content delivery.** Trainers can more easily prepare and present quality courses that will act as positive learning opportunities for course participants.

After the admin section is complete, the trainee is asked to create the user manual of trainee part then compile and complete the user manual of other trainees. The user manual of Learning Management System (LMS) can be referring in Appendices J.

Implementation and Maintenance Phases.

The Learning Management System (LMS) still not be implement and be used at Scale Department due to incomplete system and some system functions are no longer to use. Based on the timeline what was built, the system will be fully used start on 1 September 2015.

Chapter 4 : Conclusion

Chapter 4 is focusing on the conclusion of the industrial training report. It covers about the application of knowledge, skills and experience, personal thoughts and opinion, lesson learnt and also limitation and recommendation of trainee during the internship period at Skali Group.

4.1 Application of knowledge, skills and experience

For the application of knowledge, skills and experience are focusing on trainee output from knowledge, skills and experience of training activities and specials project during the internship duration. This application of knowledge, skills and experience can be identifying based on:

i. Corporate Social Responsibility (CSR)

Trainee had applied the knowledge and skills from IMD 205/ IMS 457 Multimedia for Information Presentation while completed the Corporate Social Responsibility (CSR) with the other trainees in helping Persatuan Sindrom Down Malaysia (PSDM). The knowledge and skills from this subject is helped trainee in preparing a very good slide presentation with full of information and simple. The slide presentation is for updating session of CSR project in every class with trainer. In addition, the good knowledge and skill in this subject also helped trainee in give suggestions and ideas to other trainees in producing multimedia materials for CSR such as create the banner, coupon, back drop and also video corporate of QOURA. Based on knowledge and skill from BEL 422 Report Writing also helped trainee in write the good report of each CSR projects. Trainee is written the report with the correct manner and format as well as more information by filling out the report requirements. BEL 492 Presentation skill is knowledge and skill that helped trainee in apply the knowledge gained to make a presentation in the right manner using the appropriate presentation and appearance

during the presentation. Enhanced by knowledge from subject IMS 556 Information System Interaction & Consultation, IMD 157/ IMD 207 Communication Skill for Information Professional I and II is helped trainee in communicating with people is important when managing outreach programs and in the delivery of information to the peoples. All these subjects were helpful and repair trainees in every communication and when making a presentation. All the knowledge and skills of gained by trainee during studies in Faculty of Information Management is very helpful and useful to the trainee while arrange and conducted “A Wash to Help”, “Painting the PSDM Building” and also “Majlis Penyerahan” is be used and apply properly. Based on the knowledge and skills existing is make trainee become more explored furthermore practicing for the future. The experience gathered from handling events and programmers such as user training and Karnival Penerokaan Siber during studies in Faculty of Information Management, UiTM Kelantan also had benefited the trainee in order to communicate with the staff of Scale Department, KPTM Kuala Lumpur and also from PSDM. The knowledge that gained is very helpful because trainee is able to handle the entire problem with easily without work in pressure. Trainee is successful arrange and handle the programs with helped by the other trainees in QOURA.

ii. Entrepreneurship Development Programmed (EDP)

BEL 482 Business and Professional Communication and ENT 300 Fundamental of Entrepreneurship is the knowledge and skill that be applied by trainee while conducted EDP in SEEP. Trainee is use knowledge about the ins and outs of the business in generating capital provided. Trainee plan wiser to use as capital expenditure business and generate more profits in order to achieve the targets set by the trainee and the group. Based on the knowledge and skills, trainee and the group would be wise to find a target market as well as the variety and uniqueness of its business. As mention, trainee is use

the surplus to make curry puffs and sales it in the office. The small-scale sales also include sales of sausages as well. After the target capital of trainee and the group is achieved, the group has agreed to conduct "A Wash to Help" to gain more profit again. Capitals for this program were taken from the profits of the sale of curry puffs and sausage. With meticulous planning by the trainee, the program has been successfully carried out using a small capital and profits many times over. This shows that the knowledge gained while studying at the Faculty of Information Management and also the knowledge and skill shared by trainer, Mr. Saiful Khairi has successfully yielded many times.

iii. Soft Skills

Based on soft skill classes, trainee is applied BEL 120 Consolidating Language Skill, BEL 260 Intermediate Language, BEL 311 English for Academic Purpose and BEL 422 Report Writing as the subjects that serve as preparation by the trainee to attend English Placement Test, Public Speaking and English Preparation Assessment and also Technical Writing classes. All existing knowledge reused in these classes. With this knowledge, trainee are better prepared and more willing to explore knowledge to the class under the SEEP. In addition, in Basic Management Skill, trainee is well prepared because the class is similar to the MGT 162 Fundamental of Management subject. As for trainee, can understand organizing is what is done and who is doing the business while leading is process of motivating and communicating. As information, management skill consists of interpersonal, informational and decisional. The existing information, knowledge and skills are suit with the knowledge that gained in the soft skill classes.

iv. System and Web Development

Trainee is trainee feel very happy and satisfied to have the opportunity to use the knowledge and skills relates to IMS 606 and IMS 656 System Analysis I & II, IMD 208 Introduction to Web Content Management and Design and also IMS 556 Information System Interaction and Consultation in developing the system and website to Persatuan Sindrom Down Malaysia (PSDM). In additional, the knowledge is gained by trainee while developed the Learning Management System (LMS) using the framework of Liferay and also e-Front.

Web development is a broad term for the work involved in developing a website for the internet. Web development can range from developing the simplest static single page of plain text to the most complex web-based internet applications, electronic business and social network services. Although the development if website of PSDM using the framework which is Wix.com, trainee is used the knowledge in term of design and arrangement of the web development. System development is the process of defining, designing, testing and implementing a new software application or program. It could include the internal development of customized systems and the creation of database systems. Trainee and system development had defined and implement standards and adopt an appropriate system development life cycle methodology governing the process of developing, acquiring, and implementing and maintain computerized information system and related technology. With the knowledge and skills of trainee and system development team, the complete and successful system and website is successfully be used in Persatuan Sindrom Down Malaysia (PSDM). The use of existing framework of Liferay and e-Front is one of new knowledge of trainee in developing a simple system in managing internship students in SCALE department. For the first time, supervisor is assigned to use the Liferay and changed it to e-Front. E-Front is easier and no involved

any coding. Trainee need to study the handbook that be given and complete the system based on the part given by supervisor.

4.2 Personal thoughts and opinion

i. Corporate Social Responsibility (CSR)

Based on the CSR classes and program, trainee feels that this program is very useful to trainee as trainee can gain a lot of knowledge from various angles and has honed skill for dealing with the world of work in the future. In addition, through this program, the values can be fostered among trainee and other trainees as well. Through the CSR classes, trainee is gained different input in different classes in term of knowledge and skills which is useful for the future use. In example, in CSR 1, trainer is asked to assign the organization that need to choose as organization to conducted CSR project. Trainee and the group are assigned the organization with conducted small research in Internet to choose the organization should receive assistance. The research and discussion is run very well without facing any problem although the trainee may not know each other. The discussions carried out without any problems and always exchange opinions and accept other trainees' opinion. Finally, the consensus of all members of the group has chosen PSDM as organization to carry out CSR project. This show, do not know each other is not a barrier to getting the final say without dispute or disagreement of opinion. After that, trainer asked to present the output from the discussion. For the first class, the trainee learns to hone the presentation skills were always put into practice at the university. Before, the presentation is run by a man known by trainee, but for the time being, trainee are trained to speak in front of a crowd of strangers and in large quantities. As result, trainee is very satisfied with CSR classes since been honing various skills crucial in the future. However, rather limited class and hope to multiply its class for the future so that other can internship student gained more information, knowledge and skill.

While, in CSR project, trainee and the group conducted a various outreach program which is involving the group QOURA and Persatuan Sindrom Down Malaysia

(PSDM). As mention above, trainee and the group had conducted “Painting the PSDM Building” and “Majlis Penyerahan e-registration system and website of PSDM” and also system and website development for Persatuan Sindrom Down Malaysia (PSDM). While conducting outreach program in HRD, trainees have a wealth of knowledge and experience can be very useful. Among the values that have been acquired by the trainee include can foster affection between one another, have acquired a very good relationship with the HRD and equally able to feel the feelings and conditions covered by the down syndrome children. In example, during the A wash to help, Painting the PSDM building and Majlis Penyerahan and also system and website development, trainee feels that the CSR project is very useful and educate trainees to become more appreciative of what you have now and thankful for everything that is available. Every outreach programs, outreach trainee believes that each has its own program. For outreach programs “A wash to help”, “Painting the PSDM building” and also “Majlis Penyerahan”, trainee feels that the relationship between trainee and the group become close and becomes more closely and was able to build a closer relationship with the PSDM and syndrome down children. Moreover, good communication can be honed and practiced. For "A wash to help", trainee were exposed by external organizations that handle with educational institutions to make sure the success of “A Wash to Help”. This program has helped some trainee in communication skills and how to deal with outsiders for the good and progress of the program is managed. However, some improvement can be done to extend the time CSR project of three months to five months so that more activities can be carried out with the organization of choice. And hoped that this CSR program can be continued even during CSR project with Skali Group has expired so that the spirit of mutual help and helping to run constantly.

ii. **Entrepreneurship Development Programmed (EDP)**

For the Entrepreneurship Development Programmed (EDP), trainee feels knowledge gained is very useful for trainees to learn to develop capital granted to a larger number. As mention above, a trainee was making money by making small sales office. Using existing skills, trainees can prepare sausage with curry puff with help from other trainees. Knowledge required from the EDP classes is very important because it is teach trainee related to business world, which is covers the ins and outs of the business, profit and loss, and various types of business. As mention as trainer, doing business is to succeed but not always successfully. The word PSDM and achieve the targets set by the trainee and the group. However, the classes that provide is quite limit, which is only six class for three month. As for that, some improvement can be done to extend the quantity of the classes in the future to make sure there are much information can be delivered and shared by trainer to the trainees.

iii. **Soft Skills**

As mention above, there are six classes of soft skill classes in SEEP involved trainee and other trainees includes English placement test, public speaking and English preparation assessment, conflict and stress management, basic management skill, building self-esteem and self-confident and also technical writing class. From the classes, trainee gained much information. Trainee know the key to a successful in career is how the individual relates and communicates with others.in addition, being able to communicate clearly and openly, listen empathetically, being flexible, able to adapt, collaborate and influence are part of it. Understanding and managing the self, working under stress and managing the relationships are another part. The entire key is being teach and is exposed by trainer to the trainee and other trainees too. From the soft skill classes it is help trainee in interacting with the peoples including clients and also the

colleagues. In the world of work, a client's cannot trust the expertise regardless of how good trainee is, if trainee cannot effectively relate to clients. The people around trainee also need a sociable and reliable worker who can effectively work in a team. Team work is definitely not possible without good communitarian and leadership skills. This soft skill classes is very good to the trainee and also other trainees while completing the internship duration in Skali Group.

iv. Participate In CSR Project of Others Group

Trainee is has become one of the volunteers in CSR programs carried out by other groups within the SEEP. Trainee had involved in Group 10 and Group 13. In CSR program of Group 10, trainee has been educated to love animals, especially cats. Love the animals as fellow human love. Also in the program, trainee see how organization chosen by the Group 10 is keep animals by providing shelter, clean and beautiful, providing nutritious food for the animals and to provide for the health needs of the sick cat and unhealthy. From there, trainee can see, the organization chose by Group 10 is very protection and care of animals, especially cats and very affectionate cat.

While, participate in Group 13 causing the trainee is exposed and open minded about orphans in Malaysia. A feeling of relief when faced with devoted affection for children who no longer have parents. It is cannot be described and conveyed through words. This is because, the orphans are those who do not have anything and no place to share the love and problems. Only in the manner and conversation alone can ever love trainee to these children. While trainee can share and spend the time with these kids a little, but it was enough to give a lot of teaching and training the trainee to become a more grateful for the present situation.

v. **System and Web Development**

From system and web development, trainees can train trainee to complete the assignment and task by a period is specified without any problems. As mentioned, the development of system and website for Persatuan Sindrom Down Malaysia is between 3 months. From that, trainee is very hardworking with system development team to complete the system and completing the user manual of system and website with successful and without any problem. After completing all the tasks, trainee and the system development team is preparing for conducting the user training for the administration department of Persatuan Sindrom Down Malaysia (PSDM). From this, trainee is smarter dividing time and planning time for the system and the website should be handed over to PSDM under which the period prescribed.

4.3 Lesson Learnt

i. Corporate Social Responsibility (CSR)

The trainee has learnt to become more confident, discipline, can increase communication skills, teamwork, problem solving and also in term of negotiation and persuasion skills. Based on CSR classes and projects, trainee is become more confident to deal with the public. It does not matter to make a presentation or to convey and share information together. Confident level of trainee also rises when dealing with other trainees, staff in SCALE department and also the company that trainee doing the internship session. During the classes and CSR project also educate trainee to become more disciplined. Discipline for trainee and to assist in the success of the group's CSR projects together with Persatuan Sindrom Down Malaysia (PSDM). In term of communication skill, trainee is successful communicate verbal and written communication and also listening skills with other trainees and also the organizations. From the successful communication, make it the information that delivers is clear, concise and focused. As trainer message, the ability of effectively communicate is by far, the one skill mentioned most frequently by trainer. Having the ability to listen, written, speak effectively and facilitate communications are absolutely critical in whatever profession that trainees engaged in. the bottom line is that if trainees can communicated well and have the ability above, trainees have a leg-up on the competition. As example, trainee can deal with En.Suhaimi from KPTM Kuala Lumpur in deal to conducted "A Wash to Help" through phone and also through meeting with En.Suhaimi. In addition, trainee is the person who is responsible to dealing with Puan Zuriana, administration of PSDM of any programs that is happened involving QOURA and PSDM. Trainee is communicate with Puan Zuriana through phone, email and also messages. From that, there are many lesson learnt is gained. In term of team work,

trainee and the group have a very strong team work, which is it prove trainee is a team player. From this lesson also, trainee show able to manage and delegate task to other trainees, which is build positive working relationship. The teamwork is established while conducted the CSR projects with Persatuan Sindrom Down Malaysia (PSDM). In term of problem solving, trainee is display the ability to take a logical and analytical approach to solving problems and resolving the issues. Along the CSR project, trainee and the group is facing a few minor problem which is can be solved with good skill in problem solving. With the good communication between the trainees in the group is the key on problem can be solved easily. Based on CSR also, trainee is gained a very good lesson learnt which is knowledge of negotiation and persuasion. Based on this knowledge, trainee always put forward the opinions and also understands where the other person is coming from. From that, the negotiation and persuasion is very good in life and also could be practice in future.

ii. Entrepreneurship Development Programmed (EDP)

Based on the SEEP under Entrepreneurship Development Programmed (EDP) trainee is become more flexibility and also can increase the interpersonal abilities. Furthermore, trainee is gained knowledge of commercial awareness and also can work under pressure. Flexibility or multitasking knowledge or lesson is be gained by trainee during internship session. Trainee is administration or also known as secretary of QOURA have to manage the journey of QOURA along three month and also need to sit together with system development to develop the system and website of PSDM. Within the same time, trainee is involving with developing of Learning Management System (LMS) with team from supervisor. In term EDP, trainee is person who are prepared the material to be sell in the office and also the person who is maintain accounts regarding the entry

and exit of money. As for that, the multitasking lesson is built after joined the SEEP. The ability of manage multiple assignment and tasks, set priorities and adapt to changing conditions and work assignment are absolutely critical. This skill is difficult to articulate at times because it has become so much of part of the everyday life. Based on EDP also, trainee is also can increase the interpersonal abilities. This is very similar to the ability to communicate, but is specific to the ability to relate to trainee co-worker, inspire others to participate and mitigate conflict with others. With the amount of time that trainee spends to completing the tasks each day these are essential attributes. Based on EDP classes also, trainee is more aware about the commercial awareness. Trainee knows how the business works, show that trainee and understanding of what the business wants to achieve and also to understand how the business competes in its marketplaces. In additional, trainee is able to work under the pressure. The way is by keep calm in a crisis and do not become too over helmed or stresses. The entire lesson learnt from EDP classes is able to make trainee become more aware about the challenger in conducting business in future.

iii. Soft Skills

There is a lot of lesson learnt that can be absorb to trainee's mind the outcomes of joining this soft skills classes. Sometime, trainee may thought that what trainee have now it completely enough to survive in work environment later, but when trainee has completed this training it shows that there is a lot lack that should be fixed before entering the work world. Soft skills development and technical writing exposed the trainee to the appropriate design and style for technical documentation and also improving interpersonal skills where the trainee's confident level rose up compared to before and learnt some techniques when facing up questions from panel judges during presentation and interview session.

4.4 Limitations and Recommendations

Trainee had assigned a few limitations during the internship duration which is to solve the limitations trainee is recommending the solution of the problem. The limitations and recommendations are below:

i. The quantity of internship students

As mention above, the SKALI Community and Learning Engagement (SCALE) are the department that produces entrepreneurs and leaders through its social entrepreneurship system which supports and facilitates evolution of entrepreneurs and enterprises. This department is built SKALI Employability Enhancement Program (SEEP) that launched by 1 Malaysia Development Berhad (1MDB) to support understudies from Higher Learning Institution (HLI) around the nation to take part in the system. SEEP is an internship project intended for the understudies in the last year of studies that need to experience mechanical trainings or modern connections. Due to limitations, Skali Group had to take large number of internship student to achieve the target based on the needs and requirements of the project given by 1MDB. For example, intake 4 February 2015, which is trainee intake, is reached to 80 people of internship students. In additional, the previous intake is more than 50 people of students. This shows, in a time, SCALE department has taken more than 100 students in the same time. Due to this limitation, there are various problems arise. For example, students are not given due attention and not be exposed to a proper working environment.

As recommendation of this limitation, the SCALE department should filter and select students on an appropriate program to shrink the number of internship students. In additional, the students can be given the attention from the department and the opportunity exposed to real working environment so that students can prepare themselves for the challenges and obstacles in the world of work in the future.

However, this limitation also has its own good. One of them, students will be able to have a relationship with a wide range of educational backgrounds from various universities which have led to friendships forged.

ii. Lack of facility

Lack of facility is due to the major limitation in SCALE department as mention above. Lack of facility in SCALE department is involving lack of workstations. Workstation is one of the essential requirements for internship students for trainees to carry out tasks assigned by the supervisor or the CSR work. At an early stage of practical, trainees are placed in the main hall of the department, and then given workstation after almost 3 months of running practically there. These constraints lead trainees to undertake tough assignments with a comfortable and perfect. As recommendation of this limitation, trainee proposes internship student intake is reduced to pleasure and comfort of students. Furthermore, to make it easier for SCALE department in dealing with any matter related to the internship student's.

iii. The allowance

The third limitation is related to the allowance. The allowance that be given to the trainees is being sponsored by 1MDB only for 3 month early of internship durations. Trainees are given RM300 for a month. Allowance for three months is not enough due to student status and some trainees are not live nearby. Some of the trainees are come from different states apart from Kuala Lumpur and Selangor. The trainees also faced the same problem in finding affordable rent house or rent a room where it's hardly to rent a room or house at affordable price since it's quietly expensive to rent a room or house nearby to Menara Sentul. Due to this problem, the trainees had to ask the family to pay for themselves in the course of this internship. It is highly recommend considering in

term of allowances for the trainee either to tote up the allowance for a month or tote up the duration of allowance in which from allowance given for three months turns based on training duration for each trainees.

iv. Supervisor assigned for the internship students

Each trainee placed under a supervisor who is in SCALE department. Because too many students are taking by the department to undertake practical in SKALI GROUP, a supervisor has more than 8 to 10 trainees. For example, Mr. Mun'aim has 28 trainees under supervise including trainee. As for that, Mr. Mun'aim has divided the task according the group or intake to make sure all the trainees under supervise is conducted the task give appropriately. In additional, this limitation is has led to some trainees who are not recognized by the supervisor, which lead to other problems will arise. It also may result, trainees are not given the experience and be exposed to the natural world of work has many problems and obstacles, as trainees are only given a project to be completed and fully focus during the internship session. It is highly recommend considering that each supervisor is allocate only for two or three trainees only, which is to make sure, the supervisor identify any trainees under his care as well as providing related experience real working for them so that trainees are better equipped to face the future after serving internship.

v. **Problem to system attendance**

The problem to system attendance is occurred a month before the internship end. From February until May, trainees were given a unique virtual code, which each time to check in and check out to the office, trainees are required to scan using the virtual code given using iPad provided. After the month of May, rumored said the system used previously is expired which caused attendance trainees replaced with a system developed by the student internship but had to face many problems. Finally, the trainees were using the manually, the trainees have to check in and out with signed a paper sheet provided by the department. As recommendation of this problem, the department should have well prepared and organized that related to the attendance of internship students, because the summary of attendance is important to the trainees in completing the internship session.



Figure 4-1: The virtual code of trainee

References

Liferay - Enterprise open source portal and collaboration software - Liferay.com. (n.d). Retrieved June 17, 2015.

Media Release. (n.d.). Retrieved June 17, 2015, from <https://www.evenesis.com/>

Marketplace - Get It Hosted Now. (n.d.). Retrieved June 17, 2015, from <https://jelastic.com/marketplace/apps/>

Appendices

**APPENDIX A: EVALUATION
RESULT OF CORPORATE
SOCIAL RESPONSIBILITY
(CSR)**

CSR INTERNSHIP EVALUATION REPORT

(to be completed by supervisor)



Please complete one form for each trainee attached. Additional forms may be photocopied from this one. Supervisor should complete the form and submit to Training Manager of SCALE for review.

Trainee's name:	Noor Azmah bt Mohamed Ali
Name of Evaluator:	En. Adli R. Amin
Group:	Group 1 : @OURA
Track:	Solution.NET

Please insert the appropriate rating on 1 – 5 scale. Each factor must be rated.

1 – Unsatisfactory 2 – Below Average 3 – Satisfactory / Good 4 – Very Good 5 – Excellent

	Weight (a)	Rating (b)	Score (a x b)	Performance Analysis / Improvement Plan
SECTION 1 : TASK / ASSIGNMENTS ASSIGNED				
Targets Ability to meet targets and objective set List of task / assignments 1. Prepare formal letter that related to @OURA activities 2. Do promotion of carwash 3. Join carwash and fund raising 4. Prepared slide update 5. Recheck the proposal of painting PSDM. 6. Buy material for painting. 7. Paint the PSDM class & stair. 8. Create & calculating financial report. 9. Prepare CSR report = development of system, website. 10. Existing PSDM website. 11. Helping in developing ERS. 12. Person incharge of any ad. that relate to PSDM. 13. Prepare material for selling item. 14. Make campuff & sekej. 15. Prepared for carwash proposal. 16. Meeting with person incharge for carwash event at up tm. 17. Remind & recheck the material needed for carwash.	40	5	200	
Quality of Works Ability to perform work free from errors and according to expected standards, ability to detect errors and orderliness of work	15	5	75	
Punctuality In attending meetings (internal & external)	2	5	10	
Attendance In coming to work	2	4	8	

CSR INTERNSHIP EVALUATION REPORT

(to be completed by supervisor)



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SECTION 2 : SKILLS AND COMPETENCY				
Proactive / Innovative / Creative Ability to take precautionary steps for the success of the task given, ability to contribute ideas and bring new changes	5	5	25	
Planning Ability to anticipate external & internal factors that may influence resource to meet targets / objectives	3	4	12	
Scheduling Ability to set priorities to ensure timely delivery of assignments	3	4	12	
Analytical Ability to think through a problem, collect data/feedback and to review/analyse/evaluate all the relevant factors for use in decision making	3	4	12	
Judgement Ability to use logic and common sense in doing work, making decisions and taking action	2	4	8	
Initiative Resourcefulness; success in doing things in new and better ways and in adapting improved methods in her/his own work	2	5	10	
Support Ability to provide timely and useful feedback / advise / recommendations to others	2	5	10	
Communication Skills Effective expression, verbally and in writing in an organised, articulate and concise manner	2	4	8	
SECTION 3 : HUMAN RELATIONS				
Attitude Towards peers and superiors	3	5	15	
Understanding Ability to empathise with colleagues and superiors	2	4	8	
Cooperation Ability to work for and with others as part of a team in harmony	2	5	10	
SECTION 4 : LEADERSHIP SKILLS & GENERAL KNOWLEDGE				
Ability to show potential to lead or develop others and desire to work towards common objectives. Understanding and appreciation of the projects and general knowledge	12	5	60	

CSR INTERNSHIP EVALUATION REPORT

(to be completed by supervisor)



Overall Performance		
SECTION 1 : TASK / ASSIGNMENTS ASSIGNED	293	Total Weighted Score Multiply By 0.2 96.6 /100
SECTION 2 : SKILLS AND COMPETENCY	97	
SECTION 3 : HUMAN RELATIONS	33	
SECTION 4 : LEADERSHIP SKILLS & GENERAL KNOWLEDGE	60	
Total Scores	483	

Level of Performance		
Scores	Level of Performance	Explanations
80 - 100	EXCELLENT	The performance of the trainee is far exceeded expectations due to exceptionally high quality of work performed in all essential areas of responsibility, resulting in an overall quality of work that was superior; and either 1) included the completion of a major goal or project, or 2) made an exceptional or unique contribution.
60 - 79	VERY GOOD	The performance of the trainee is consistently exceeded expectations in all essential areas of responsibility, and the quality of work overall was excellent.
40 - 59	SATISFACTORY / GOOD	The performance of the trainee is consistently met expectations in all essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good.
20 - 39	BELOW AVERAGE	The trainee did not consistently meet expectations – his / her performance failed to meet expectations in one or more essential areas of responsibility, and/or one or more of the most critical goals were not met. Significant improvement is needed in one or two important areas.
0 - 19	UNSATISFACTORY	The trainee performance was consistently below expectations in most essential areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement, supported and monitored is needed in two or more important areas.

Please elaborate on any specific areas needing improvement. Give examples as needed.

Trainee's signature:

NAME: LAIDLAK ANN
 POSITION: Group CSR COORDINATOR.

APPENDIX B: GANTT CHART OF CSR PROJECT

Mode	Task	Start	End	Duration	Assignee
1	1 CSR and EDP QOURA	Wed 2/4/15	Thu 5/21/15	77 days	
2	1.1 Start			0 days	
3	1.2 Car Wash	Mon 3/9/15	Thu 3/19/15	9 days	
20	1.3 ERS & Website	Fri 2/27/15	Thu 5/21/15	60 days	
1	1 System and Website Devel	Fri 2/27/15	Thu 5/21/15	60 days	
2	1.1 Start	Fri 2/27/15	Fri 2/27/15	0 days	
3	1.2 Project Planning	Fri 2/27/15	Mon 3/9/15	7 days	
4	1.2.1 Problem Recognition	Fri 2/27/15	Mon 3/2/15	2 days	Husaini
5	1.2.2 Feasibility Assessment	Mon 3/2/15	Tue 3/3/15	2 days	Azmah
6	1.2.3 Schedule, Timeline an	Wed 3/4/15	Fri 3/6/15	3 days	Amir
7	1.2.4 Team Configuration a	Fri 3/6/15	Mon 3/9/15	2 days	Husaini
8	1.3 Analysis	Tue 3/10/15	Fri 3/20/15	9 days	
9	1.3.1 System Requirement	Tue 3/10/15	Fri 3/13/15	4 days	Azmah

Project: CSR
Date: Tue 6/30/15

Task	Inactive Summary	External Tasks
Split	Manual Task	External Milestone
Milestone	Duration-only	Deadline
Summary	Manual Summary Rollup	Progress
Project Summary	Manual Summary	Manual Progress
Inactive Task	Start-only	
Inactive Milestone	Finish-only	

10	✓	Mode	1.3.2	Process Modeling	5 days	Mon 3/16/15	Fri 3/20/15	Amir
11	✓	✈	1.4	Design	40 days	Mon 3/23/15	Fri 5/15/15	
12	✓	✈	1.4.1	Database Design	10 days	Mon 3/23/15	Fri 4/3/15	Husaini
13	✓	✈	1.4.2	Form and Report	10 days	Mon 4/6/15	Fri 4/17/15	12 Husaini
14	✓	✈	1.4.3	Interface and Dialogui	20 days	Mon 4/20/15	Fri 5/15/15	13 Husaini
15	✓	✈	1.4.4	Implementation & Me	3 days	Mon 5/18/15	Wed 5/20/15	Amir,Azmah,Husa
16	✓	✈	1.4.5	end	14 days	Fri 4/3/15	Wed 4/22/15	
21	📄	✈	1.4	Paint	14 days	Fri 4/3/15	Thu 4/23/15	
1	✈	✈	1	Painting PSDM	7 days	Fri 4/3/15	Mon 4/13/15	
2	✈	✈	1.1	Start	0 days	Fri 4/3/15	Fri 4/3/15	
3	✈	✈	1.2	Initiation	14 days	Fri 4/3/15	Thu 4/23/15	
4	✓	✈	1.2.1	Develop Team memb	1 day	Fri 4/3/15	Fri 4/3/15	2 Bukhari
5	✓	✈	1.2.2	Develop mission and	1 day	Mon 4/6/15	Mon 4/6/15	4 Hajar

Project: CSR
Date: Tue 6/30/15

Task	Inactive Summary	Inactive Summary	External Tasks
Split	Manual Task	Manual Task	External Milestone
Milestone	Duration-only	Duration-only	Deadline
Summary	Manual Summary Rollup	Manual Summary Rollup	Progress
Project Summary	Manual Summary	Manual Summary	Manual Progress
Inactive Task	Start-only	Start-only	
Inactive Milestone	Finish-only	Finish-only	

6	✓	Mode	1.2.3	Assign tasks	1 day	Tue 4/7/15	Tue 4/7/15	5	Bukhari
7	✓		1.2.4	Done initiation	0 days	Tue 4/7/15	Tue 4/7/15	6	
8	✓		1.2.5	Planning	5 days	Fri 4/3/15	Thu 4/9/15		
9	✓		1.2.5.1	Set color	1 day	Wed 4/8/15	Wed 4/8/15	6	Zati
10	✓		1.2.5.2	Set time	1 day	Wed 4/8/15	Wed 4/8/15	6	Azmah
11	✓		1.2.5.3	Prepare equipmen	1 day	Thu 4/9/15	Thu 4/9/15	10	Amir
12	✓		1.2.5.4	calculate donation	1 day	Fri 4/10/15	Fri 4/10/15	11	Bukhari
13	✓		1.2.5.5	survey vendor	1 day	Mon 4/13/15	Mon 4/13/15	12	Najwa
14	✓		1.2.5.6	Planning done	1 day	Tue 4/14/15	Tue 4/14/15	13	
15	✓		1.2.6	Execution	1 day	Wed 4/8/15	Wed 4/8/15		
16	✓		1.2.6.1	Prepare letter for	5 day	Wed 4/8/15	Wed 4/8/15	5	Al Shifa
17	✓		1.2.6.2	buy equipment	1 day	Mon 4/13/15	Mon 4/13/15	12	Firdaus
18	✓		1.2.6.3	Obtain facilities	1 day	Fri 4/10/15	Fri 4/10/15	11	Husaini

Project: CSR
Date: Tue 6/30/15

Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			

Mode									
19	✓	1.2.6.4	Prepare and setup	1 day	Mon 4/13/15	Mon 4/13/1518	Amir,Azmah,Hariz		
20	✓	1.2.6.5	Execution done	1 day	Tue 4/14/15	Tue 4/14/15 19			
21	✓	1.2.7	Controlling	2 days	Fri 4/10/15	Sun 4/12/15			
22	✓	1.2.7.1	Divide members	1 day	Wed 4/15/15	Wed 4/15/1520	Bukhari		
23	✓	1.2.7.2	painting begin	1 day	Thu 4/16/15	Thu 4/16/15 22	Al Shifa,Amir,Azm		
24	✓	1.2.7.3	Controlling done	1 day	Fri 4/17/15	Fri 4/17/15 23			
25	✓	1.2.8	Closing	1 day	Mon 4/13/15	Mon 4/13/15			
26	✓	1.2.8.1	kemas material	1 day	Mon 4/20/15	Mon 4/20/1524	Al Shifa,Amir,Azm		
27	✓	1.2.8.2	Documentation	1 day	Tue 4/21/15	Tue 4/21/15 26	Azmah		
28	✓	1.2.8.3	Closing done	1 day	Wed 4/22/15	Wed 4/22/1527			
29	✓	1.2.8.4	End	0 days	Thu 4/23/15	Thu 4/23/15 28			
22	✓	1.5	Majlis Penyerahan	20 days	Mon 5/4/15	Fri 5/29/15			
1	✓	1	Majlis Penyerahan	15 days	Mon 5/4/15	Thu 5/21/15			

Project: CSR
Date: Tue 6/30/15

Task	Inactive Summary	Inactive Summary	External Tasks
Split	Manual Task	Manual Task	External Milestone
Milestone	Duration-only	Duration-only	Deadline
Summary	Manual Summary Rollup	Manual Summary Rollup	Progress
Project Summary	Manual Summary	Manual Summary	Manual Progress
Inactive Task	Start-only	Start-only	
Inactive Milestone	Finish-only	Finish-only	

Mode	Start	0 days	Mon 5/4/15	Mon 5/4/15
2	1.1	Start	0 days	Mon 5/4/15
3	1.2	Initiation	4 days	Mon 5/4/15 Thu 5/7/15
4	1.2.1	Develop Team memb	1 day	Mon 5/4/15 2
5	1.2.2	Develop mission and	1 day	Tue 5/5/15 4
6	1.2.3	Assign tasks	2 days	Wed 5/6/15 Thu 5/7/15 5
7	1.2.4	Initiation done	0 days	Thu 5/7/15 6
8	1.3	Planning	8 days	Fri 5/8/15 Mon 5/18/15
9	1.3.1	Set theme	1 day	Fri 5/8/15 6
10	1.3.2	Set time and venue	1 day	Fri 5/8/15 6
11	1.3.3	Prepare tentative	2 days	Mon 5/11/15 Tue 5/12/15 10
12	1.3.4	VIP list to be invited	1 day	Wed 5/13/15 Wed 5/13/1511
13	1.3.5	calculate donation	4 days	Thu 5/14/15 Mon 5/18/1512
14	1.3.6	Planning done	0 days	Mon 5/18/15 Mon 5/18/1513

Project: CSR
Date: Tue 6/30/15

Task	Inactive Summary	External Tasks
Split	Manual Task	External Milestone
Milestone	Duration-only	Deadline
Summary	Manual Summary Rollup	Progress
Project Summary	Manual Summary	Manual Progress
Inactive Task	Start-only	
Inactive Milestone	Finish-only	

Mode	Task	Duration	Start Date	End Date	Responsible
15	1.4 Execution	8 days	Thu 5/14/15	Fri 5/22/15	
16	1.4.1 Buy needy things to	4 days	Tue 5/19/15	Fri 5/22/15	13 Amir,Husaini
17	1.4.2 VIP invitation	4 days	Thu 5/14/15	Mon 5/18/15	12 Firdaus
18	1.4.3 Prepare support and	1 day	Thu 5/14/15	Thu 5/14/15	12 Hajar
19	1.4.4 Obtain facilities	1 day	Fri 5/15/15	Fri 5/15/15	18 Amir
20	1.4.5 Prepare and setup	ve 2 days	Sun 5/17/15	Mon 5/18/15	19 Azmah
21	1.4.6 Execution done	0 days	Mon 5/18/15	Mon 5/18/15	20
22	1.5 Controlling	3 days	Tue 5/19/15	Thu 5/21/15	
23	1.5.1 Food and beverages	1 day	Tue 5/19/15	Tue 5/19/15	20 Zati
24	1.5.2 Souvenirs	2 days	Wed 5/20/15	Thu 5/21/15	23 Al Shifa,Azmah
25	1.5.3 Controlling done	0 days	Thu 5/21/15	Thu 5/21/15	24
26	1.6 Closing	4 days	Sun 5/17/15	Wed 5/20/15	
27	1.6.1 Delivery system &	we 1 day	Fri 5/22/15	Fri 5/22/15	25 Hariz

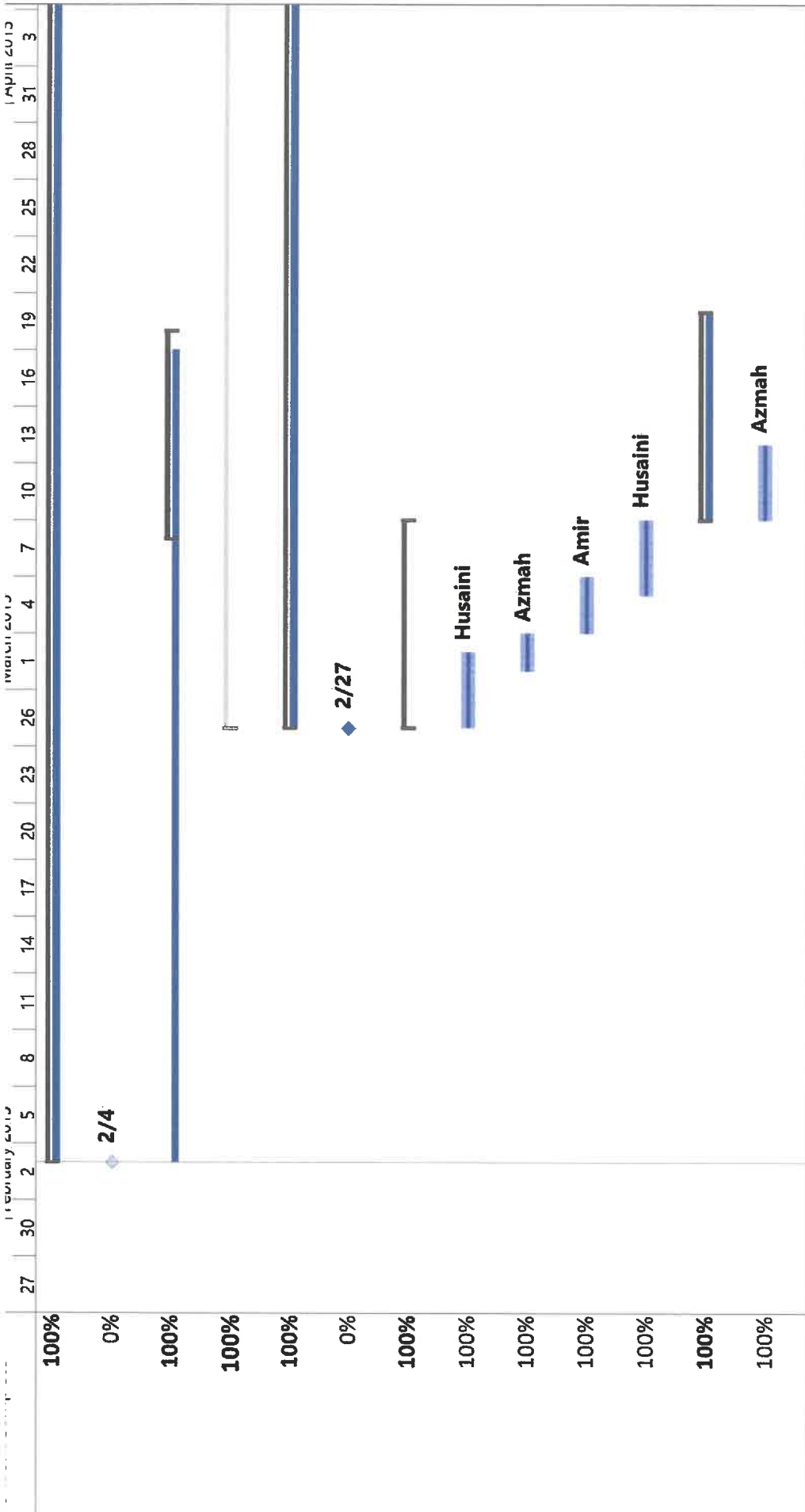
Project: CSR
Date: Tue 6/30/15

Task	Inactive Summary	External Tasks
Split	Manual Task	External Milestone
Milestone	Duration-only	Deadline
Summary	Manual Summary Rollup	Progress
Project Summary	Manual Summary	Manual Progress
Inactive Task	Start-only	
Inactive Milestone	Finish-only	

Mode	Task ID	Task Name	Duration	Start Date	End Date	Assignee
✓	1.6.2	Documentation	4 days	Mon 5/25/15	Thu 5/28/15	Hajar
✓	1.6.3	Closing done	0 days	Thu 5/28/15	Thu 5/28/15	
✗	1.6.4	End	0 days	Fri 5/29/15	Fri 5/29/15	

Project: CSR
Date: Tue 6/30/15

Task	Inactive Summary	Inactive Summary	External Tasks
Split	Manual Task	Manual Task	External Milestone
Milestone	Duration-only	Duration-only	Deadline
Summary	Manual Summary Rollup	Manual Summary Rollup	Progress
Project Summary	Manual Summary	Manual Summary	Manual Progress
Inactive Task	Start-only	Start-only	
Inactive Milestone	Finish-only	Finish-only	



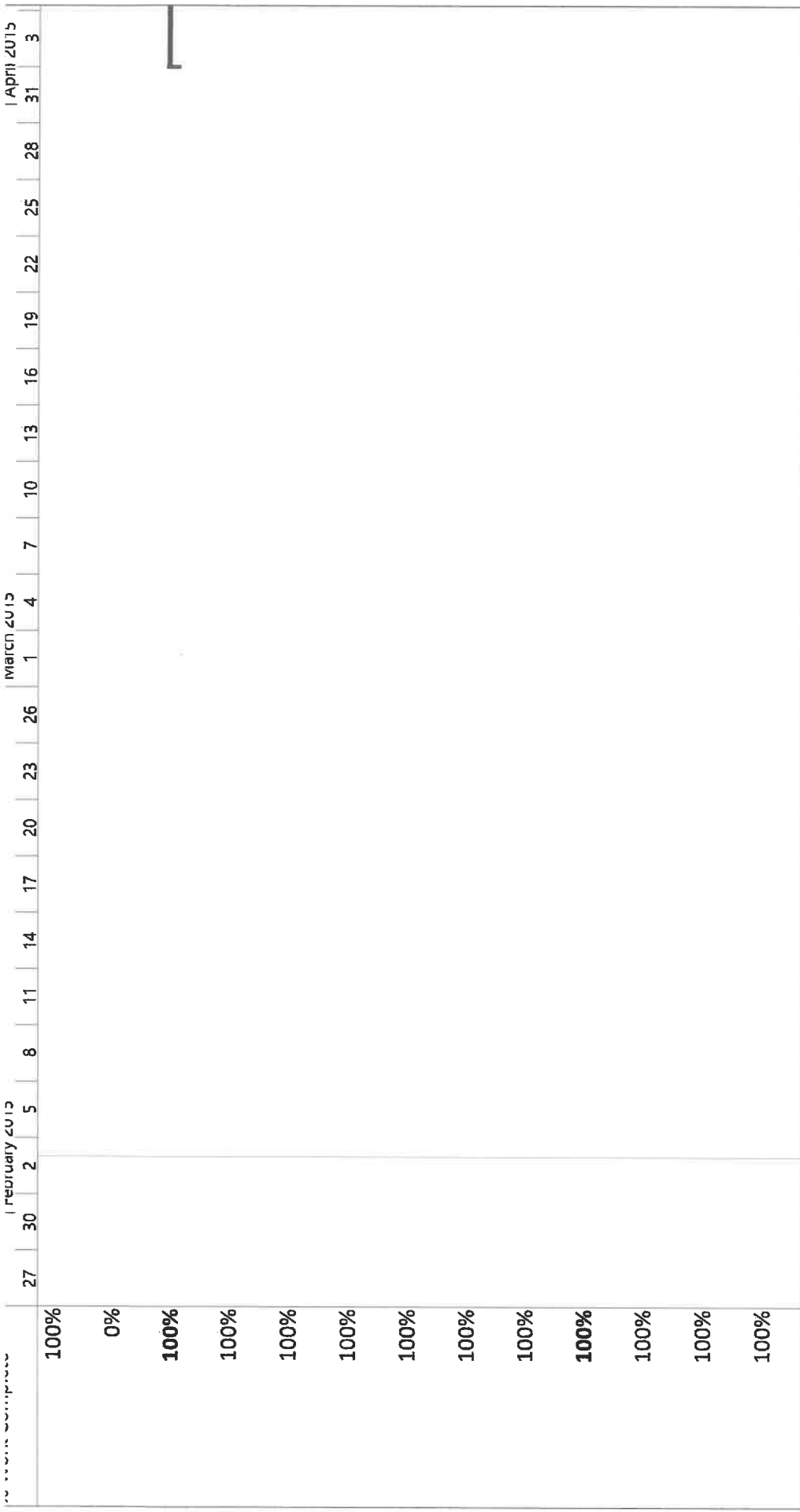
Task	Inactive Summary	External Tasks
Split	Manual Task	External Milestone
Milestone	Duration-only	Deadline
Summary	Manual Summary Rollup	Progress
Project Summary	Manual Summary	Manual Progress
Inactive Task	Start-only	
Inactive Milestone	Finish-only	

Project: CSR
Date: Tue 6/30/15



Project: CSR
Date: Tue 6/30/15

Task	Inactive Summary	External Tasks
Split	Manual Task	External Milestone
Milestone	Duration-only	Deadline
Summary	Manual Summary Rollup	Progress
Project Summary	Manual Summary	Manual Progress
Inactive Task	Start-only	
Inactive Milestone	Finish-only	

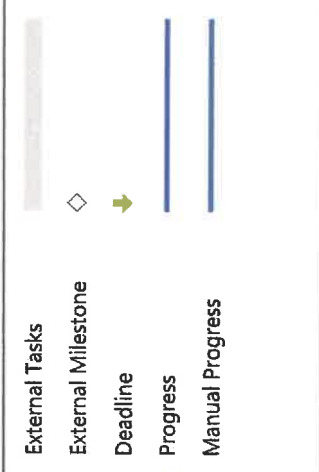


Project: CSR
Date: Tue 6/30/15

Task	Inactive Summary	External Tasks
Split	Manual Task	External Milestone
Milestone	Duration-only	Deadline
Summary	Manual Summary Rollup	Progress
Project Summary	Manual Summary	Manual Progress
Inactive Task	Start-only	
Inactive Milestone	Finish-only	

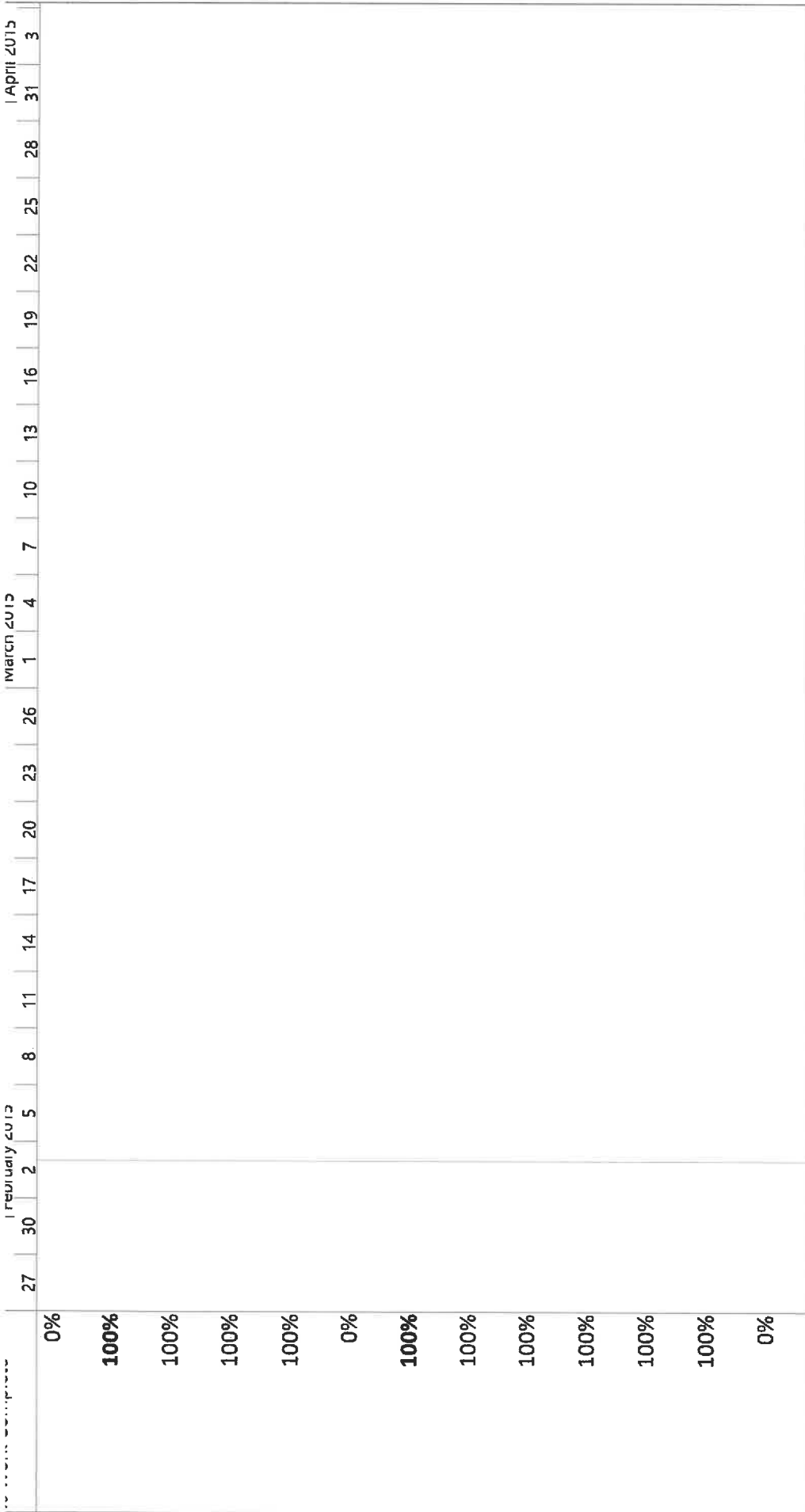
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Task
 Split
 Milestone
 Summary
 Project Summary
 Inactive Task
 Inactive Milestone

Project: CSR
 Date: Tue 6/30/15

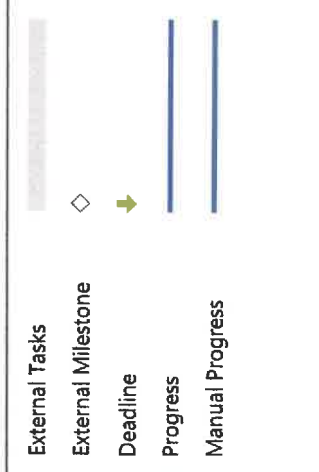


Task	Inactive Summary	External Tasks
Split	Manual Task	External Milestone
Milestone	Duration-only	Deadline
Summary	Manual Summary Rollup	Progress
Project Summary	Manual Summary	Manual Progress
Inactive Task	Start-only	
Inactive Milestone	Finish-only	

Project: CSR
Date: Tue 6/30/15

27 30 2 5 8 11 14 17 20 23 26 1 March 2013 1 4 7 10 13 16 19 22 25 28 31 3 April 2015

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Project: CSR
 Date: Tue 6/30/15

27 30 31 2 5 8 11 14 17 20 23 26 1 4 7 10 13 16 19 22 25 28 31 3
 | February 2015 | March 2015 | April 2015

100%

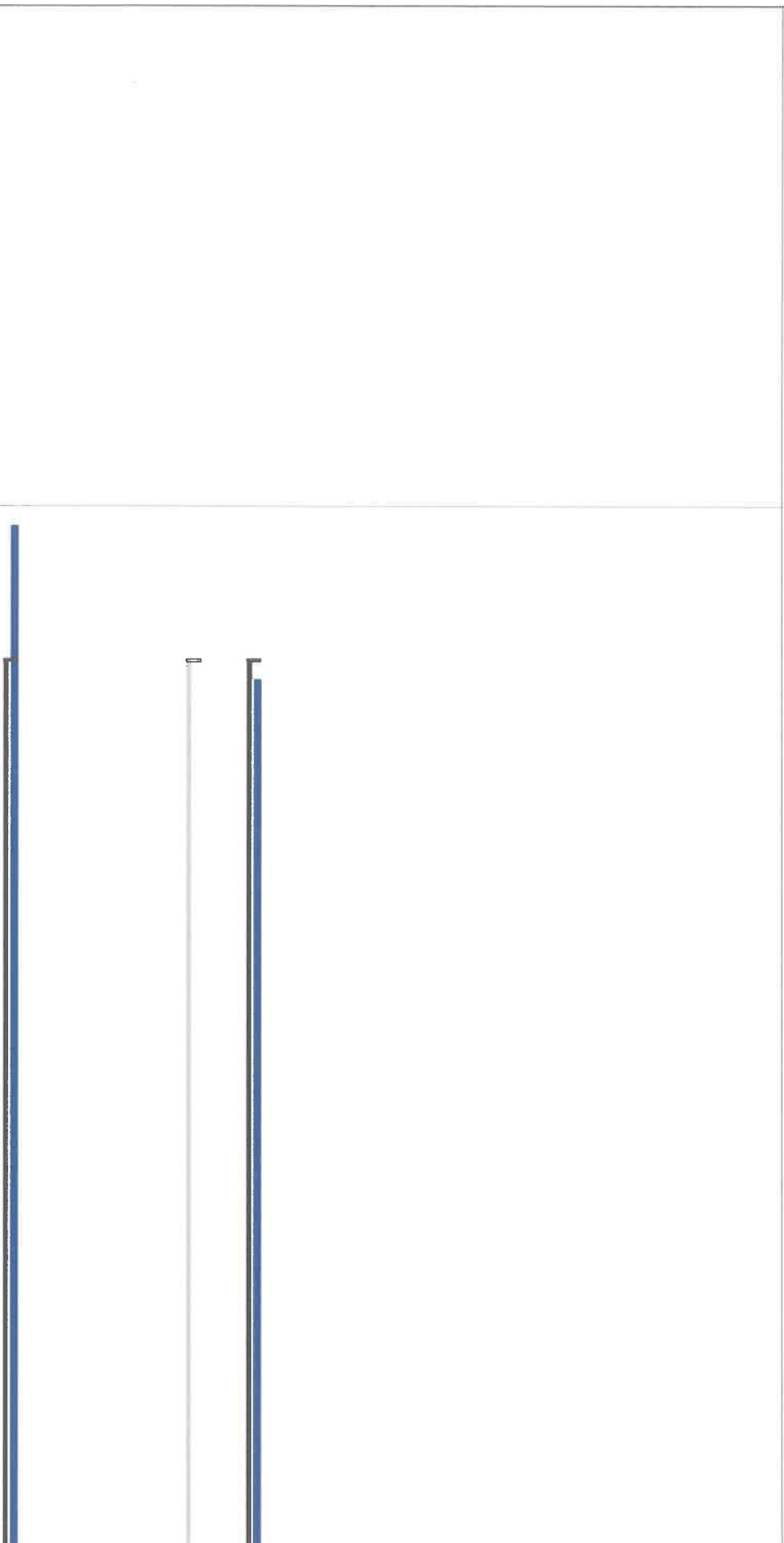
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Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			

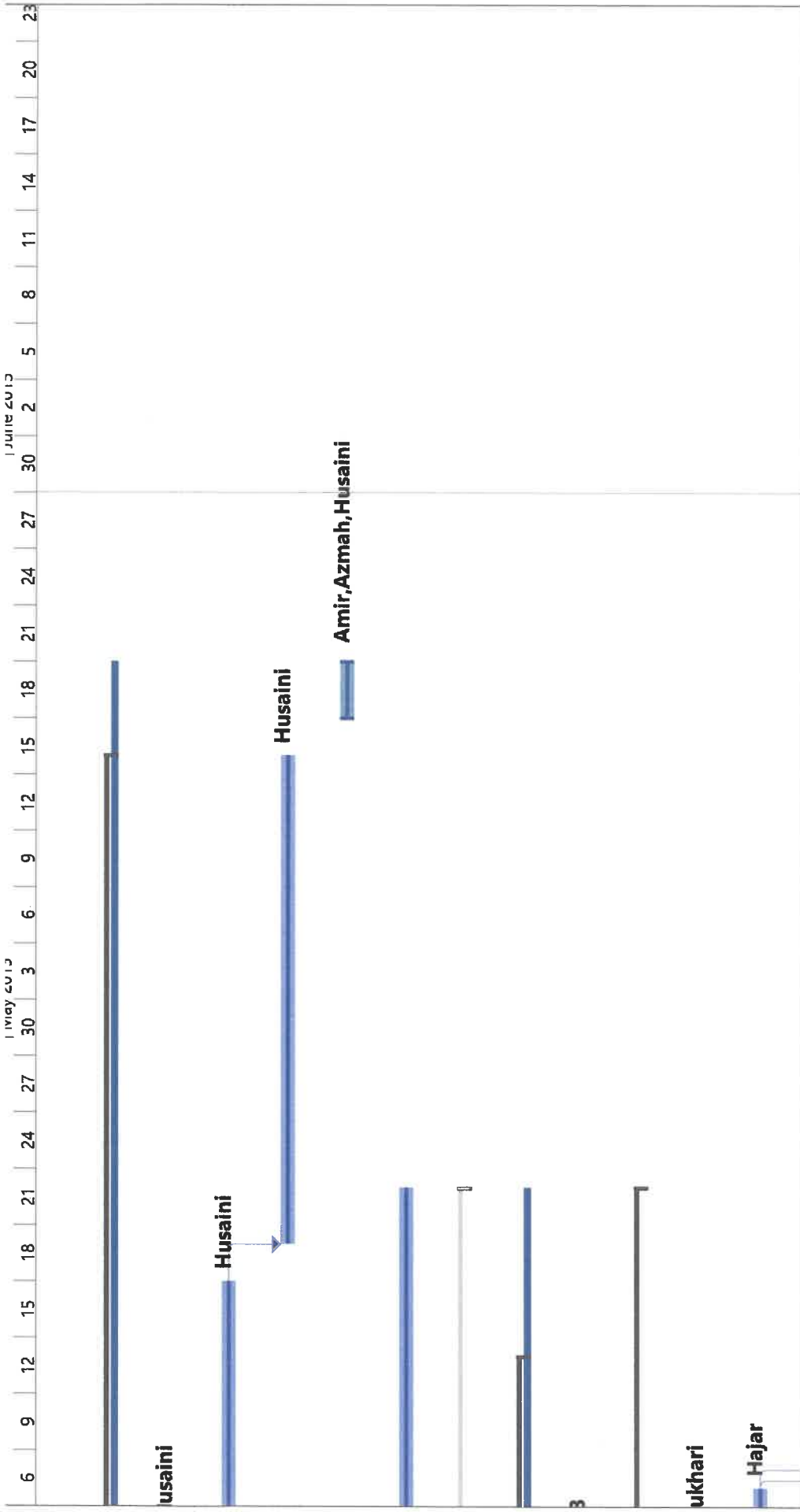
Project: CSR
Date: Tue 6/30/15

6 9 12 15 18 21 24 27 30 3 May 2013 3 6 9 12 15 18 21 24 27 30 3 June 2013 5 8 11 14 17 20 23



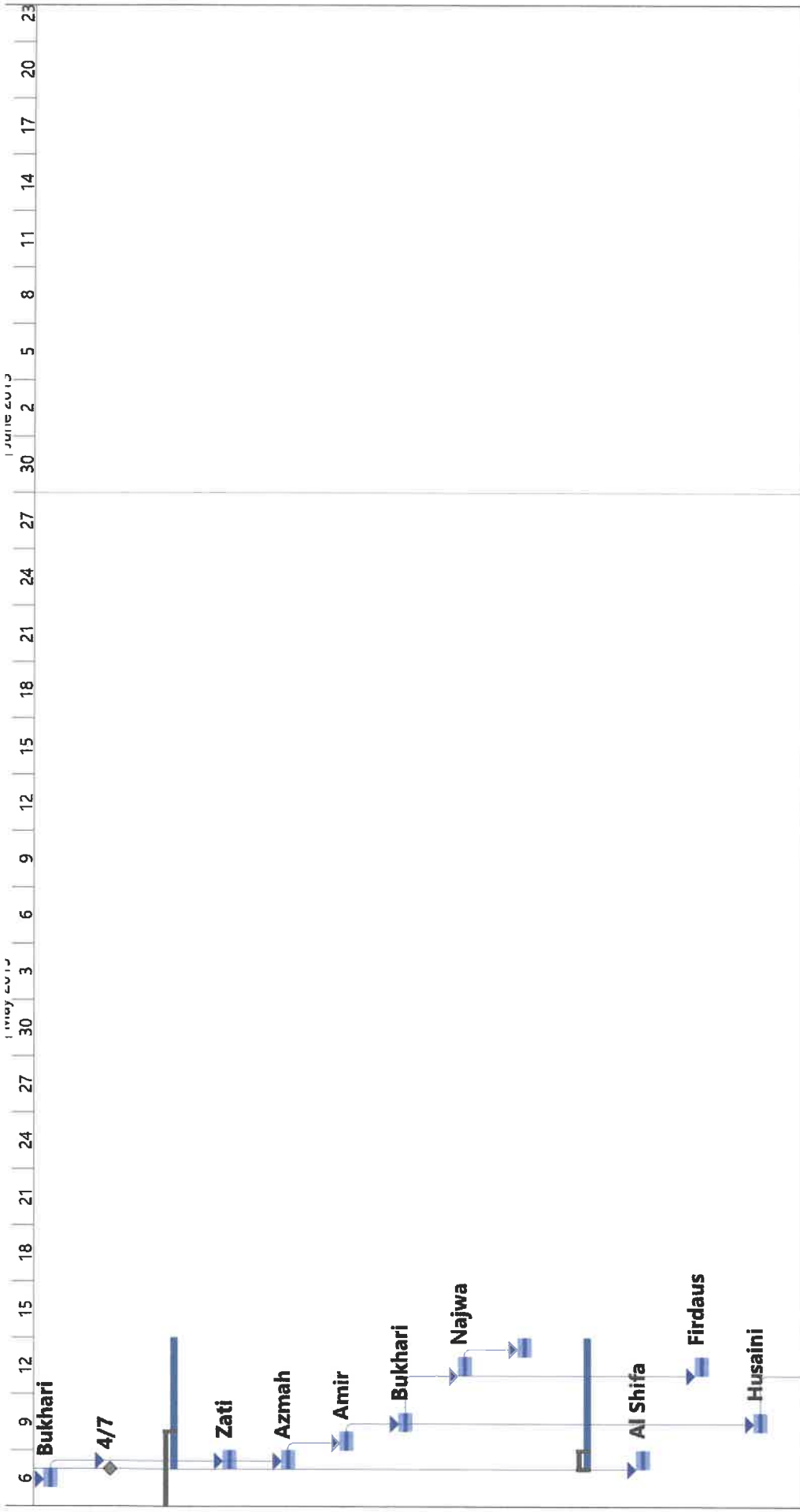
Project: CSR
Date: Tue 6/30/15

Task	Inactive Summary	External Tasks
Split	Manual Task	External Milestone
Milestone	Duration-only	Deadline
Summary	Manual Summary Rollup	Progress
Project Summary	Manual Summary	Manual Progress
Inactive Task	Start-only	
Inactive Milestone	Finish-only	



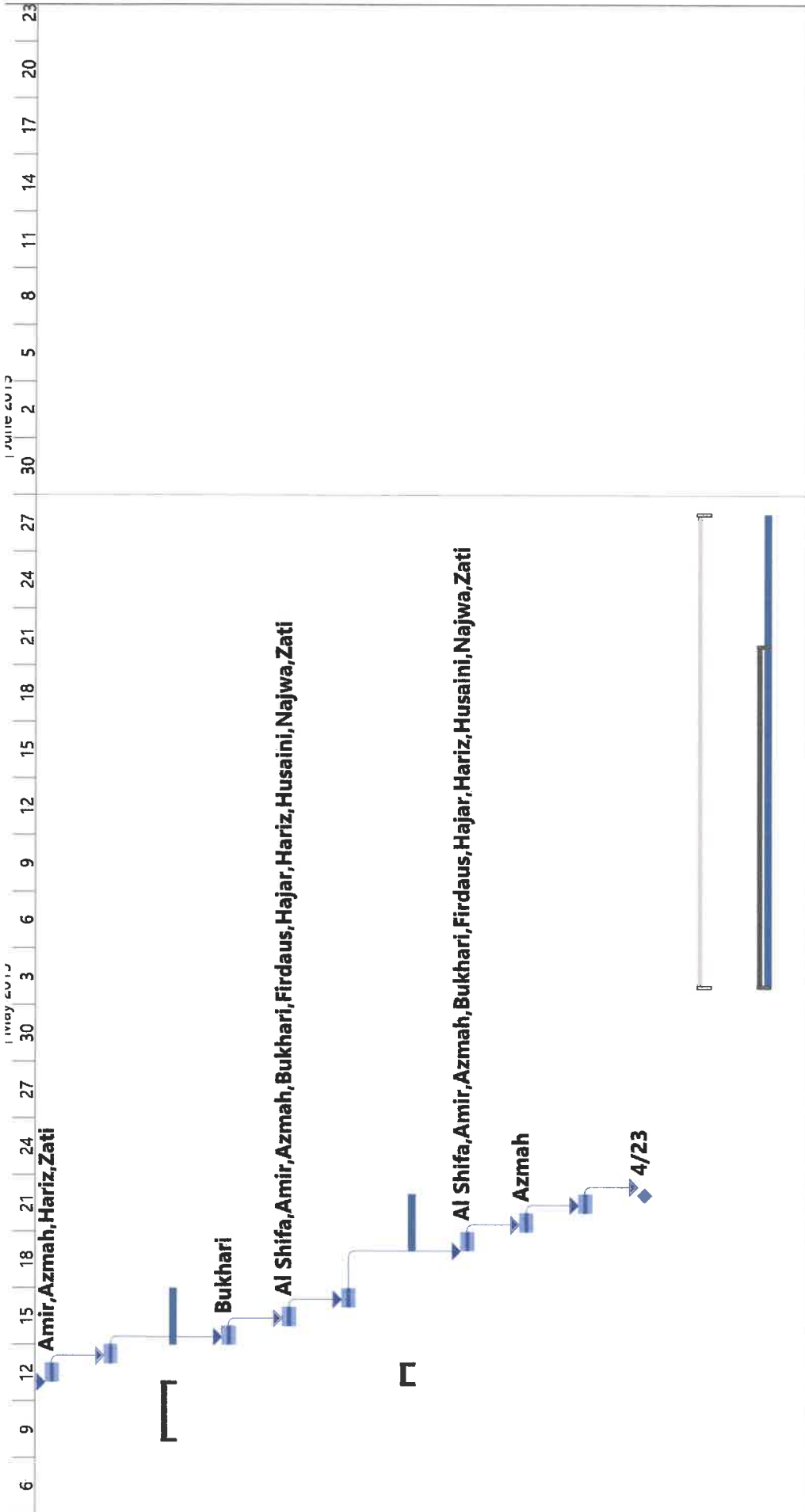
Task	Inactive Summary	External Tasks
Split	Manual Task	External Milestone
Milestone	Duration-only	Deadline
Summary	Manual Summary Rollup	Progress
Project Summary	Manual Summary	Manual Progress
Inactive Task	Start-only	
Inactive Milestone	Finish-only	

Project: CSR
Date: Tue 6/30/15

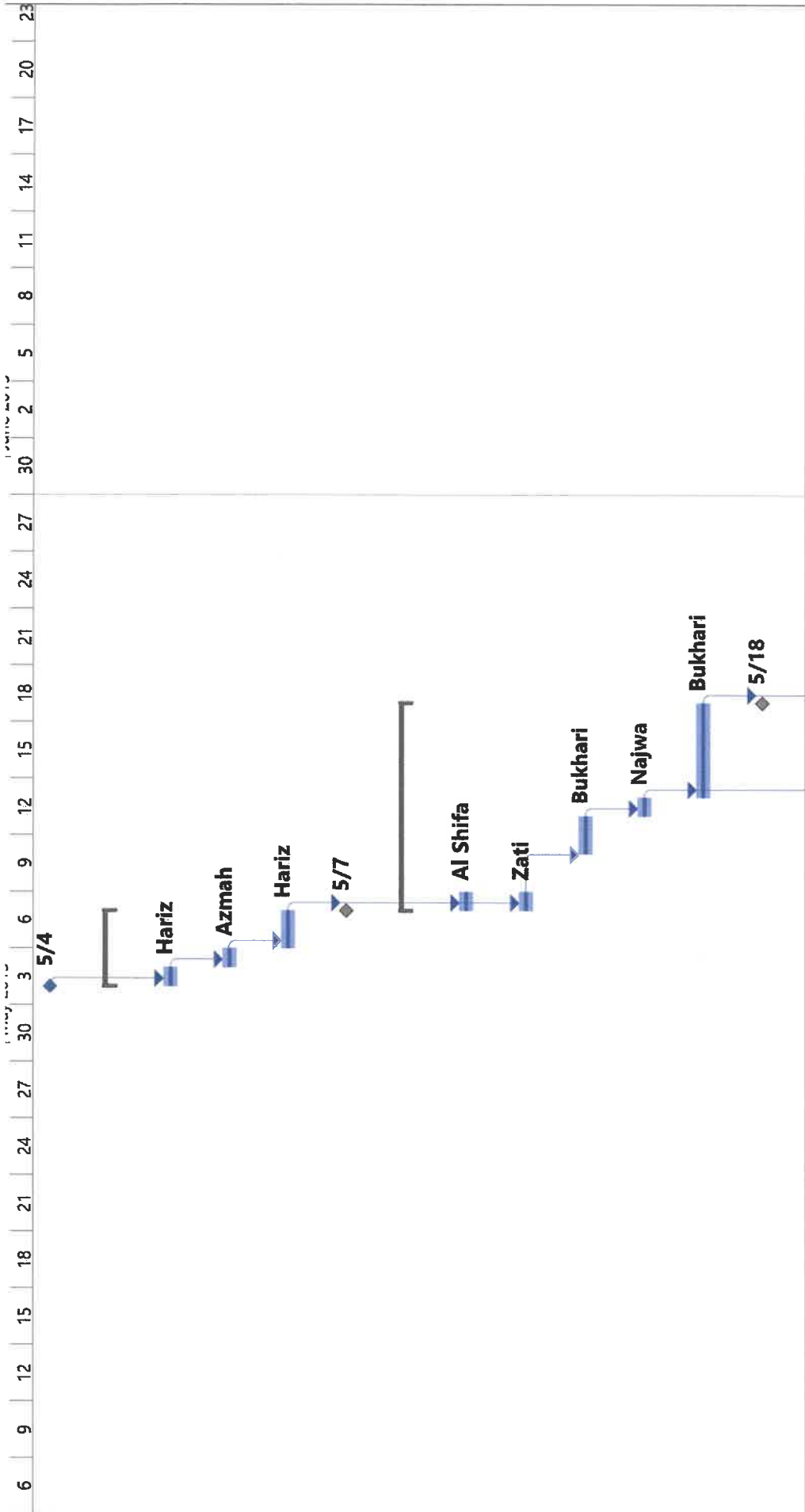


Project: CSR
Date: Tue 6/30/15

Task	Inactive Summary	External Tasks
Split	Manual Task	External Milestone
Milestone	Duration-only	Deadline
Summary	Manual Summary Rollup	Progress
Project Summary	Manual Summary	Manual Progress
Inactive Task	Start-only	
Inactive Milestone	Finish-only	

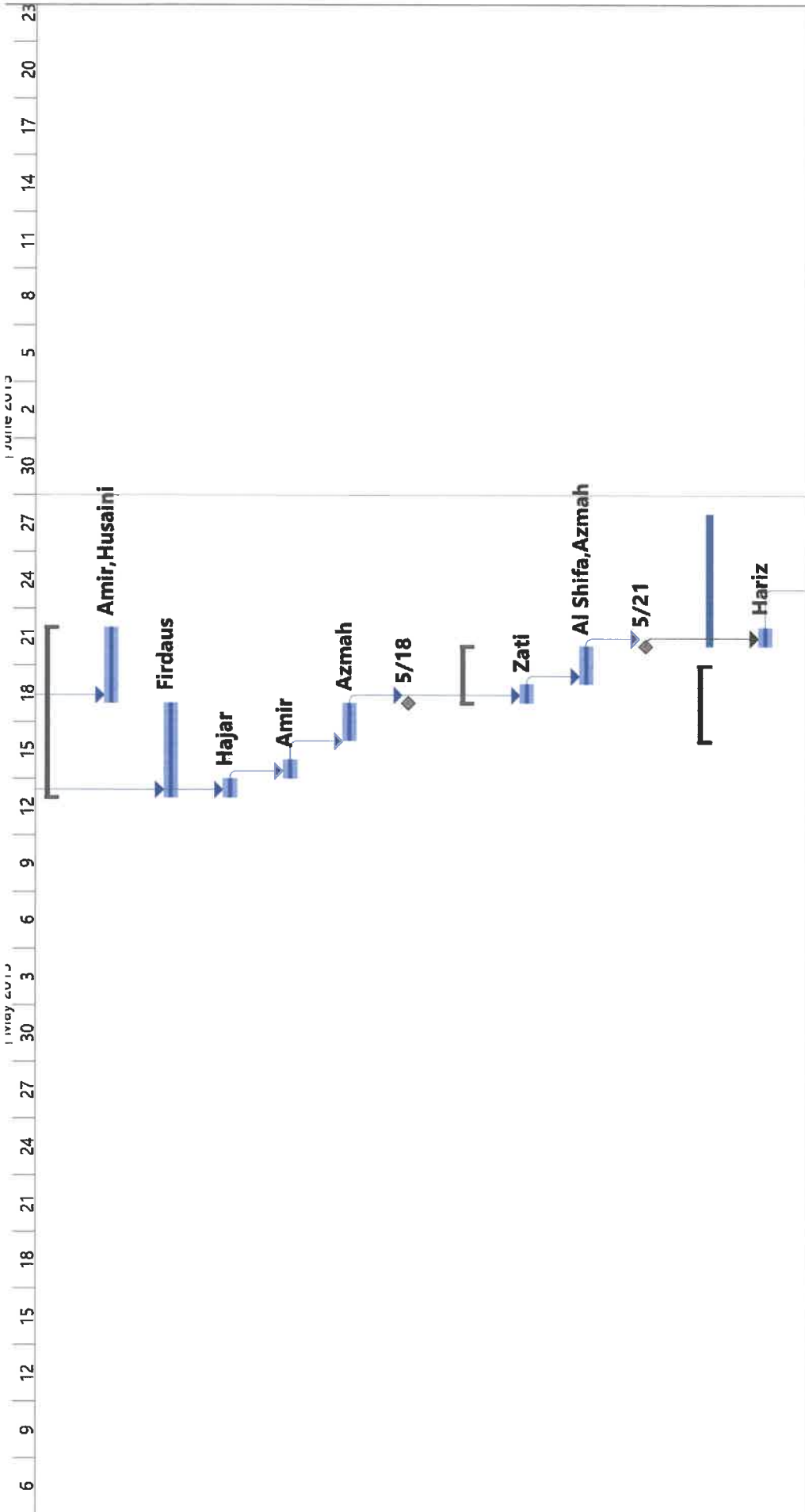


Project: CSR Date: Tue 6/30/15	<ul style="list-style-type: none"> Task Split Milestone Summary Project Summary Inactive Task Inactive Milestone 	<ul style="list-style-type: none"> Inactive Summary Manual Task Duration-only Manual Summary Rollup Manual Summary Start-only Finish-only 	<ul style="list-style-type: none"> External Tasks External Milestone Deadline Progress Manual Progress
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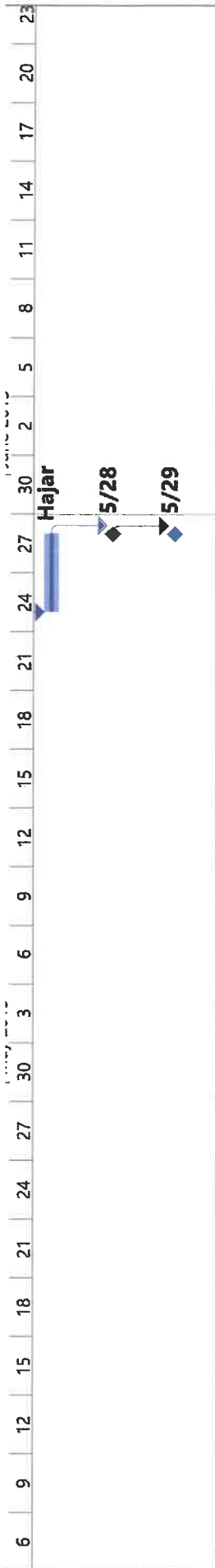
Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			

Project: CSR
Date: Tue 6/30/15



Project: CSR
Date: Tue 6/30/15

Task	Inactive Summary	External Tasks
Split	Manual Task	External Milestone
Milestone	Duration-only	Deadline
Summary	Manual Summary Rollup	Progress
Project Summary	Manual Summary	Manual Progress
Inactive Task	Start-only	
Inactive Milestone	Finish-only	



Project: CSR Date: Tue 6/30/15	<ul style="list-style-type: none"> Task Split Milestone Summary Project Summary Inactive Task Inactive Milestone 	<ul style="list-style-type: none"> Inactive Summary Manual Task Duration-only Manual Summary Rollup Manual Summary Start-only Finish-only 	<ul style="list-style-type: none"> External Tasks External Milestone Deadline Progress Manual Progress
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**APPENDIX C: PROPOSAL OF A
WASH TO HELP**

KERTAS KERJA

**PERMOHONAN MENGGUNAKAN TAPAK
BAS UNTUK PROGRAM
“A WASH TO HELP” BAGI MEMBANTU
PERSATUAN SINDROM DOWN MALAYSIA
(PSDM)**

KERTAS KERJA
PROGRAM “A WASH TO HELP”
PELAJAR LATIHAN INDUSTRI SESI FEB 2015

1.0 Pendahuluan

Skali Community Engagement sedang menjalankan program SKALI EMPLOYABILITY ENHANCEMENT PROGRAMME (SEEP) dimana, pelatih yang terlibat dikehendaki untuk menjalankan program Corporate Social Responsibility (CSR) yang melibatkan badan-badan kebajikan. Setiap kumpulan dikehendaki untuk mencari dana bagi membantu badan kebajikan yang dipilih.

Program A WASH TO HELP adalah merupakan satu program yang lebih menjurus ke arah mengumpul dana bagi membantu Persatuan Sindrom Down Malaysia (PSDM) yang terletak di No. 87 Linkungan U-Thant, Kuala Lumpur yang mana untuk meringankan beban PSDM untuk menjalankan aktiviti yang berkaitan. Berdasarkan maklumbalas dari pihak PSDM, mereka memerlukan bantuan dari segi keperluan alat bantu mengajar, membaikpulih bangunan serta menambah beberapa keperluan alat permainan kanak-kanak.

Justeru itu, program “A Wash to Help” dirancang untuk dijalankan di tapak bas di KPTM Kuala Lumpur, yang mana target pelanggan adalah staff, pensyarah serta pelajar. Dengan adanya program ini, pelanggan dapat membersihkan kenderaan sambil beramal yang mana sekaligus dapat membantu golongan sindrom down bagi meningkatkan prestasi semasa menjalani proses pengajaran dan pembelajaran.

2.0 Objektif

- 2.1 Membantu pihak PSDM menyediakan fasiliti yang lebih baik.
- 2.2 Mencari dana tambahan bagi memenuhi keperluan PSDM.
- 2.3 Untuk mencapai visi dan misi program CSR

3.0 Pelaksanaan Program

3.1 Cadangan Program “A Wash to Help” : 16 – 18 March 2015 (Isnin-Rabu)

9 a.m – 5 p.m

3.2 Pendekatan Pelaksanaan

3.2.1 Program ini akan diadakan untuk membantu Persatuan Sindrom Down Malaysia (PSDM) dalam mengumpul dana serta menyempurnakan CSR projek.

3.2.2 Program ini akan diadakan selama 3 hari

3.2.3 Program akan dilaksanakan di KPTM Kuala Lumpur.

4.0 Ahli Jawatankuasa

Penaung	:	Tengku Farith Rithauddeen CEO and Co-Founder of Skali Group
Penasihat	:	Aidi R. Amin Group CSR Coordinator
Pengerusi	:	Hariz bin Md.Annuar
Penolong	:	Noor Azmah binti Mohemed Ali
Bendahari	:	Muhammad Bukhari bin Nor Afendi
Publisiti	:	Muhammad Husaini bin Abdul Rahman
Media	:	Mohd Firdaus bin Razali
Ahli	:	Amiruddin bin Mohd Nor Nur Amalina binti Ahmad Nasaruddin Zati Syazwani binti Shahrudin Siti Hajar binti Hassan Nur Al Shifa binti Kamil Nur Najwa binti Jamil Khair

5.0 Penutup

Memandangkan program ini bakal memberi manfaat serta kebaikan kepada pengguna yang bakal menggunakan khidmat “A Wash to Help”, diharap program ini mendapat sokongan dan kelulusan dari pihak pengurusan KPTM Kuala Lumpur.

Disediakan oleh :

NOOR AZMAH BT MOHEMED ALI

Penolong

Program “A Wash to Help”

**APPENDIX D: PROPOSAL OF
PAINTING THE PSDM
BUILDING**

KERTAS KERJA

**PERMOHONAN MENGECAT BANGUNAN
PERSATUAN SINDROM DOWN MALAYSIA
(PSDM)**

KERTAS KERJA
PROGRAM “MENGECAT BANGUNAN PSDM”
PELAJAR LATIHAN INDUSTRI SESI FEB 2015

1.0 Pendahuluan

Skali Community Engagement sedang menjalankan program SKALI EMPLOYABILITY ENHANCEMENT PROGRAMME (SEEP) dimana, pelatih yang terlibat dikehendaki untuk menjalankan program Corporate Social Responsibility (CSR) yang melibatkan badan-badan kebajikan. Setiap kumpulan dikehendaki untuk memberi sumbangan hasil daripada carian dana bagi membantu badan kebajikan yang dipilih.

Program “MENGECAT BANGUNAN PSDM” adalah merupakan satu program yang lebih menjurus ke arah membantu Persatuan Sindrom Down Malaysia (PSDM) yang terletak di No. 87 Linkungan U-Thant, Kuala Lumpur yang mana untuk meringankan beban PSDM untuk menjalankan aktiviti yang berkaitan. Berdasarkan maklumbalas, pihak PSDM memerlukan bantuan dari segi keperluan alat membaik pulih bangunan.

Justeru itu, program “MENGECAT BANGUNAN PSDM” dirancang untuk dijalankan di tapak PSDM sendiri. Dengan adanya program ini, diharapkan dapat menceriaikan lagi bangunan PSDM.

2.0 Objektif

- 2.1 Membantu untuk membaikpulih bangunan PSDM.
- 2.2 Mewujudkan suasana persekitaran yang lebih ceria di PSDM.
- 2.3 Untuk mencapai visi dan misi program CSR.

3.0 Pelaksanaan Program

3.1 Cadangan Program “MENGECAT BANGUNAN PSDM”

: 13, 17 April 2015 (Isnin dan Jumaat) 12 p.m – 5 p.m

: 18, 19 April 2015 (Sabtu dan Ahad) 9 a.m – 5 p.m

3.2 Pendekatan Pelaksanaan

3.2.1 Program ini akan diadakan untuk membantu Persatuan Sindrom Down Malaysia (PSDM) dalam menyempurnakan CSR projek.

3.2.2 Program ini akan diadakan selama 4 hari .

3.2.3 Program akan dilaksanakan di bangunan PSDM.

3.3 Budget

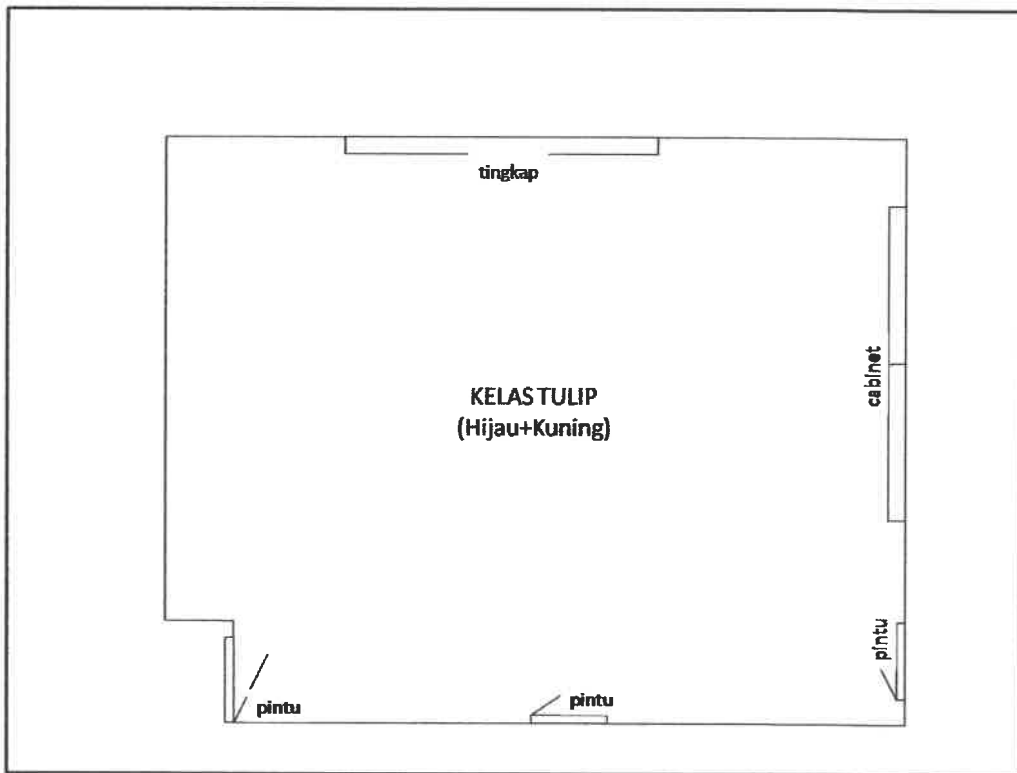
3.3.1 Senarai dan harga barang keperluan untuk mengecat bangunan PSDM

Barang yang akan disediakan			
Kelas	Barang	Kuantiti	Jumlah (RM)
Kelas Tulip	Cat Hijau	2	160 (80/unit)
	Cat Kuning	2	160 (80/unit)
Kelas Orkid	Cat Pink	2	160 (80/unit)
	Cat Turquoise	2	160 (80/unit)
	Cat Putih	2	160 (80/unit)
			<u>800</u>

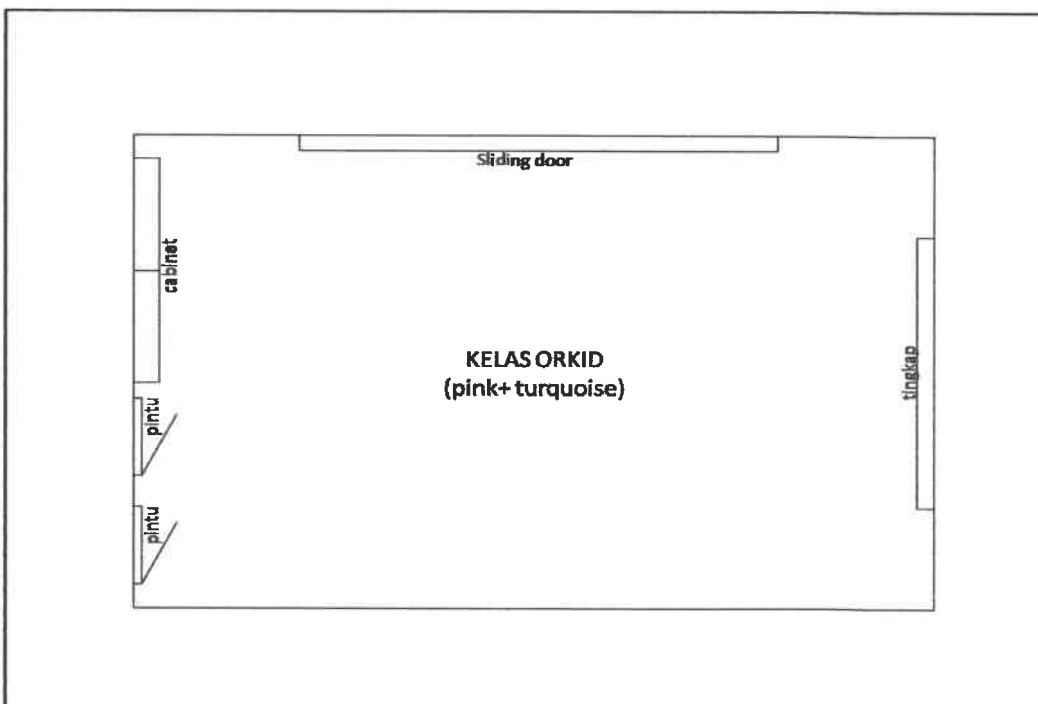
Barang yang diperlukan dari pihak PSDM		
Barang	Kuantiti	Jumlah (RM)
Roller (Penggelek)	6	90 (15/unit)
Berus cat	6	48 (8/unit)
Bekas cat	6	42 (7/unit)
Scraper (Pengikis)	2	10 (5/unit)
		<u>190</u>

3.4 Plan bilik kelas

3.4.1 Kelas Tulip



3.4.2 Kelas Orkid



3.4.3 Contoh warna yang dicadangkan



(Cadangan warna untuk kelas Tulip)



(Cadangan warna untuk kelas Orkid)

4.0 Ahli Jawatankuasa

Penaung	:	Tengku Farith Rithauddeen CEO and Co-Founder of Skali Group
Penasihat	:	Aidi R. Amin Group CSR Coordinator
Pengerusi	:	Hariz bin Md.Annuar
Penolong	:	Noor Azmah binti Mohemed Ali
Bendahari	:	Muhammad Bukhari bin Nor Afendi
Publisiti	:	Muhammad Husaini bin Abdul Rahman
Media	:	Mohd Firdaus bin Razali
Ahli	:	Amiruddin bin Mohd Nor Nur Amalina binti Ahmad Nasaruddin Zati Syazwani binti Shahrudin Siti Hajar binti Hassan Nur Al Shifa binti Kamil Nur Najwa binti Jamil Khair

5.0 Penutup

Memandangkan program ini bakal memberi manfaat serta kebaikan kepada kami dan pihak PSDM, diharap program ini mendapat sokongan dan kelulusan dari pihak PSDM.

Disediakan oleh :

NOOR AZMAH BT MOHEMED ALI

Penolong

Program "MENGEKAT BANGUNAN PSDM"

**APPENDIX E: STORY BOARD
OF E-REGISTRATION SYSTEM
(ERS)**

Storyboard OF e-registration system (ERS)

ADMIN

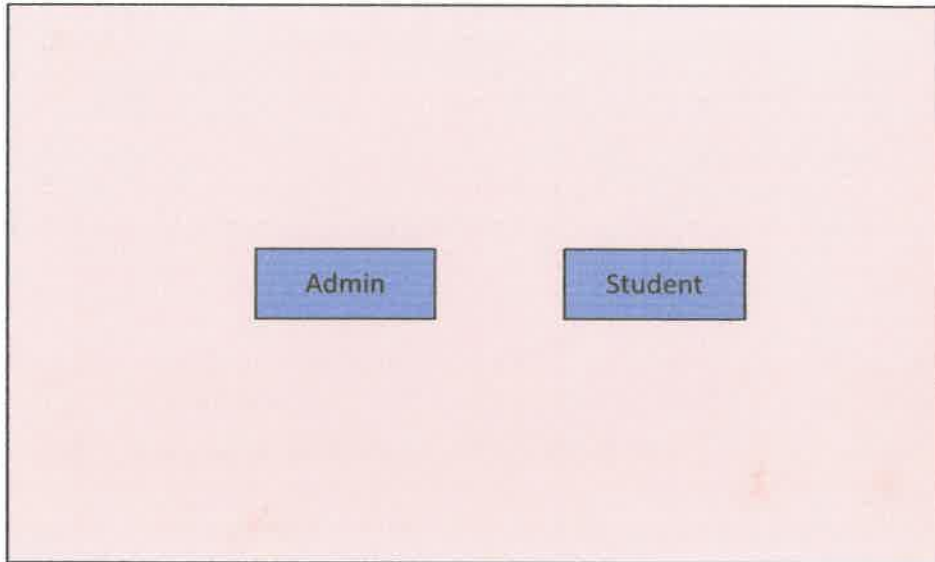


Figure 1: Front page

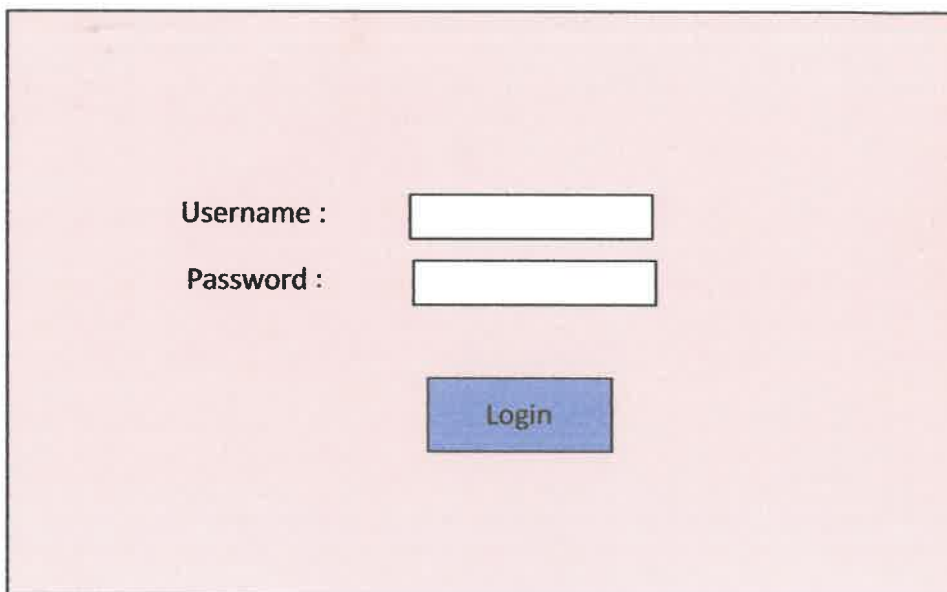


Figure 2: Log in page

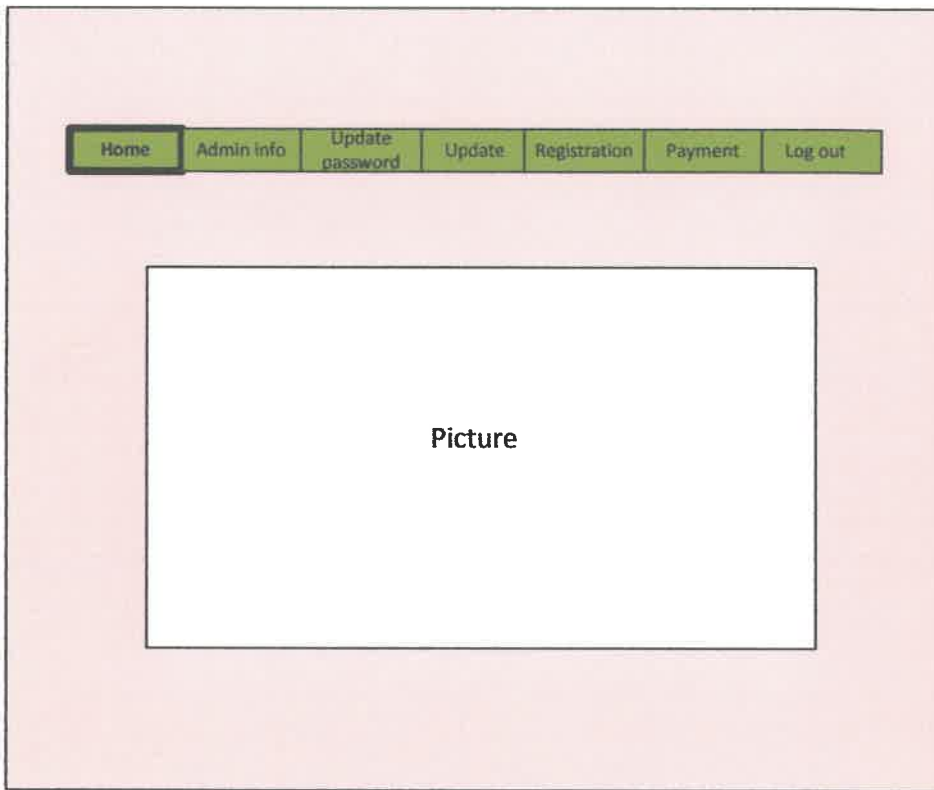


Figure Error! No text of specified style in document.: Home page

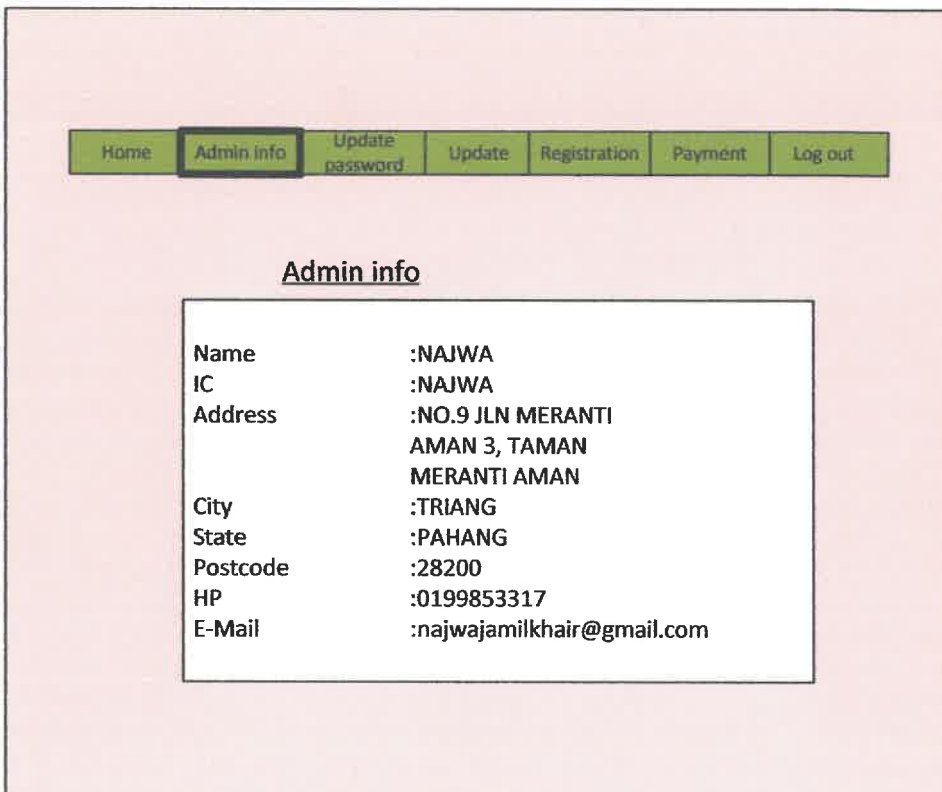


Figure 4: Admin info

Home Admin info **Update password** Update Registration Payment Log out

Update password

Old password :

New password :

Confirm :

Figure 5: Update password page

Home Admin info Update password **Update** Registration Payment Log out

Update

Name :

IC :

Address :

City :

State :

Postcode :

H/P :

Figure 6: Update form

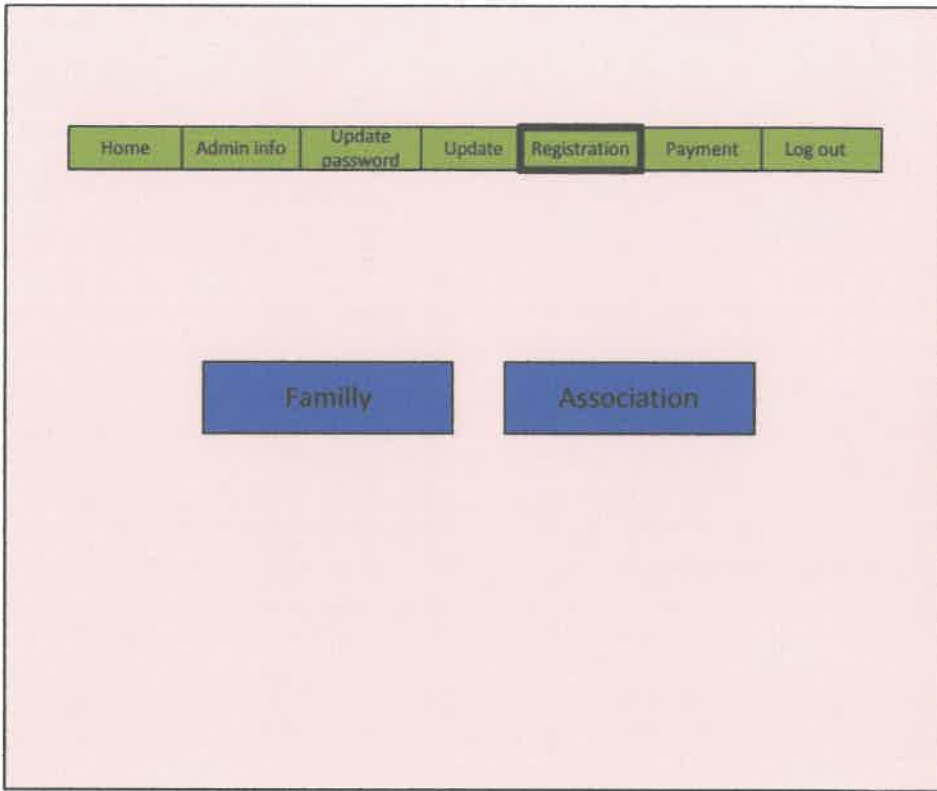


Figure 7: Registration page

The image shows the registration form with the following fields and a 'Register' button:

- Home
- Admin info
- Update password
- Update
- Registration
- Payment
- Log out

Registration

IC for Username :

IC for password :

Name :

IC :

OKU ID :

Gender :

Parents Name :

Parents IC :

Parents H/P :

Address :

SD Relationship :

Membership :

Figure 8: Registration form

Home	Admin info	Update password	Update	Registration	Payment	Log out
------	------------	-----------------	--------	--------------	---------	---------

Payment

IC :

Amount :

Figure 9: Payment page

STUDENT

Student info

Update Payment Log out

Student info

Name : Amir bin Amor
IC : 1234 5678901
OKU ID : 1234
Gender : --select--
Parent Name : Amor bin Abad
Parent IC : 6789
Parent HP : 0198765432
Address : no.43 Teluk Cempedak
SD Relationship : Parents
Membership Type : --select--

Figure 10: Student information page

Update

Student info Update Payment Log out

Update

Name :
IC :
OKU ID :
Gender :
Parent Name :
Parent IC :
Parent H/P :
Address :
SD Relationship :
Membership :

Figure 11: Update form

Student info | Update | **Payment** | Log out

Payment Report

Receipt No.	IC	Amount	Year	Status Receipt
00000001	1234	RM 30	2015	PAID <u>Display</u>

Print

Figure 12: Payment report

**APPENDIX F: USER MANUAL
OF E-REGISTRATION SYSTEM
(ERS)**

USER MANUAL E-REGISTRATION SYSTEM (ERS)

DEVELOPED BY:



**(GROUP 9: PRATICAL STUDENTS AT SKALI
GROUP)**

INTRODUCTION

E- registration system (ERS) system was built to help the Persatuan Sindrom Down Malaysia (PSDM) to facilitate information registered users and students that can be stored and controlled by the PSDM . ERS help information is stored and used in the future.

E- registration system (ERS) consists of two categories: **ADMIN** and **STUDENT** where both categories are controlled and maintained by the Admin. **ADMIN** is related to:

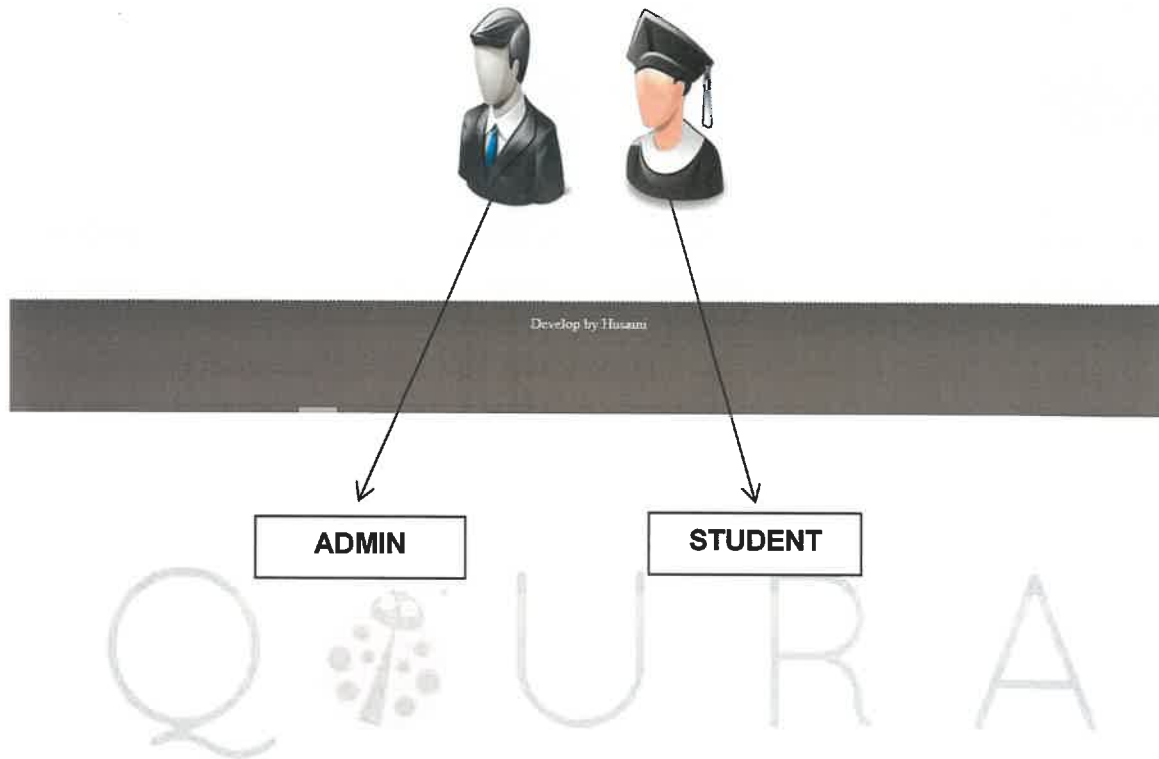
- i. Admin Info**
- ii. Update Pasword**
- iii. Update**
- iv. Registration**
 - Family
 - Association
- v. Student list**
- vi. Next payment**
- vii. Validate payment**
- viii. Report**
 - Full report
 - Unpaid report
 - Pending report
 - Paid report
- ix. Logout**

Whereas **STUDENT** is display information for students registered under the PSDM. **STUDENT** Aada related to:

- i. Student info**
- ii. Update**
- iii. Payment**
- iv. Payment Statemnet**
- v. Logout**

The user need to choose whether Admin or Student

E-REGISTRATION SYSTEM (E-RS)



ADMIN

1) LOGIN

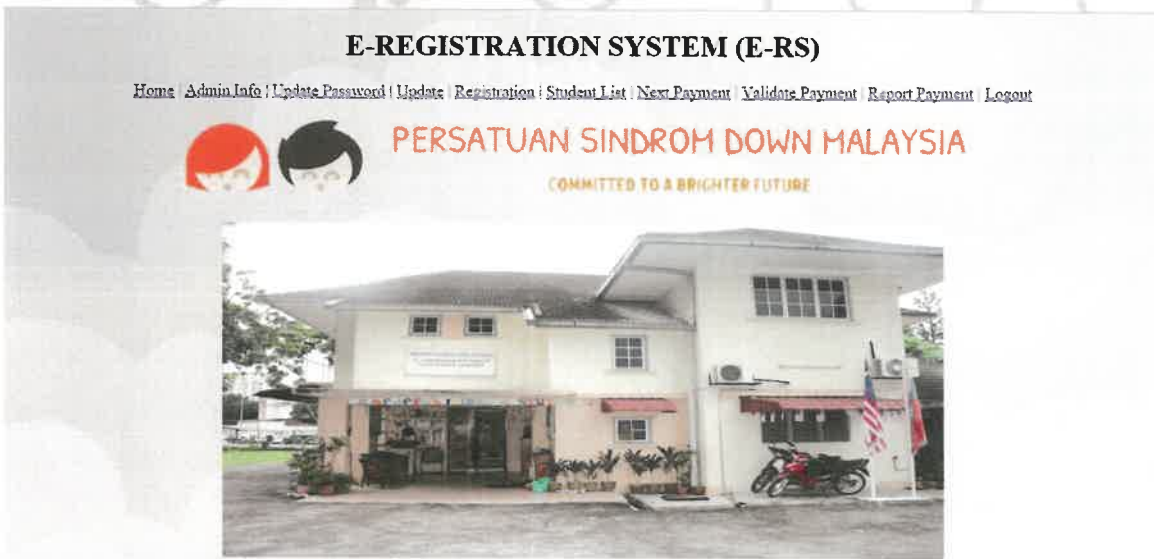
- i) User need to fill the username and password in the e-registration system (ERS) to login.



	
Username :	ADMIN
Password :
Login	
Click here to search!	

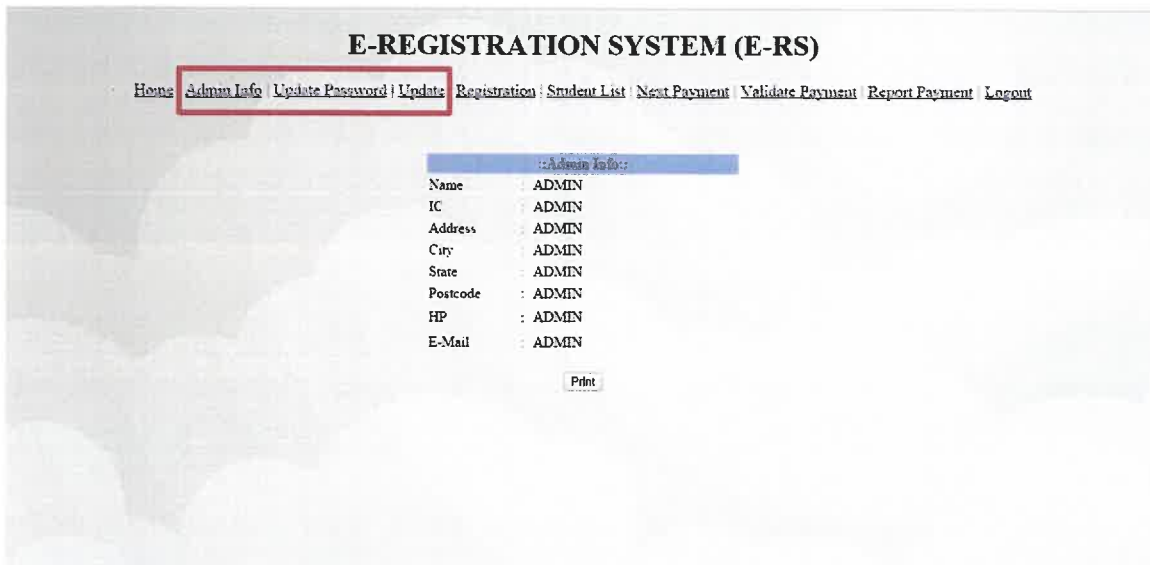


- ii) The home interface of e-registration system (ERS)



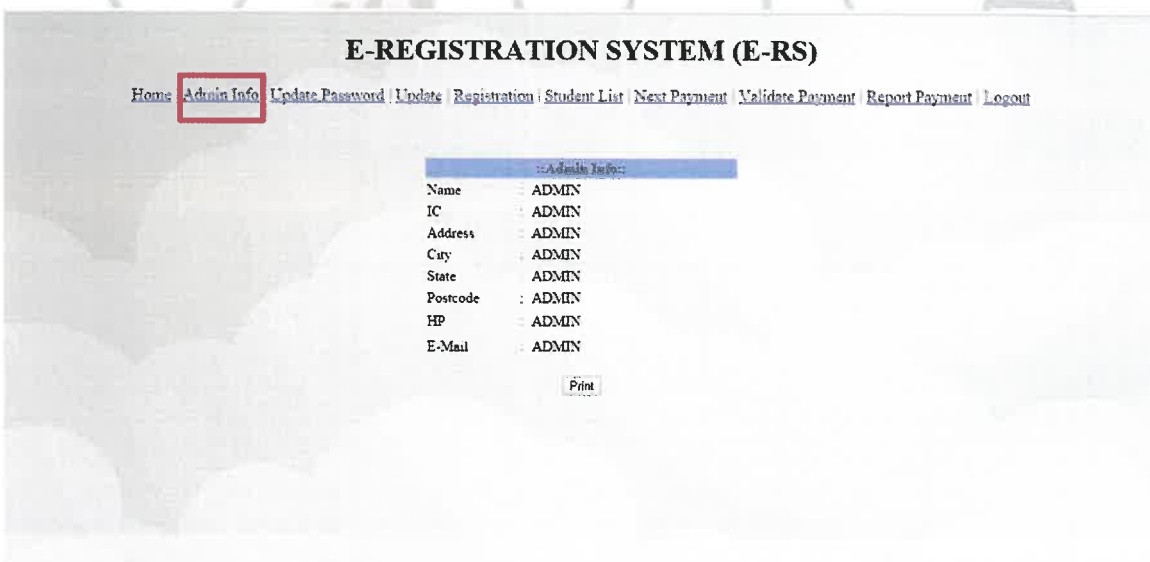
2) ADMIN INFO, UPDATE PASSWORD, UPDATE

Admin info, update password and update button is for admin setting.



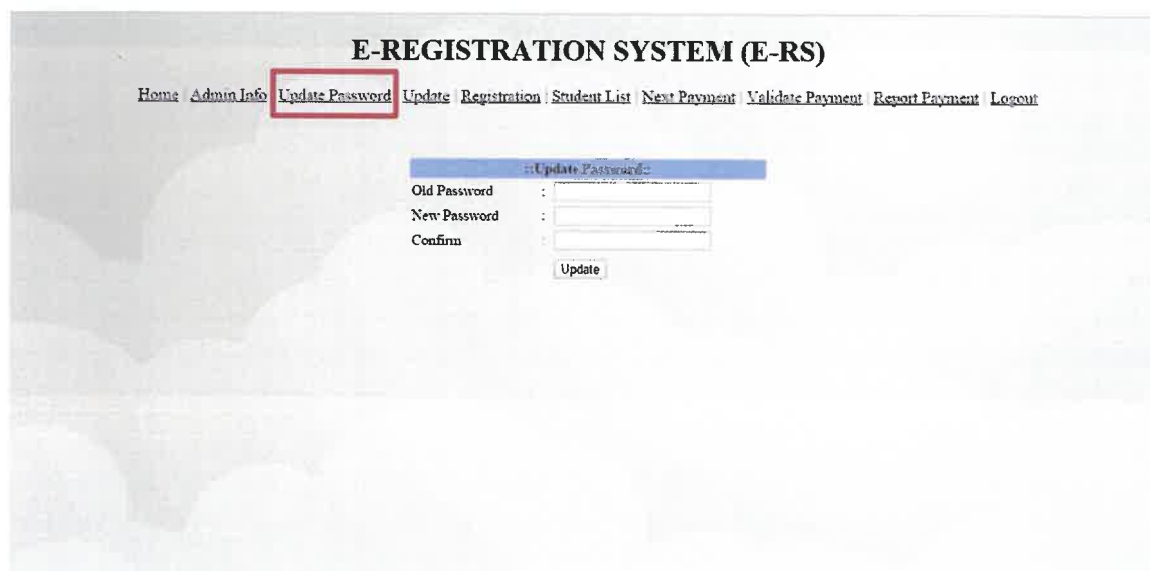
2.1 Admin Info

- The interface for admin information.



2.2 Update Password

User need to fill the old password and replace the new password in the new password column and confirm the new password. Then click “Update”, the information will be updated.



E-REGISTRATION SYSTEM (E-RS)

Home Admin Info **Update Password** Update Registration Student List Next Payment Validate Payment Report Payment Logout

::Update Password::

Old Password :

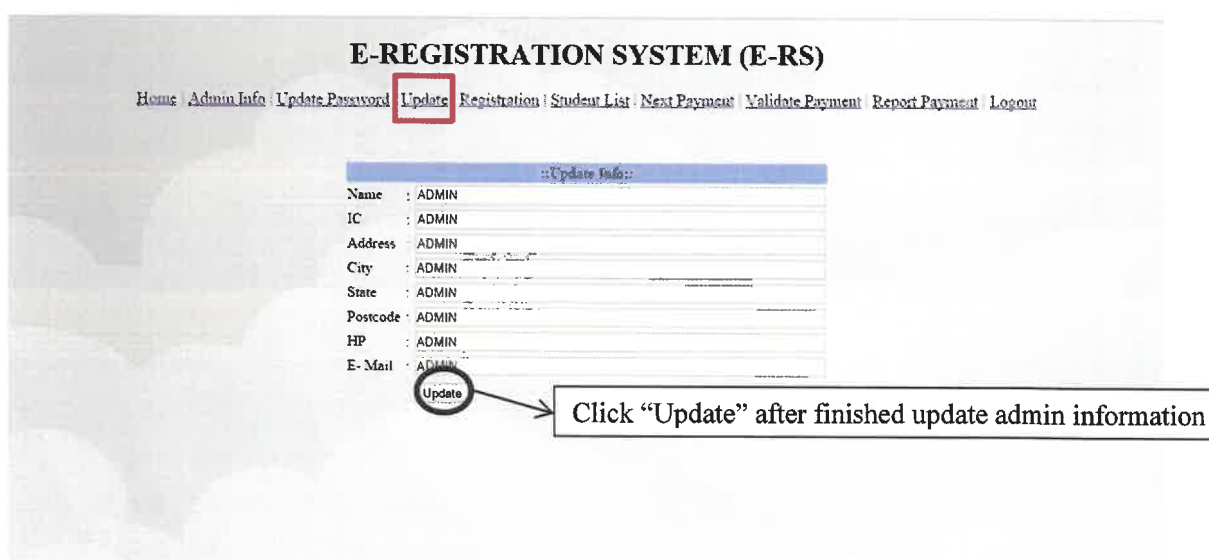
New Password :

Confirm :

Update

2.3 Update

User can update the admin information if needed and click “UPDATE”



E-REGISTRATION SYSTEM (E-RS)

Home Admin Info Update Password **Update** Registration Student List Next Payment Validate Payment Report Payment Logout

::Update Info::

Name : ADMIN

IC : ADMIN

Address : ADMIN

City : ADMIN

State : ADMIN

Postcode : ADMIN

HP : ADMIN

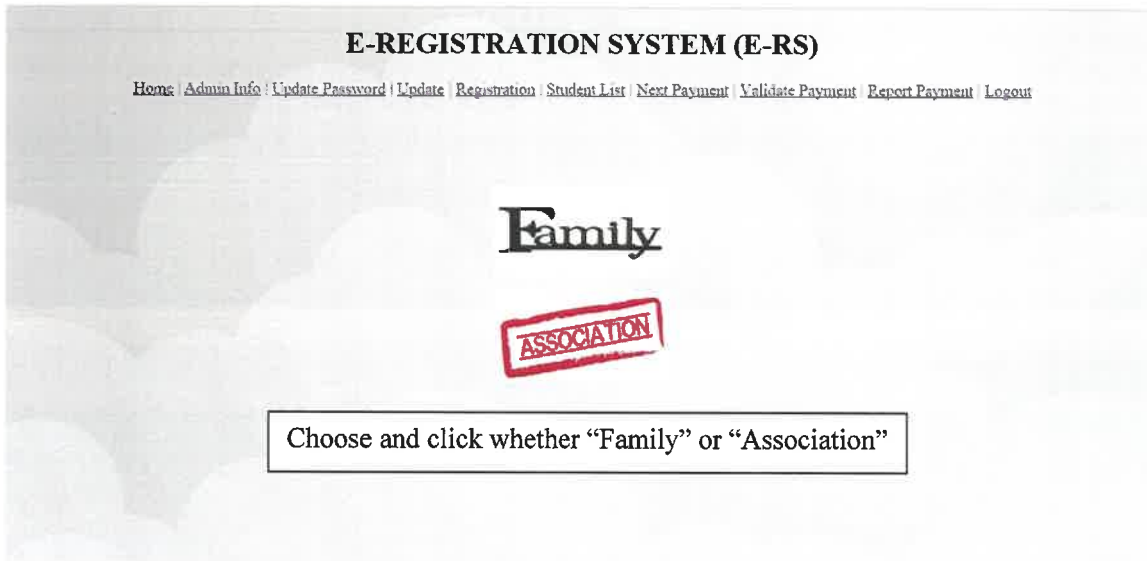
E-Mail : ADMIN

Update

Click “Update” after finished update admin information

3) REGISTRATION

The user need to choose whether “Family” or “Association” to register to ERS.



3.1) Family - Involving the parents information

The user needs to fill up the registration form.

E-REGISTRATION SYSTEM (E-RS)



The pop up after the registration is successful.



3.2) Association – Involving any association that related
The user needs to fill up the registration form in ERS

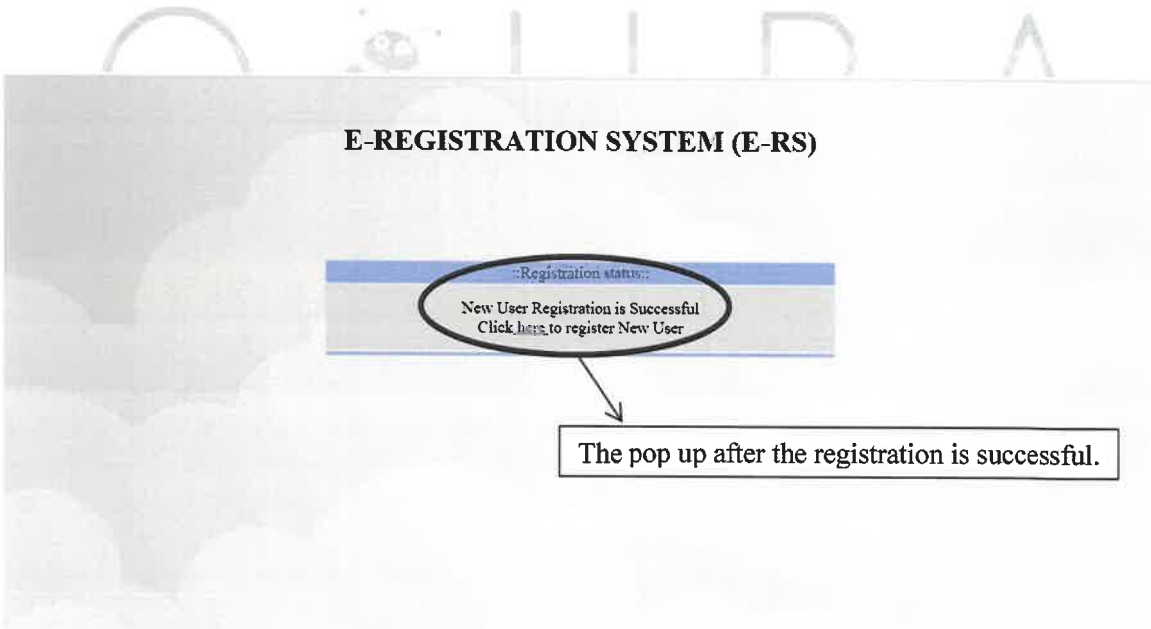
E-REGISTRATION SYSTEM (E-RS)

Registration Form

IC for Username :
IC for Password :
IC for Confirm Password :
Name :
IC :
OEUID :
Gender : --select--
Race : --select--
Year of Register : --select--
Association Name : --select--
Representative Name :
Representative IC :
Representative HP :
Representative Email :
Representative Occupation : --select--
Representative Address :
Representative City :
Representative State : --select--
Representative Postcode :
SD Relationship :
Membership Type : --select--

Register

Click here to cancel



4) STUDENT LIST

The list of student that register under Persatuan Sindrom Down Malaysia (PSDM)

E-REGISTRATION SYSTEM (E-RS)

[Home](#) / [Admin Info](#) / [Update Password](#) / [Update](#) / [Registration](#) / [Student List](#) / [Next Payment](#) / [Validate Payment](#) / [Report Payment](#) / [Logout](#)

Search student by Year of Register SEARCH

No	Name	IC	OKU ID	Gender	Race	Year of Register	Association Name	Parent Name	Parent IC	Parent HP	Parent Email	SD Relationship	Membership Type
1	k	k	k	Male	Malay	2007		k	k	k	k	k	Lifetime
2	o	o	o	Female	Cina	2007		o	o	o	o	o	Lifetime
3	m	m	m	Female	Indi- lata	2007	Persatuan Sindrom Down Negeri Sembilan	m	m	m	m	m	Ordinary
4	h	h	h	Male	Malay	2000		h	h	h	h	h	Lifetime
5	Muhammad Husain bin Abdul Rahman	90082601609	90082601609	Male	Malay	2014	PSDM Johor	Abdul Rahman bin Ibrahim	561014016214	017790404	rahmana@yahoo.com	Son	Full
6	b	b	b	Male	Cina	2008	Persatuan Sindrom Down Kedah	b	b	b	b	b	Lifetime
7	t	t	t	Male	Malay	2009		t	t	t	t	t	Lifetime
8	y	y	y	Female	Cina	2005	Persatuan Sindrom Down Kedah	y	y	y	y	y	Ordinary
9	MELAHHA BINTI MUNHALLAD RAHIM	90011001704	90011001704	Female	Malay	1990	PSDM KEDAH PANGAS PANDAN	MUNHALLAD RAHIM BINTI MUNHALLAD RAHIM	900110016708	017790404	rafle_er_wan90@yahoo.com	son	Lifetime

[Print](#)

5) NEXT PAYMENT

The user can key in the payment based on the IC of the members.

E-REGISTRATION SYSTEM (E-RS)

[Home](#) / [Admin Info](#) / [Update Password](#) / [Update](#) / [Registration](#) / [Student List](#) / [Next Payment](#) / [Validate Payment](#) / [Report Payment](#) / [Logout](#)

::Key In Next Payment::

IC :

Year : 1990 ▾

Amount : RM 30 ▾

[Click here to cancel](#)

6) VALIDATE PAYMENT

Validate the payment, whether “Approve” or “Reject”

E-REGISTRATION SYSTEM (E-RS)

Home | Admin Info | Update Password | Update | Registration | Student List | Next Payment | **Validate Payment** | Report Payment | Logout

Payment List:					
Receipt No.	IC	Amount	Year	Picture	Payment Status
00000177	900810015794	RM 30	2000	View	Approve Reject

Click “Approve” or “Reject” for validate the payment



7) REPORT

E-REGISTRATION SYSTEM (E-RS)

[Home](#) | [Admin Info](#) | [Update Password](#) | [Update](#) | [Registration](#) | [Student List](#) | [Next Payment](#) | [Validate Payment](#) | **Report Payment** | [Logout](#)

[Full Report](#) | [Unpaid Report](#) | [Pending Report](#) | [Paid Report](#)

::Payment Report::

Receipt No.	IC	Amount	Year	Status
-------------	----	--------	------	--------



7.1) FULL REPORT

E-REGISTRATION SYSTEM (E-RS)

[Home](#) | [Admin Info](#) | [Update Password](#) | [Update](#) | [Registration](#) | [Student List](#) | [Next Payment](#) | [Validate Payment](#) | [Report Payment](#) | [Logout](#)

[Full Report](#) | [Unpaid Report](#) | [Pending Report](#) | [Paid Report](#)

Search student by IC Number : : [SEARCH](#)

::Payment Report::				
Receipt No.	IC	Amount	Year	Status
00000173	m	RM 30	1990	UNPAID
00000174	k	RM 30	1990	UNPAID
00000175	h	RM 320	2100	PAID
00000176	900826016097	RM 30	1990	UNPAID
00000177	900810015794	RM 30	2000	PENDING

[Print](#)

7.2) UNPAID REPORT

E-REGISTRATION SYSTEM (E-RS)

[Home](#) | [Admin Info](#) | [Update Password](#) | [Update](#) | [Registration](#) | [Student List](#) | [Next Payment](#) | [Validate Payment](#) | [Report Payment](#) | [Logout](#)

[Full Report](#) | [Unpaid Report](#) | [Pending Report](#) | [Paid Report](#)

Search student by IC Number : : [SEARCH](#)

::Payment Report::				
Receipt No.	IC	Amount	Year	Status
00000173	m	RM 30	1990	UNPAID
00000174	k	RM 30	1990	UNPAID
00000176	900826016097	RM 30	1990	UNPAID

[Print](#)

7.3) PENDING REPORT

E-REGISTRATION SYSTEM (E-RS)

[Home](#) | [Admin Info](#) | [Update Password](#) | [Update Registration](#) | [Student List](#) | [Next Payment](#) | [Validate Payment](#) | [Report Payment](#) | [Logout](#)

[Full Report](#) | [Unpaid Report](#) | **[Pending Report](#)** | [Paid Report](#)

Search student by IC Number :

::Payment Report::				
Receipt No.	IC	Amount	Year	Status
00000177	900810015794	RM 30	2000	PENDING

7.4) PAID REPORT

E-REGISTRATION SYSTEM (E-RS)

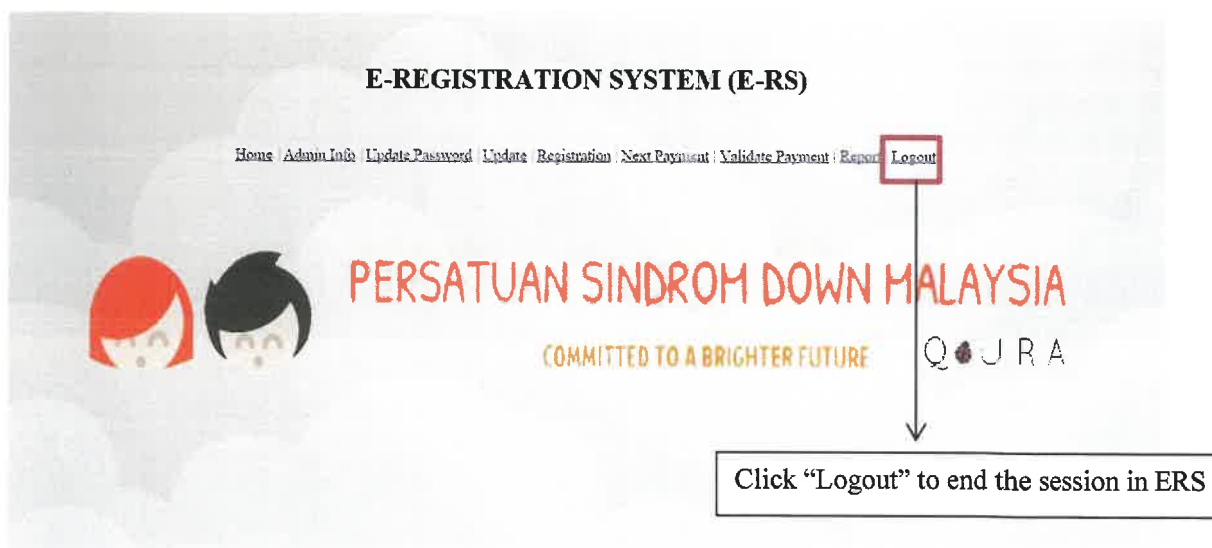
[Home](#) | [Admin Info](#) | [Update Password](#) | [Update Registration](#) | [Student List](#) | [Next Payment](#) | [Validate Payment](#) | [Report Payment](#) | [Logout](#)

[Full Report](#) | [Unpaid Report](#) | [Pending Report](#) | **[Paid Report](#)**

Search student by IC Number :

::Payment Report::				
Receipt No.	IC	Amount	Year	Status
00000175	h	RM 320	2100	PAID

8) LOGOUT



Q J U R A

STUDENT

1) LOGIN

- I. Admin need to fill the username and password in the e-registration system (ERS) to login.

E-REGISTRATION SYSTEM (E-RS)



Develop by Husam

- II. The first page shows student details.

E-REGISTRATION SYSTEM (E-RS)

[Student Info](#) [Update](#) [Payment](#) [Payment Statement](#) [Logout](#)

::Student Info::	
Name	: JULAIHA BINRTI MOHAMAD RASHID
IC	: 900810015794
OKU ID	: 900810015794
Gender	: Female
Race	: Melayu
Association Name	:
Parent Name	: MOHAMAD RASHID BINTI NAWABUDEN
Parent IC	: 900810016786
Parent HP	: 0177904045
Parent Email	: raffles_event90@yahoo.com
Parent Occupation	: Kerajaan
Address	: no 36 taman seri bandar
City	: alor setar
State	: kedah
Postcode	: 05050
SD Relationship	: son
Membership Type	: Lifetime

[Print](#)

- III. Admin can update the information about student if there is new information and click "UPDATE".

E-REGISTRATION SYSTEM (E-RS)

[Student Info](#) | [Update](#) | [Payment](#) | [Payment Statement](#) | [Logout](#)

::Update Info::

Name	JULAIHA BINRTI MOHAMAD RASHID
IC	900810015794
OKU ID	68709
Gender	--select--
Race	--select--
Year of Register	--select--
Association Name	--select--
Parent Name	MOHAMAD RASHID BINTI NAWABUDIN
Parent IC	900810016786
Parent HP	0177904045
Parent Email	raffles_event@yahoo.com
Parent Occupation	--select--
Parent Address	no 36 taman seri bandar
City	alor setar
State	--select--
Postcode	05050
SD Relationship	son
Membership Type	--select--

IV. Payment.

Admin need to insert receipt of payment into database. This will enable system to detect which has paid their bill.

E-REGISTRATION SYSTEM (E-RS)

[Student Info](#) | [Update](#) | [Payment](#) | [Payment Statement](#) | [Logout](#)

::Fees Payment::

Receipt No.	IC	Amount	Year	Select Picture	Select Picture
00000178	900810015784	RM 30	2002	Choose File No file chosen	Submit

- V. The last section is payment statement. In this section it shows student payment status.

E-REGISTRATION SYSTEM (E-RS)

[Student Info](#) | [Update](#) | [Payment](#) | [Payment Statement](#) | [Logout](#)

Payment Report:					
Receipt No.	IC	Amount	Year	Status	Receipt
00000177	900810015794	RM 30	2000	PENDING	Display
00000178	900810015794	RM 30	2002	UNPAID	Display

[Print](#)



**APPENDIX G: USER MANUAL
OF OFFICIAL WEBSITE PSDM**

USER MANUAL -PSDM WEBSITE-

DEVELOPED BY:



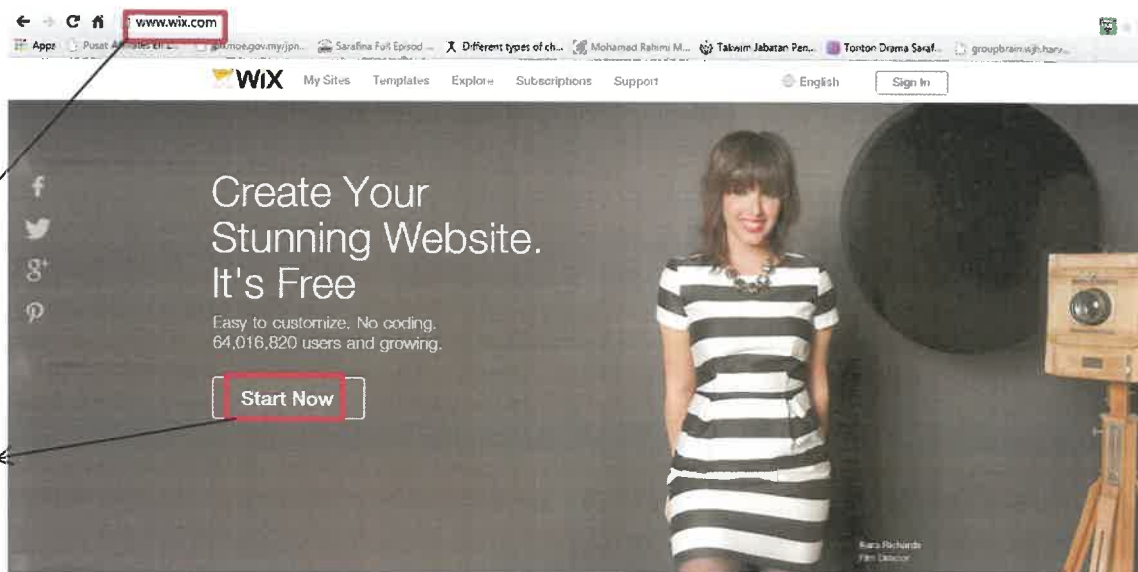
(GROUP 9: PRATICAL STUDENTS AT SKALI
GROUP)

INTRODUCTION

Malaysia Down Syndrome association website is a website to connect with the surrounding community PSDM which aims to get to know them and get any information about this association. This website was developed using Wix.com and be design using the template that already provided. This user manual will teach the users in using Wix.com to edit and publish the latest information or update about the association with easy and faster.

LOGIN

- 1) Go to www.wix.com
- 2) click “Start Now”

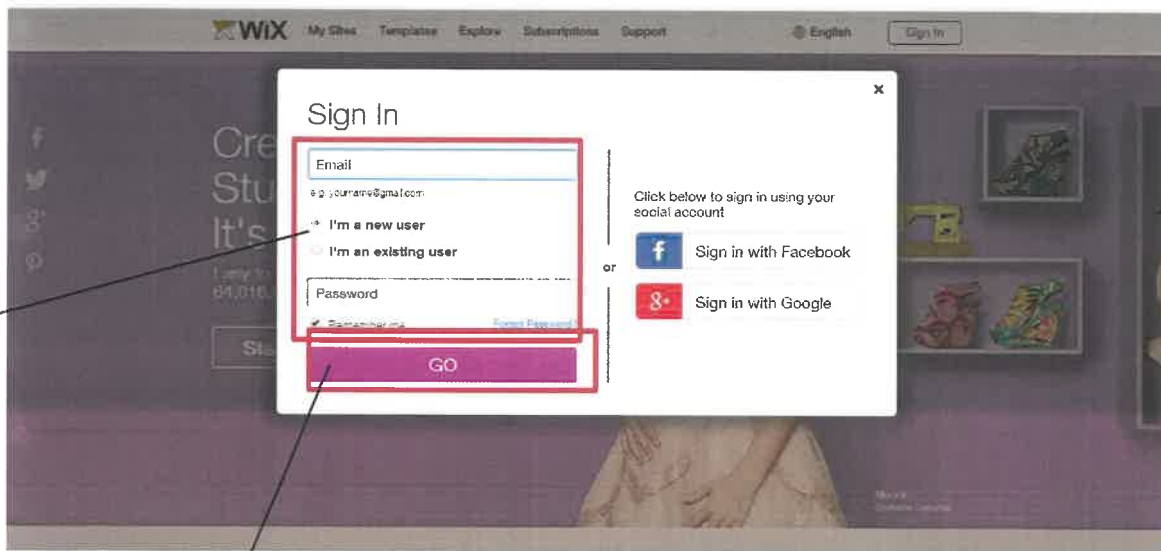


- 3) Sign in through “I’m an existing user”

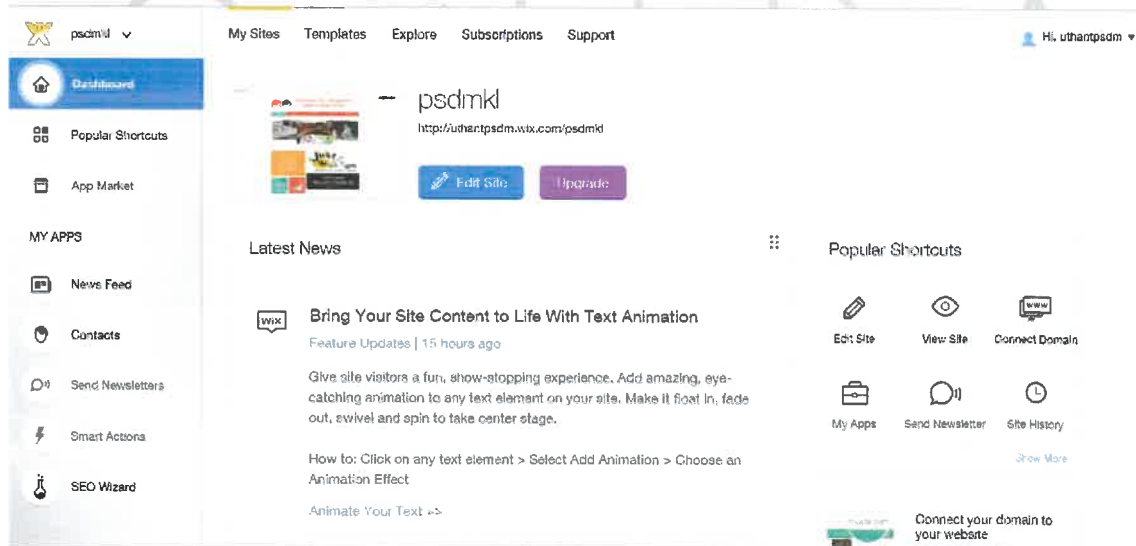
Email: uthantpsdm@gmail.com

Password: 54321qwerty

- 4) Click “GO”

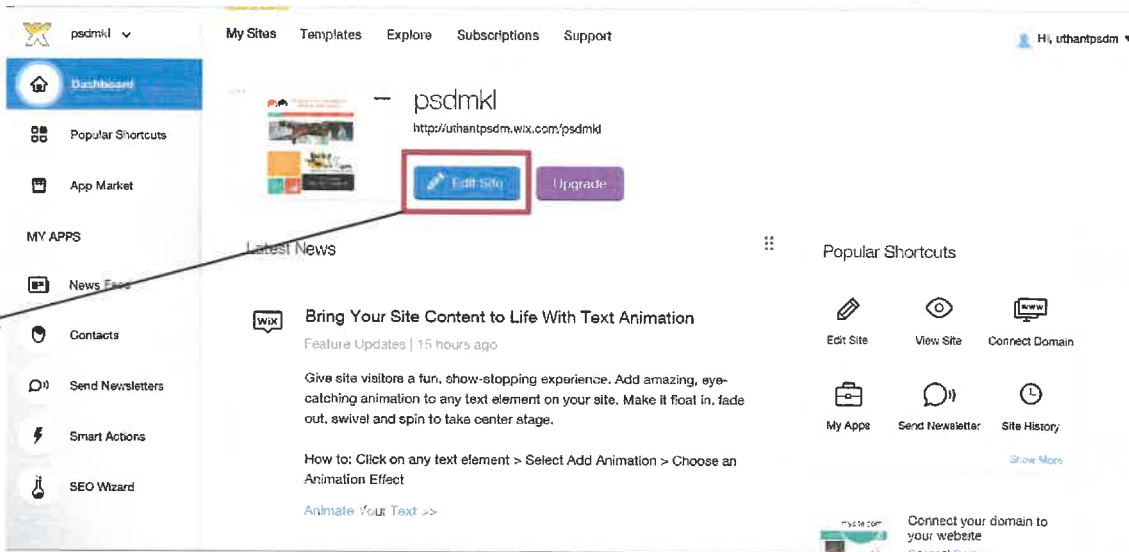


The dashboard

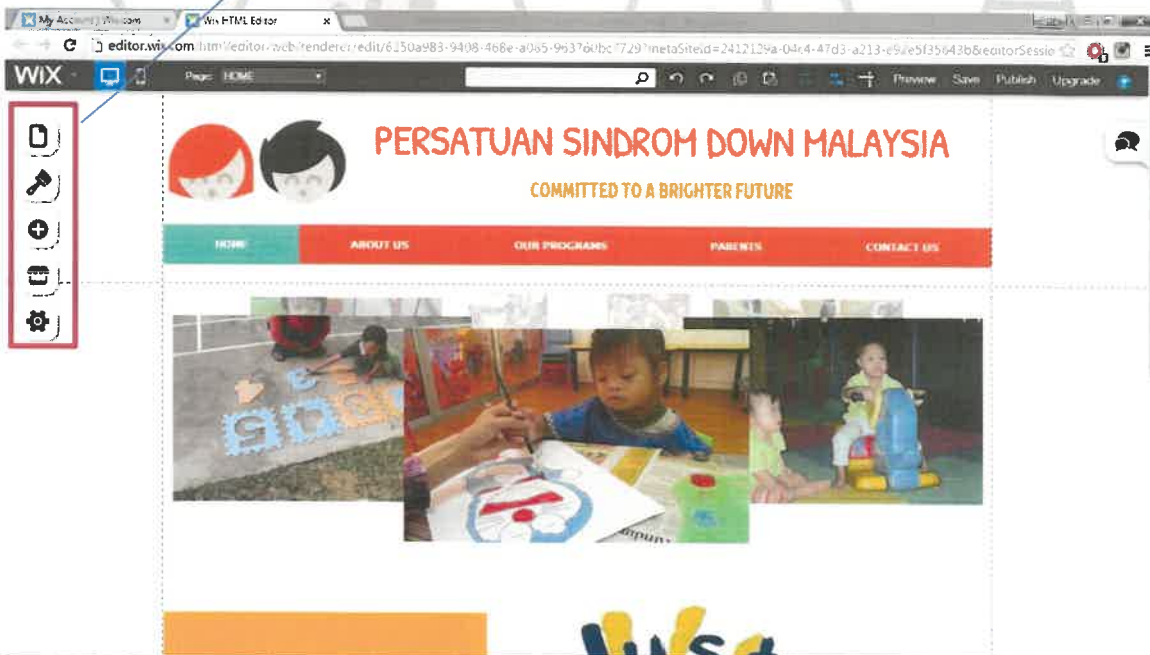


How to edit?

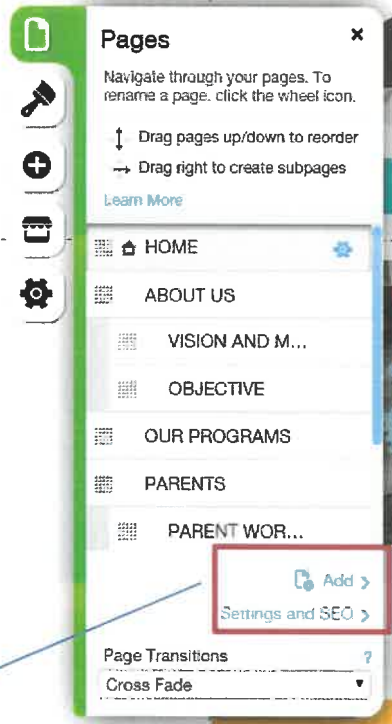
1) Click Edit Site to edit you site



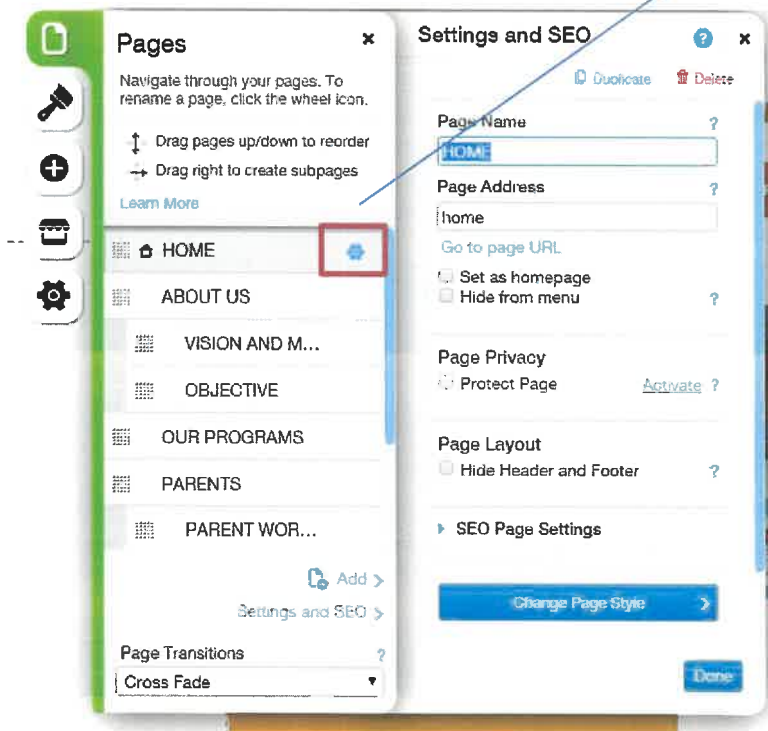
2) There are 5 tools in editing this site.



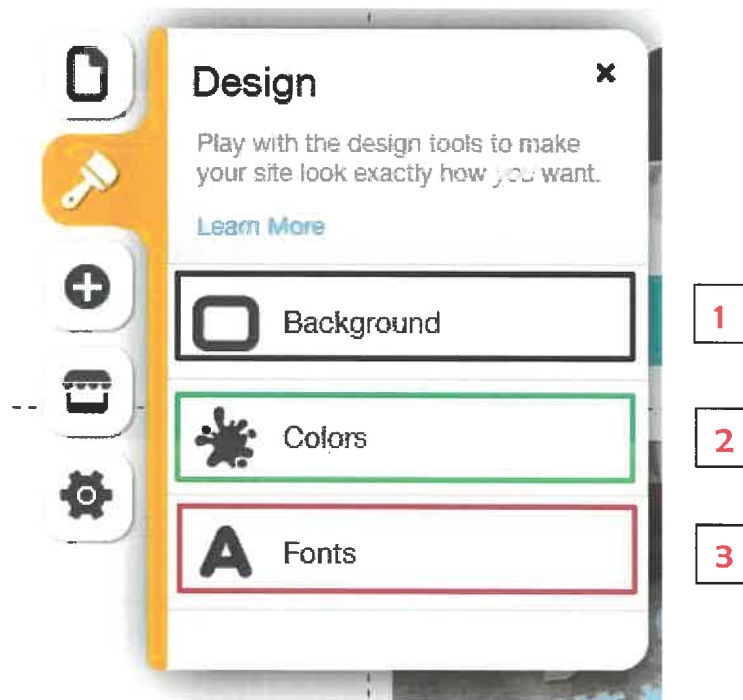
3) First are pages. In pages you create any pages that you want.



You add a new page by clicking on the box that says “add page”.
If you want to edit the header of the page, you may press the setting button



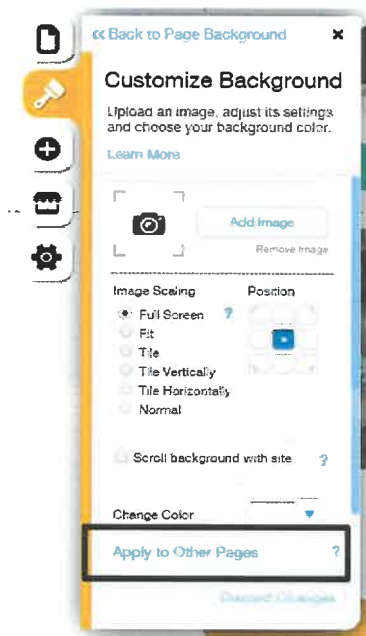
4) Second is design



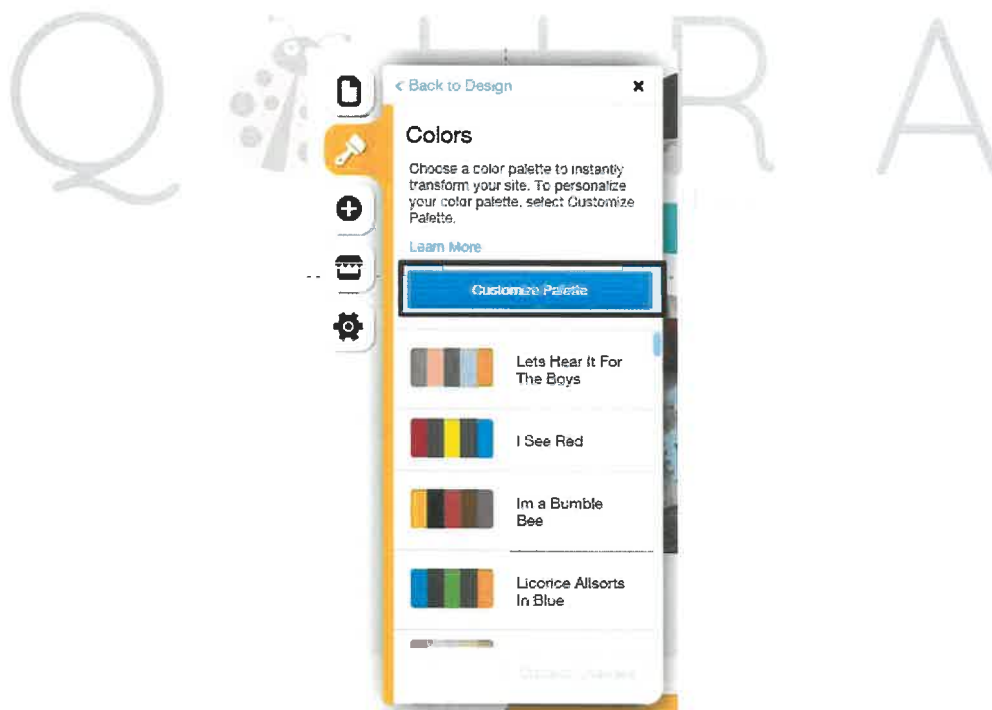
Choose any background that you like. To create your own background, just click customize.



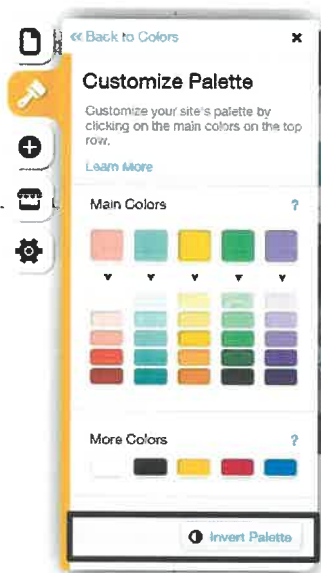
In customize background; we can upload our own image as our background. To finish it just click "apply to another page"



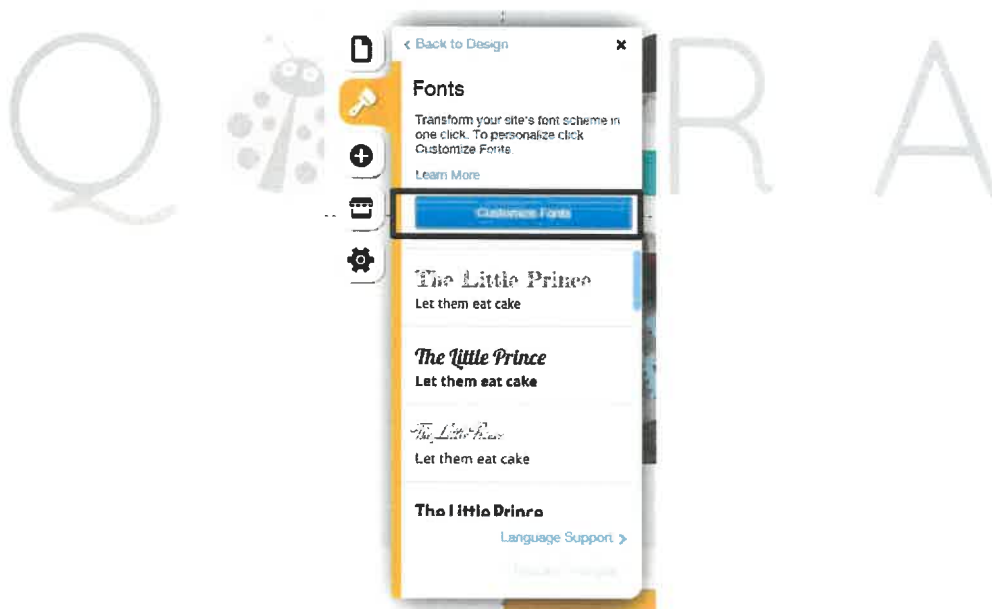
To make your website more interesting, you can choose any colour that you like.



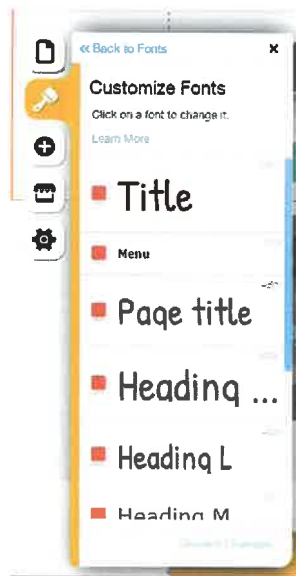
You can create your own colour clicking customize pallets. Then click insert pallets.



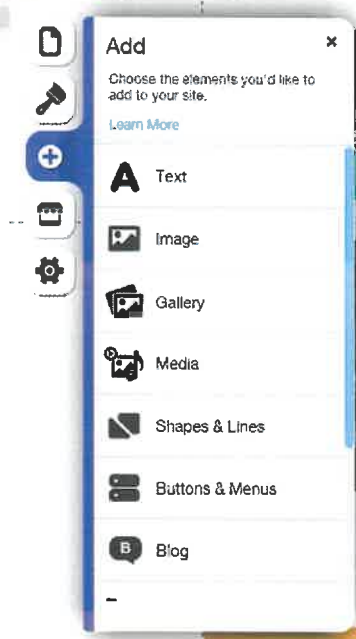
Transform your website by choose any fonts that you like.



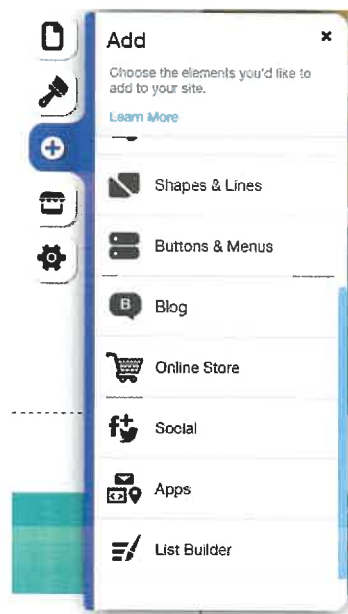
You can create your own fonts for different place. Example is different font heading and contents.



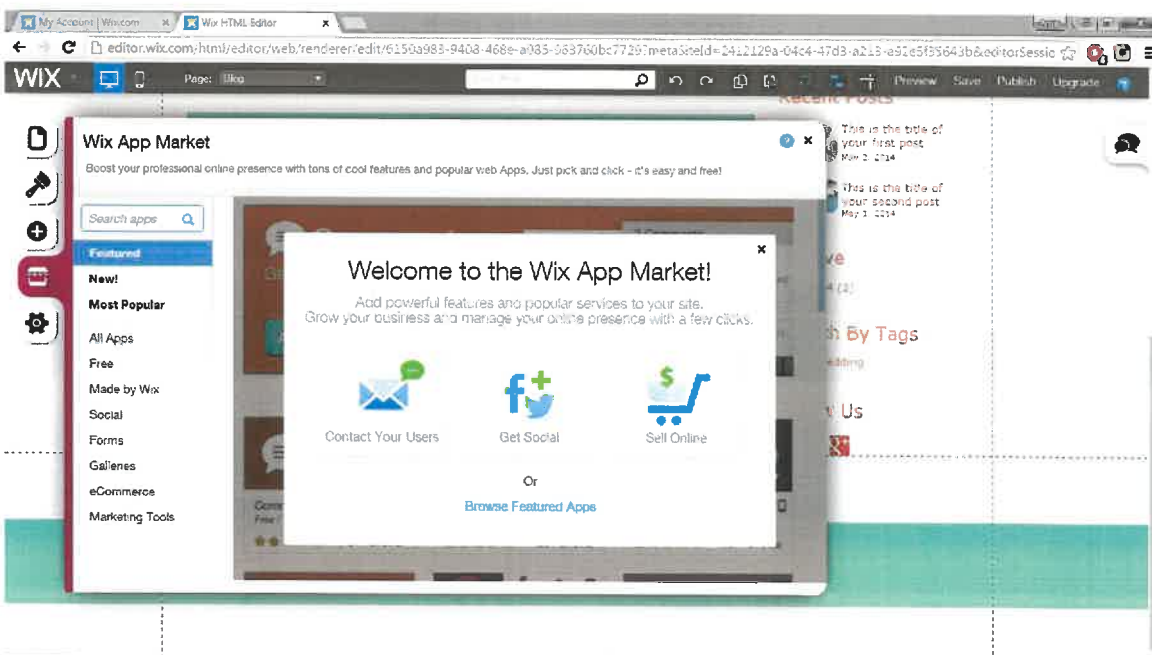
- 5) To make your website more beautiful you can add any element below. You can create any text that you would like to add. You also can insert any image that you want to be share on this website. Besides that, you can choose how to display your image on gallery. Other than that, to make website more interesting you can add any media such as music and video.



- 6) You can choose shapes and line that you like, and choose any button and menu that you like. You can also create your own blog on this site. Either that, you can share social media that you have.



- 7) Take your website to the next level by adding popular Apps and services grow your business with a simple click. You can choose any apps that you like a put it on your site.





1. Undo and forward button.
2. Control copy and paste button.
3. Gridline to make your arrangement become tidier.
4. Ruler.
5. Preview site before it publish.
6. Save the site.
7. Publish website
8. Upgrade website to get more features.

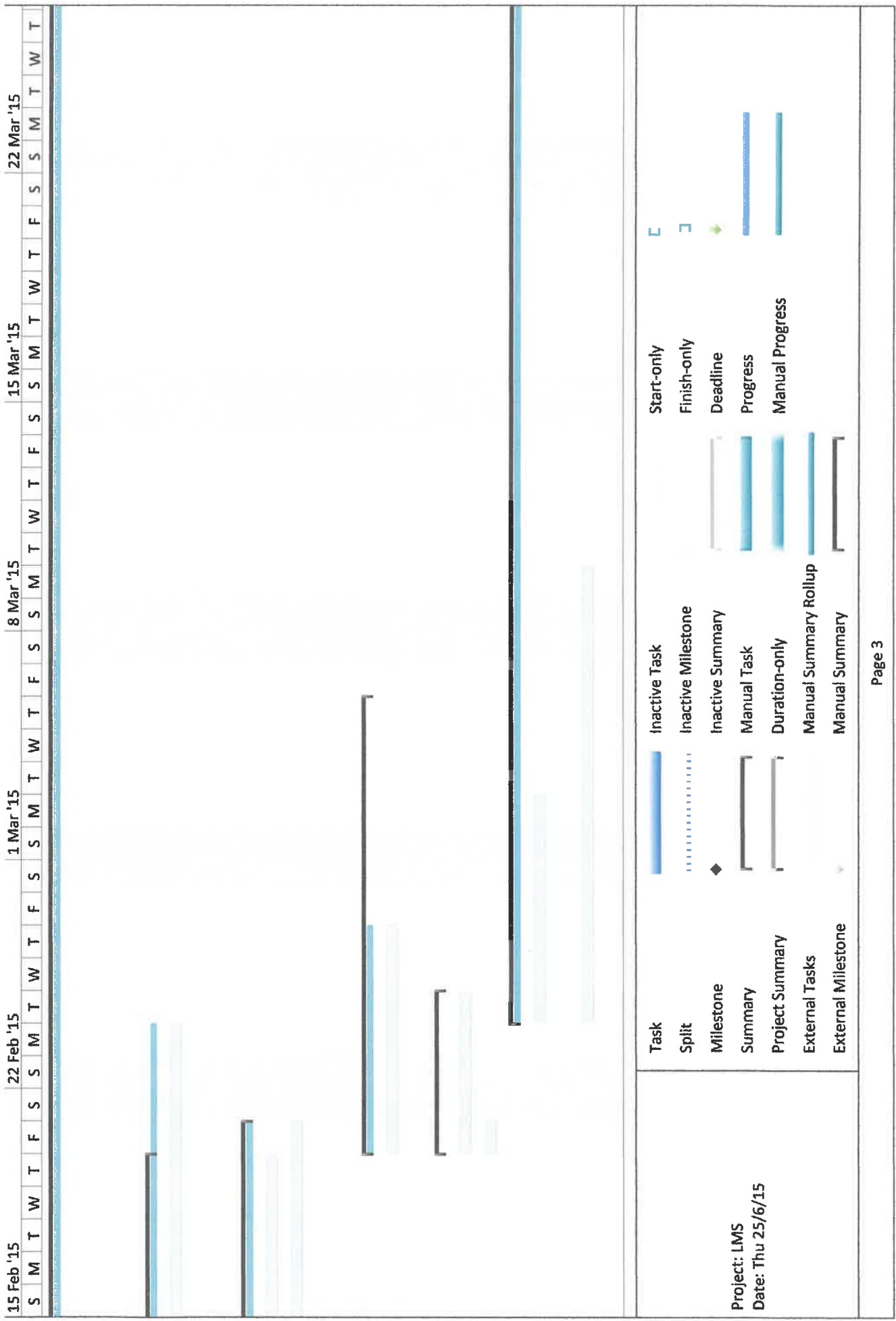


**APPENDIX H: GANTT CHART
OF LEARNING MANAGEMENT
SYSTEM (LMS)**

ID	Task Mode	WBS	Task Name	Duration	Start	Finish	T	W	T	F	S	S	M	T	W	T	F	S	1
16		1.4.3	Determining system requirement	25 days	Tue 24/2/15	Mon 30/3/15													
17		1.5	PHYSICAL DESIGN	20 days	Tue 31/3/15	Mon 27/4/15													
18		1.5.1	Design System Process Requirement	20 days	Tue 31/3/15	Mon 27/4/15													
19		1.5.2	Design System Logic Modeling	15 days	Tue 31/3/15	Mon 20/4/15													
20		1.6	IMPLEMENTATION & MAINTENANCE	1 day?	Wed 4/2/15	Wed 4/2/15													
21		1.6.1	Develop System Concept																
22		1.6.2	Development Implement the system																

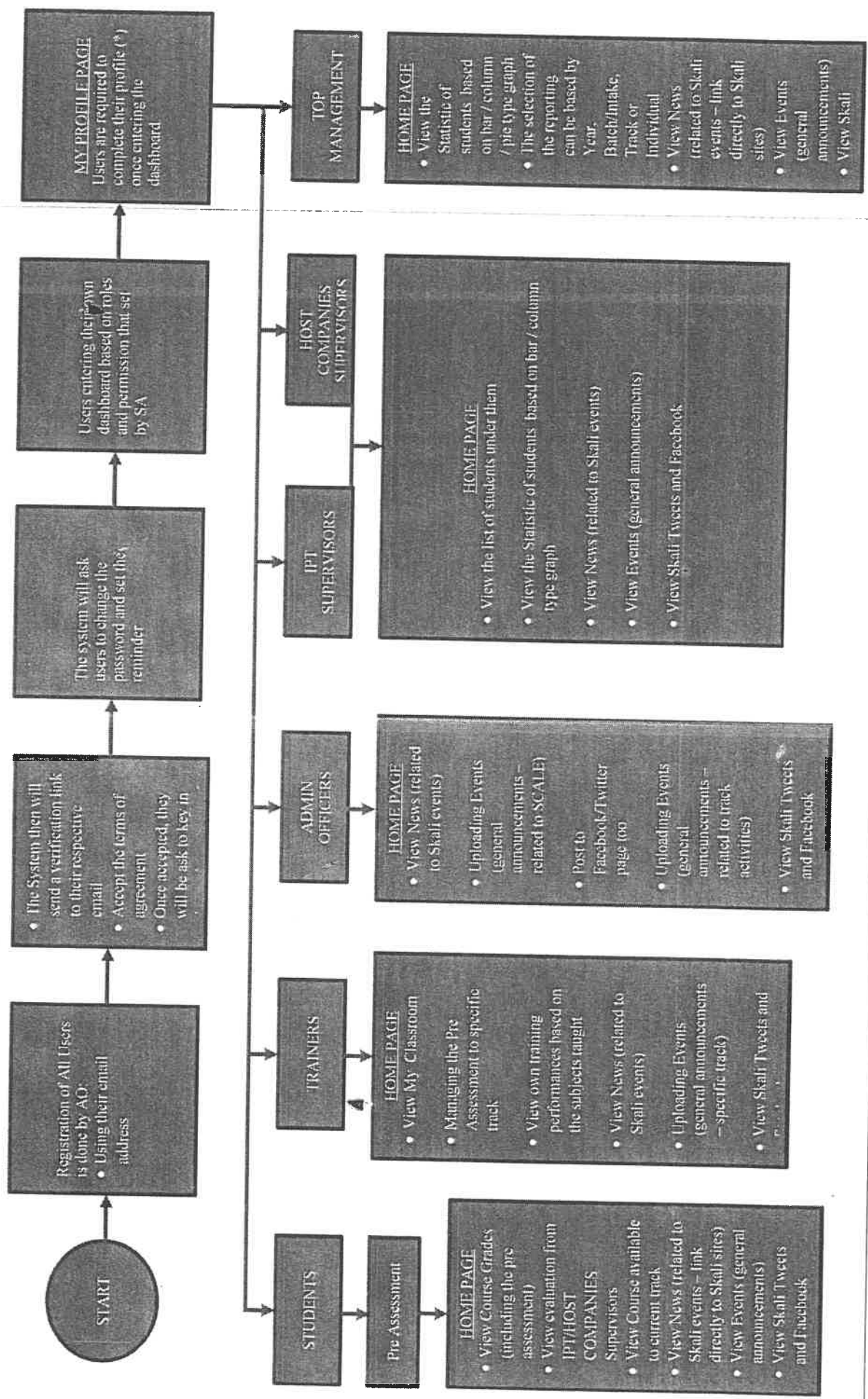
Task		Inactive Task	Start-only
Split		Inactive Milestone	Finish-only
Milestone		Inactive Summary	Deadline
Summary		Manual Task	Progress
Project Summary		Duration-only	Manual Progress
External Tasks		Manual Summary Rollup	
External Milestone		Manual Summary	

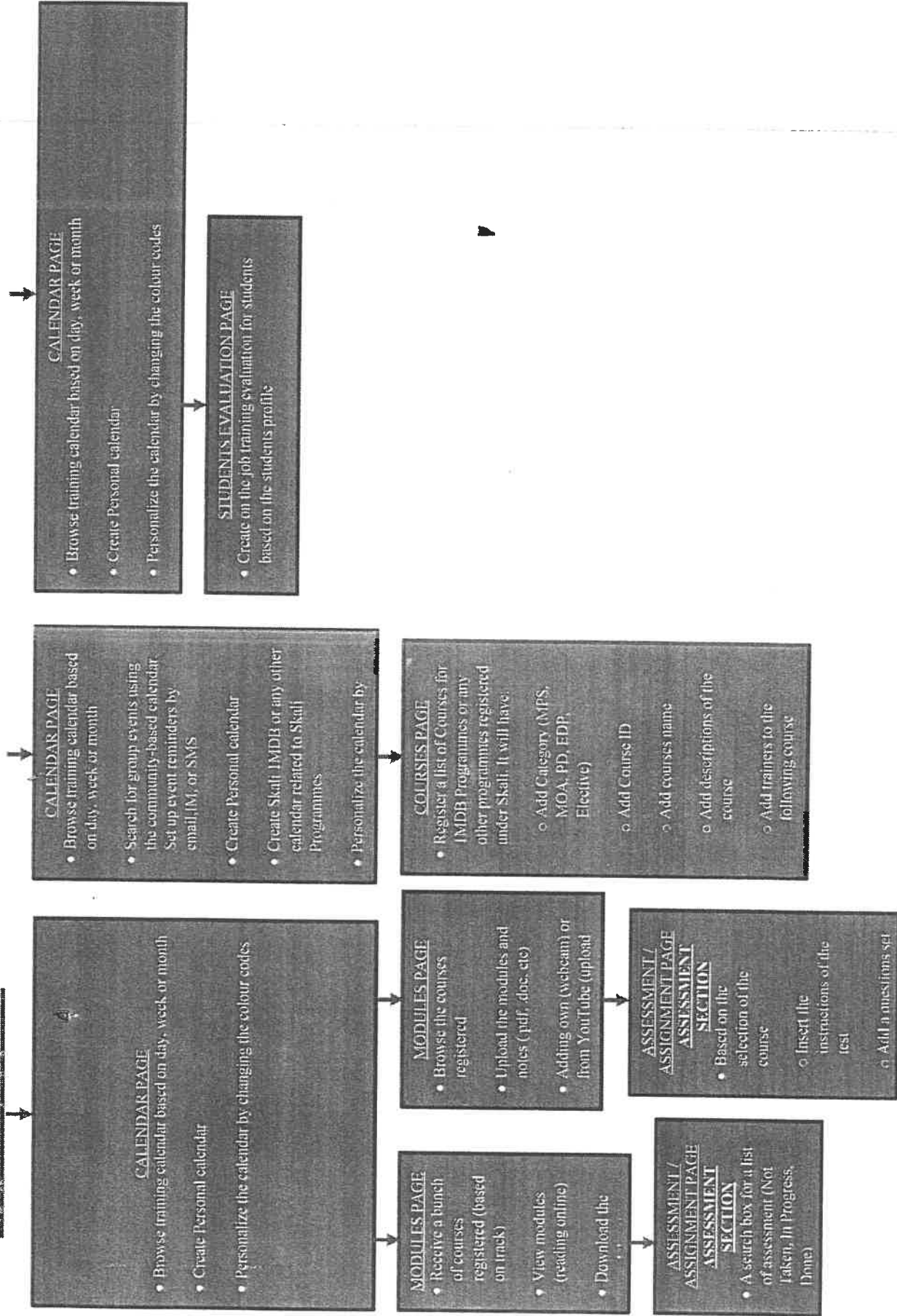
Project: LMS
Date: Thu 25/6/15



**APPENDIX I: WORKFLOW OF
LEARNING MANAGAMENT
SYSTEM (LMS)**

1.0 Flow Diagram





ASSESSMENT/ ASSIGNMENT PAGE

- List of assessment showing the column set of:
 - Courses Name
 - Trainer Name, Date Published, Time (Start & End), No of questions, Status and Action

ASSIGNMENT SECTION

- A search box for a list of assignment (Not Taken, In Progress, Done)
- List of assignment showing the column set of:
 - Courses Name
 - Trainer Name, Date Published, Due Date with time, grading status, last modified, Submission Status, Time Remaining, Attach Files (Inline Viewing Supported)

TRAINING EVALUATION PAGE

- Submit training evaluation form at the end of training session

ASSESSMENT/ ASSIGNMENT PAGE

- Choose Type of question
- Create New Question (WYSIWYG – TinyMCE)
- Adding Question – Explanation – optional
- Notified students on the number of correct questions – optional
- Add New Answer (delete and edit) – on editing it will pop out the WYSIWYG – TinyMCE
- Points possible (optional)
- Set the date published, time start with duration (e.g. 1 hour) on when the questions will be available

ASSIGNMENT SECTION

- A selection of type of paper (e.g. Problem Solving, Article Review, Case Study, Presentation and etc.)
- Deadline (e.g. 8 hour, 24 hour, 2 days, 14 days etc.)

REPORTS PAGE GENERAL REPORTS

- Search and View the students performances
- The selection of the reporting can be based by Year, Batch/Intake, Track or Individual
- Able to print the report based on the format from the programmes
- Search and View Trainers performances
- View attendance by Class, Students (Individual) or Date (Weekly, Monthly, Yearly)

QUICK STATS

- View the numbers of:
 - Active Students
 - Archived Students
 - Total Students
 - Active Classes

VIDEOS SHARED PAGE

- o View shared videos by navigating through modules tree structure
- o Able to share the videos to twitter, Facebook and etc.

ATTENDANCE PAGE

- o Track the attendance of class by selecting the class
- o The list of students name will present in the class attendance
- o Trainer can assign the student to Tardy or Absent by drag and drop the student name to the particular section

FRIENDS PAGE

- Search for and keep track of people inside the organization through the Contacts Center
- Feature include:
 - o Review friend profile
 - o Adding as friend
 - o Be a follower (like twitter), that will receive the status update
 - o Block friend
 - o Private Message (send to email, subject, message and attachments)
 - o Friend Filtering (labelling a group member, setting up privacy)

LMS INTERNAL TWEET PAGE

- o Post tweets status update (accept only 150 characters, viewable by: Everyone, Connection and Followers)
- o A tab showing timeline and friends mention

MESSAGES PAGE

- o A Facebook style for private message (inbox) through LMS, friends will have a notification through email

FORUM PAGE

- o View the Parent Category, the number of categories, threads and posts
- o View own ranking and date join
- o Like the post
- o Create Category and posting threads

CHAT

- o Allowing all users to send each other instant messages when they are logged into the web site.
- o It appears as a bar at the bottom of every page, showing who is logged on, their statuses, and any chats the logged-in user has had open.
- o They will only see their friends connections
- o Able to create a group chat
- o Optionally can tune to video chat
- o Setting up the availability to: invisible, Busy, Online
- o Turn On an Off sound when receive a new message
- o Enable desktop notifications for new messages

**APPENDIX J: USER MANUAL
OF LEARNING MANAGEMENT
SYSTEM (LMS)**

USER MANUAL

Learning Management System (LMS)

-Admin Section-

**DEVELOP FOR:
SCALE DEPARTMENT
SKALI GROUP**

Contents

1.0	Introduction.....	2
2.0	Objective.....	2
3.0	The user manual of Admin Section.....	4
3.1	Users	5
3.2	Lessons.....	10
3.2	Courses.....	12
3.3	Categories	15
3.4	User type	16
3.5	Groups.....	18
3.6	System Setting	19
3.7	Theme	28

USER MANUAL OF LEARNING MANAGEMENT SYSTEM (LMS)

1.0 Introduction

Learning Management system is software application for the administration, documentation, tracking, reporting and delivery of electronic educational technology (also called e-learning) education courses or training programs. Learning Management System (LMS) is systems that develop for SCALE department at Skali Group. SCALE is the department that produces entrepreneurs and leaders through its social entrepreneurship system which supports and facilitates evolution of entrepreneurs and enterprises. SCALE department is the department who is control the internship students on Skali Group, which is includes provide classes for the internship students. LMS that develop by trainees under En Mun'aim supervises' is for managed trainees, trainer and also administration to control the classes that provided by SCALE department. LMS is developing using e-Front Framework, which is php based.

2.0 Objective

The problem that can be define as concise description of the issues that need to be addressed by a problem solving team and should be presented before trainees try to solve the problem. The problems faced by SCALE department are listed as below:

- i. Learning Management System (LMS) as a reference
- ii. Advance technology learning
- iii. Paperless
- iv. Reduce time consuming
- v. Have a proper schedule and management for trainees in SCALE department.

The objectives to create the system are to assist the SCALE department dealing with internship students at Skali Group. The objectives are includes:

- i. Managed the internship students properly
- ii. Trainers and trainees can managed and control the account in LMS properly
- iii. Administration is well schedule of trainers and trainees in SCALE department.

3.0 The user manual of Admin Section

The screenshot shows the 'New user account' registration page. At the top, there is a navigation bar with 'Start page' and 'Sign up'. Below this is a 'New user account' header. The main form area contains several input fields: 'Username' (with a note: 'Only letters and the characters ., _ and @ are allowed'), 'Password' (with a note: 'Password must be at least 8 characters'), 'Repeat password', 'Email address', 'First name', 'Last name', and 'Comments'. A blue 'Register' button is positioned at the bottom center of the form area.

To login to the system, first time user must register into the system first. Fill in the field and click “Register” button.

The screenshot displays the login page. On the left, a 'Login' form is highlighted with a red border. It contains a 'Login' input field, a 'Password' input field, a 'Keep me logged in' checkbox, and a blue 'Login' button. Below the form are links for 'Create an account', 'I forgot my password', 'Contact us', and 'Lessons list'. On the right, a 'Courses' section features a search bar and a 'Collapse all' link. Below these are several course categories, each with a small icon and a list of sub-categories: 'GEMS 2.0' (AutoCAD, Business Analyst, contoh, Cyber Security, Project Management, SME-EDP, Software Developer), 'Social Enterprise' (Integrated Social Enterprise Experience (ISEe)), and 'Soft Skills'.

To log in into the system, fill in the log in and password field and click “Login” button.

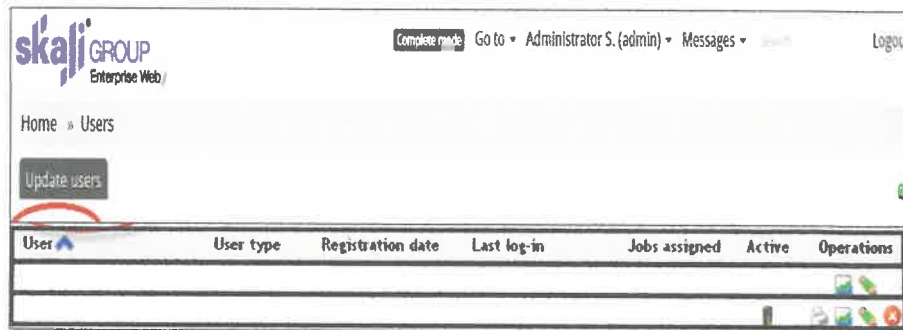
3.1 Users

USERS

User management involves the addition/ updating of users, the assignment of lessons/ courses to users and the assignment of users to groups. From this interface, the administrator can also de-activate, delete and archive a user.

Adding/ modifying users

1. The administrator may insert users into the system by navigating to the “Users” menu and clicking on the “New user” link. The form for inserting a new user contains mandatory information that is denoted with an asterisk, like login, password or email, and optional ones.
2. The administrator chooses the user type either from the basic ones (student, trainer or administrator) or from the custom ones (generated from the User types page) and the language in which the eFront interface is to be presented to the new user. Furthermore, fields defined in the Customize user profile page appear in the user management form.



3. Modifying a user’s data can be done either by clicking on the edit icon (the pencil icon) or on the user login on the user corresponding row of the table. The relevant form is similar with the “New user” one with the following differences:
 - the login of the user cannot be modified
 - the administrator can set or change the image for the user
 - lessons and courses can be correlated with the specific user
 - the user may be assigned to a User group
 -

Account Learning Organization Files

Personal info User groups Payments




Image file:
Each file must be smaller than 128000 KB

Or select one from list:

Login:

Password: Blank to leave unchanged
Password must be at least 6 characters

Repeat password:

Name: *

Surname: *

Email address:

Active user:

User type:

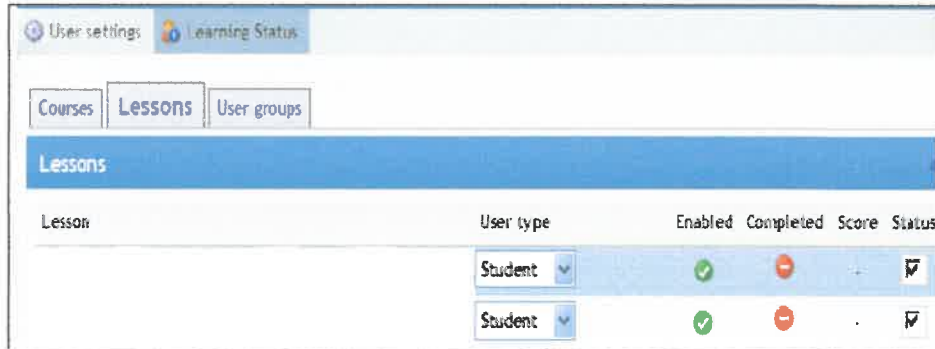
Language: english

Time zone:

4. This information will be stored for each user and accordingly by the eFront system to perform various tasks. Please see below, under commercial editions, the extended registration form required when registering users on one of the commercial editions of eFront.

Assigning lessons/ courses to user

1. Administrators can assign lessons and courses to users by clicking on a specific user from the users list, shown above, and entering their “user status” tab. This will generate a list, shown below, of all lessons/ courses/ user groups that the specific user is associated with.



The screenshot shows a web interface with a navigation bar containing 'User settings' and 'Learning Status'. Below the navigation bar are three tabs: 'Courses', 'LESSONS', and 'User groups'. The 'LESSONS' tab is selected and highlighted in blue. Below the tabs is a table with the following columns: Lesson, User type, Enabled, Completed, Score, and Status. The table contains two rows of data, both for 'Student' user types. The first row has a green checkmark in the 'Enabled' column, a red minus sign in the 'Completed' column, a plus sign in the 'Score' column, and a checkmark in the 'Status' column. The second row has a green checkmark in the 'Enabled' column, a red minus sign in the 'Completed' column, a plus sign in the 'Score' column, and a checkmark in the 'Status' column.

Lesson	User type	Enabled	Completed	Score	Status
	Student	✓	✖	+	✓
	Student	✓	✖	+	✓

2. In order to assign a lesson/ course/ group to a user, the administrator must tick the corresponding check box. This initiates the assignment procedure, which is completed when a green tick appears to the right of the check box.

NOTE: A lesson/ course/ group is removed from the user list in the same way, by removing the tick from check box. However, removing a user from a course/ lesson also deletes the users' tracked progress in course/ lesson. The only remaining data is the test data and the amount of time spent in the system.

Delete existing user

1. By clicking on the following link, administrators will delete the current user and all associated files. (In commercial editions and where the archive option is enabled, deleting the user moves the data to the archive folder from where it can be restored in the future).

User	User type	Lessons	Courses	User groups	Last log-in	Active	Reports	Operation
Administrator S. (admin)	Administrator	0	0	0	03 Dec 2010, 14:58			
Professor D. (professor)	Professor	6	1	0	25 Nov 2010, 15:48			

De-/Activate users

1. Users can be activated or deactivated accordingly, by clicking on the "traffic light" symbol (shown below). A green light indicates active users and a red traffic light indicates inactive users.

New user								
User	User type	Lessons	Courses	User groups	Last log-in	Active	Reports	Operation
Administrator S. (admin)	Administrator	0	0	0	03 Dec 2010, 14:58			
Professor D. (professor)	Professor	6	1	0	25 Nov 2010, 15:48			

View user's report

1. By clicking on the link indicated below:

New user								
User	User type	Lessons	Courses	User groups	Last log-in	Active	Reports	Operation
Administrator S. (admin)	Administrator	0	0	0	03 Dec 2010, 14:58			
Professor D. (professor)	Professor	6	1	0	25 Nov 2010, 15:48			

The administrator will see the user's report. These reports show the user's lessons / courses and percentage scores achieved in the various assessment mediums.


Commercial Editions

1. The commercial editions of eFront bring additional features to the management of users allowing for more in depth analysis of the extended user's information and more advanced functionality.
2. With the commercial editions of eFront, users are required to enter more in depth information upon registration. This additional information is used by various parts of the system to provide comprehensive assessments and efficient allocations.

Training record

1. The user's training record is available in the Educational and Enterprise versions of eFront and can be accessed through the Learning tab. It summarizes all the information about the user's learning status and personal data, as shown below and is dynamic. It can be printed or exported in a pdf file for further use.

General user information


 User name: amir roshan
 User type: Student
 Active: Yes
 Joined: 11 May 2015, 12:49:31
 Total time in system: 61h 13m 6s

User information on communication

Personal messages: 2
 Personal messages folders: 3
 Total size: 0KB

User information on system usage

Last log-in: 28 Jun 2015
 Total system logins: 11
 Logins last month: 6
 Logins last week: 5
 Mean session duration: 07m
 Mean session duration last month: 05m
 Mean session duration last week: 03m
 Last ip used: 175.144.24.92

Training: Courses

Name	Category	Registration date	Completed	Score	Time
AutoCAD					
Lessons for course: AutoCAD	GEHS 2.0	28 May 2015	-	0.00%	-
Adobe Photoshop (CS5)					
Lessons for course: Adobe Photoshop (CS5)	-	-	Completed	Score	Time
Adobe Photoshop (CS5)	-	-	-	0.00%	-
AutoCAD	-	-	-	0.00%	-
Business Analyst					
Lessons for course: Business Analyst	GEHS 2.0	28 May 2015	-	0.00%	-
Software Engineering					
Lessons for course: Software Engineering	-	-	Completed	Score	Time
Software Engineering	-	-	-	0.00%	-
Requirements Engineering	-	-	-	0.00%	-
UML	-	-	-	0.00%	-
Cyber Security					
Lessons for course: Cyber Security	GEHS 2.0	28 May 2015	-	0.00%	-
Cyber Security Essential					
Lessons for course: Cyber Security Essential	-	-	Completed	Score	Time
Cyber Security Essential	-	-	-	0.00%	-
ISMS Introduction	-	-	-	0.00%	-
Digital Forensics Essential	-	-	-	0.00%	-
Incident Handling and Network Security Training (IHNS)	-	-	-	0.00%	-
ISMS Implementation	-	-	-	0.00%	-
SME-EDP					
Lessons for course: SME-EDP	GEHS 2.0	09 Jun 2015	-	0.00%	-
Entrepreneurial Mind-set					
Lessons for course: Entrepreneurial Mind-set	-	-	Completed	Score	Time
EDP1 - Entrepreneurial Mind-set	-	-	-	0.00%	-
EDP2 - Product/Service Planning & Operational Planning & Marketing Planning	-	-	-	0.00%	-
EDP3 - Marketing Planning & Organizational Planning	-	-	-	0.00%	-
EDP4 - Basic Finance, Financial Management and Financial Forecasting	-	-	-	0.00%	-
EDP5 - Business Plan	-	-	-	0.00%	-
EDP6 - Implementing Plan & Examining The Business	-	-	-	0.00%	-
Soft Skills					
Lessons for course: Soft Skills	Soft Skills	09 Jun 2015	-	0.00%	-
Presentacion SW					
Lessons for course: Presentacion SW	-	-	Completed	Score	Time
Presentacion SW	-	-	-	0.00%	-
English	-	-	-	0.00%	-
Business Communication	-	-	-	0.00%	-
Basic Management Etal	-	-	-	0.00%	-

Overall

Average score in all courses: 0%
 Average score in all standalone lessons: 0%

3.2 Lessons

To edit lessons



Click on "Lessons" icon



Click on the new lesson to add new lesson to the system.

skaji GROUP
Enterprise Web /

Home » Lessons » New lesson

New lesson options

Edit lesson

Lesson name:

Language: English ▾

Categories: GEMS 2.0 ▾

Lesson is available:

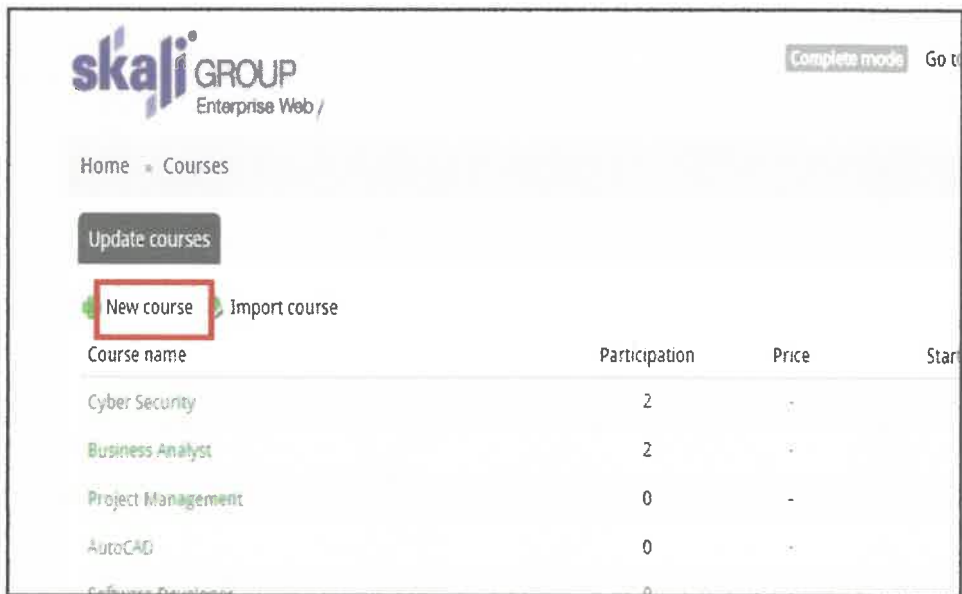
- Exclusively through course
- Directly

Active:

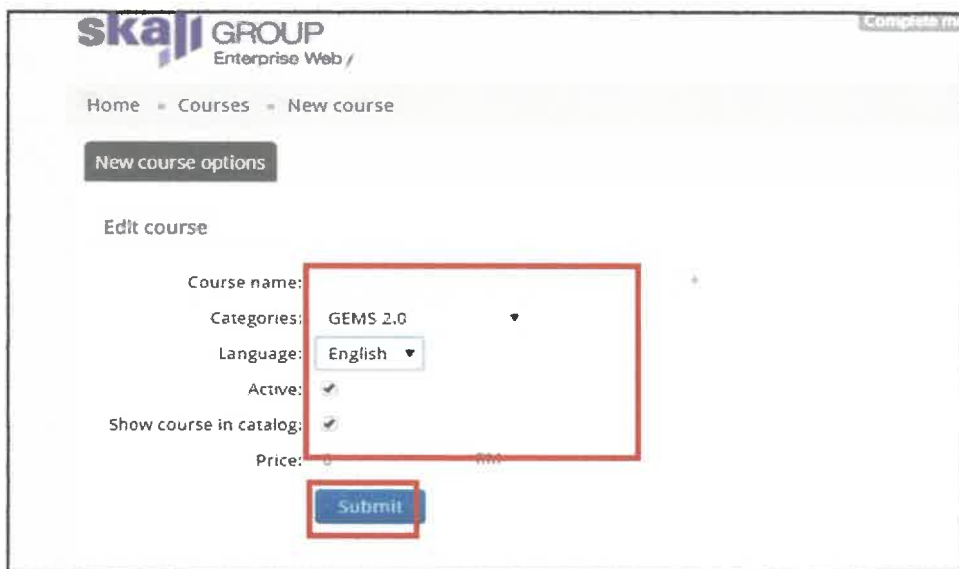
User will see this page. Fill in all necessary information and click “Submit” button

3.3 Courses

To edit course



To add new course, click on “New course” button.



User will see this page. Fill in all the necessary information and then click “Submit” button.

Home » Courses

Update courses

New course Import course

Course name	Participation	Price	Start date	End date
Cyber Security	2	-		
Business Analyst	2	-		
Project Management	0	-		
AutoCAD	0	-		
Software Developer	0	-		
IPC Training	2	-		
AutoCAD	5	-		
Business Analyst	3	-		
Cyber Security	3	-		
Soft Skills	4	-		
Software Developer	2	-		
Project Management	0	-		
Integrated Social Enterprise Experience (iSEe)	2	-		
SME-EDP	5	-		
Comb	2	-		

When new course was added, it will appear in the course list. Click on the new course to set the course lesson. As example click iSEe Course.

skajj GROUP
Enterprise Web

Home » Courses » Edit course "Integrated Social Enterprise Experience (iSEe)"

Options for course "Integrated Social Enterprise Experience (iSEe)"

Edit course Course lessons Course status

Lesson name	Category	Start date	End date
CSB2 - Introduction to Social Enterprise	Social Enterprise	09 Jun 2015	<input checked="" type="checkbox"/>
CSR3 - Social Enterprise tools	Social Enterprise	09 Jun 2015	<input checked="" type="checkbox"/>
CSR1 - Introduction to Corporate Social Responsibility	Social Enterprise	09 Jun 2015	<input checked="" type="checkbox"/>
EDP1 - Entrepreneurial mindset	Technical Subject	08 Jun 2015	<input type="checkbox"/>
EDP2 - Product/Services Planning & Operational Planning & Marketing Planning	Technical Subject	08 Jun 2015	<input type="checkbox"/>
EDP3 - Marketing Planning & Organizational Planning	Technical Subject	08 Jun 2015	<input type="checkbox"/>
EDP4 - Basic Finance - Financial Management and Financial Forecasting	Technical Subject	08 Jun 2015	<input type="checkbox"/>
EDP5 - Business Plan	Technical Subject	08 Jun 2015	<input type="checkbox"/>
EDP6 - Implementing Plan & Starting The Business	Technical Subject	08 Jun 2015	<input type="checkbox"/>
Presentation Skill	Soft Skills	25 May 2015	<input type="checkbox"/>

User will see this page. Choose "Course lessons" from the menu tab. And choose lesson that will be in the course by clicking on the box at the end of the lessons. The selected lesson's box will have tick sign. Then click back.

Options for course: "Integrated Social Enterprise Experience (ISEE)"

Full course Course lessons Course users

User	User role	Enrolled on	Completed on	Status	Completed	Score	Operations	Check
Ali A. (trainee004)	Student	24 Jun 2015		●	●	0.00%	⚙️	✓
Ali A. (trainee003)	Student	13 Jun 2015		●	●	0.00%	⚙️	✓
Ali M. (trainer003)	Trainer	09 Jun 2015		●				✓
Daniel S. (PT_Supervisor)	Supervisor (Host Companies)							✓
Nasir A. (PT_Supervisor)	Supervisor (IPT)							✓
Professor B. (professor)	Professor							✓
Student G. (student)	Student							✓
Student A. (student00)	Student							✓
Student B. (student00)	Student							✓

To select user for the course and what the user can do with the course, click “Course user” on the menu tab. Then user will see this page. Choose the user and what user can do with the course. And click back.

3.4 Categories

To edit category



To add new category, click “new category” button.



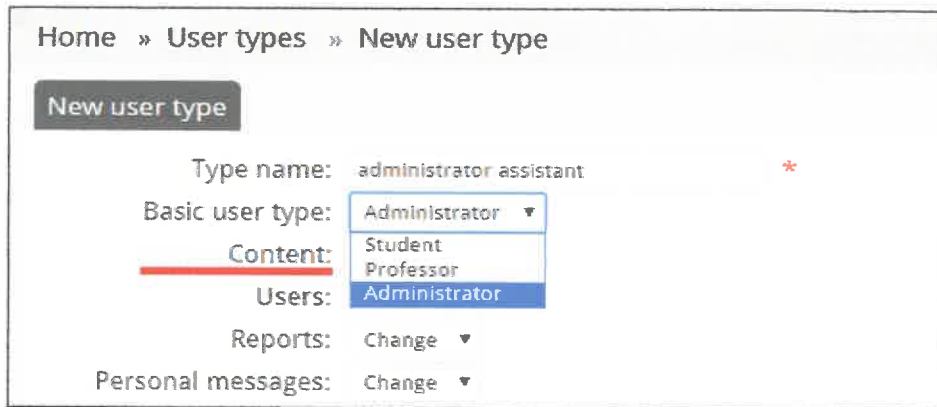
User will see this page. Fill in category name and choose parent category for new category. When finish. Click “submit” button.

3.5 User type

Creating a new user type

To create a new user type, the administrator must click on the button *New user type*.

1. Select the default user type, which the new user will be based on. For example, if the administrator wants to create an assistant for the administrator, the new user type will be based on the “administrator” user type.



Home » User types » New user type

New user type

Type name: administrator assistant *

Basic user type: Administrator ▼

Content: Student
Professor
Administrator

Users: Administrator

Reports: Change ▼

Personal messages: Change ▼

2. After selecting the basic user type, a list appears with the user’s basic rights inside the platform, which the administrator must define. For example, what the user will be able to change or view only, functions that will be hidden and others. At the end of the list, there is an option that allows the administrator to set the same status for all functions that is (change, view or hide).



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Home » User types » New user type

New user type

Type name: administrator assistant *

Basic user type: Administrator ▼

Lessons: Change ▼

Users: View
Hide

Configuration options: Hide

Themes: Change ▼

Log out user: Change ▼

Public profile: Change ▼

User types: Change ▼

Groups: Change ▼

Languages: Change ▼

Registration key: Change ▼

Maintenance: Change ▼

Backup/restore: Change ▼

Modules (add/remove): Change ▼

Modules (individual): Change ▼

Reports: Change ▼

Archive: Change ▼

Personal messages: Change ▼

Notifications: Change ▼

Control panel: Change ▼

Dashboard: Change ▼

Find users: Change ▼

Connected users: Change ▼


Calendar: Change ▼










Announcements: Change ▼

Forum: Change ▼

Set all to: Change ▼

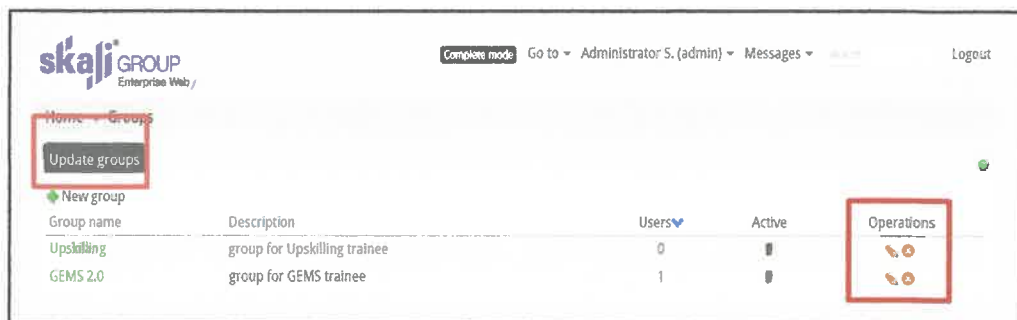
3. The new user type is added to the user types list, such that when creating a new user, the administrator can see the new user type in the drop down list.

 New user type

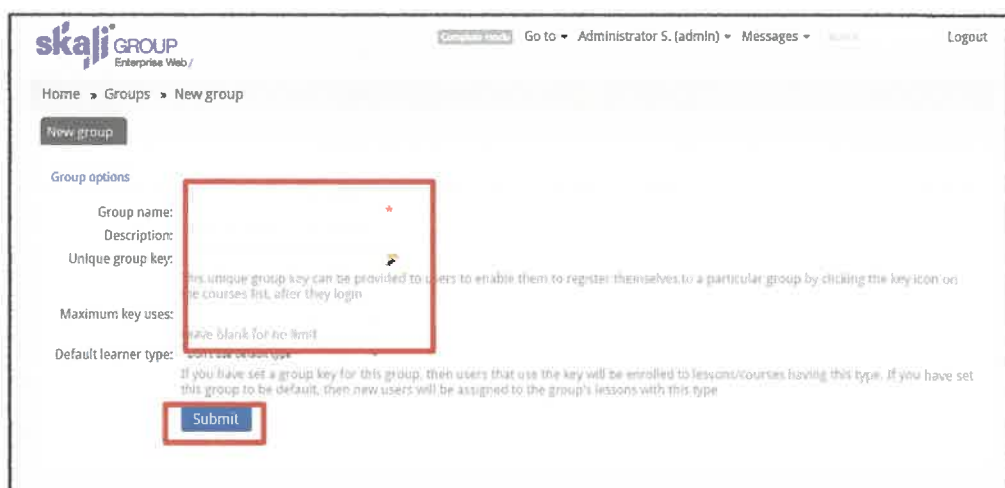
Name	Basic user type	Active	Operations
administrators assistant	Administrator		 
professors assistant	Professor		 
visitor	Student		 

Filter... Rows: 20 Results: 1-3 out of 3

3.6 Groups



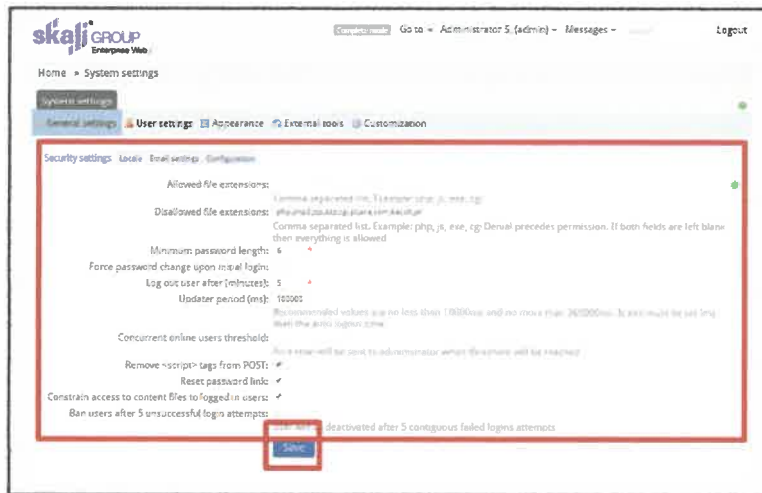
Group Interface which is contains the list of groups. In this interface, the administrator can update new group, edit the existing group and also delete the group.



After click "New Group", will appear the Group Option Interface. The administrator need to fill up the form then click "Submit" and the new group will created.

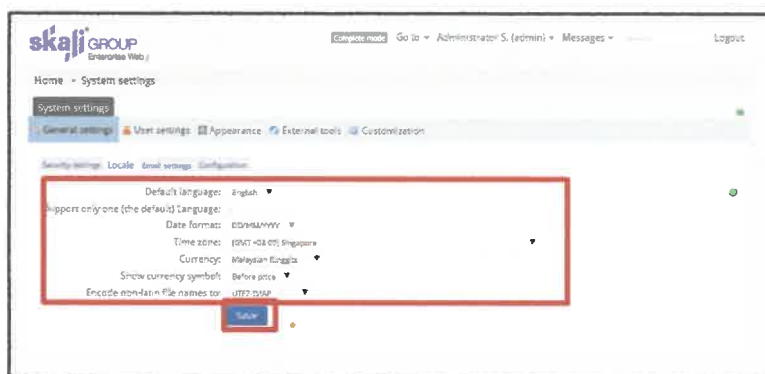
3.7 System Setting

i) General Interface

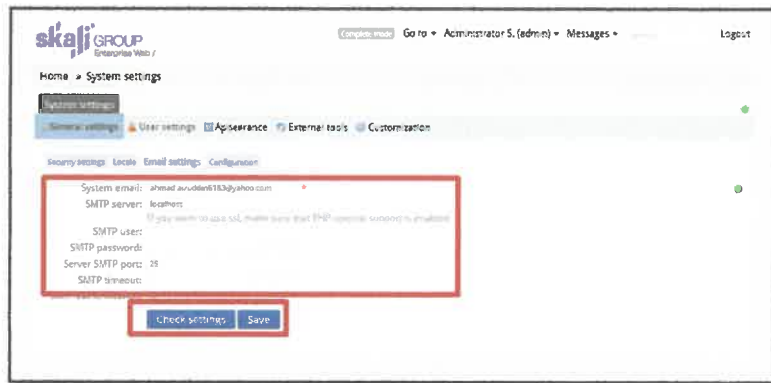


General interface is containing security settings function which is offer ample settings for securing the eFront system. These setting include the ability to define the allowed and disallowed file extensions, the minimum password length, the inactivity time to logout users and also the maximum password length.

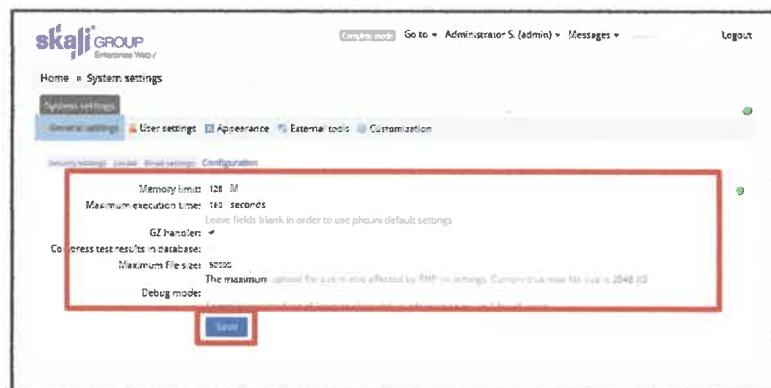
The administration need to fill up the form based on the system created. After complete the form, the administrator need to click button “Save”.



General interface also contain Locale function, which is internationalization setting that should be set according the current locale. The administration need to complete the form and click “Save”.



In General interface, it is contain "Email Setting"function. The function is able the mail server setting that will be used to send emails. The administration need to fill up the form. After that, the administration can check setting and click "Save".



General interface contain Configuration function, which is to configure tab that able to define some basic php settings for the system. The administration need to fill up the form and click "Save".

ii) User Setting Interface

The screenshot shows the 'User settings' page in a system administration interface. The page is titled 'Home > System settings' and has a navigation bar with 'System settings', 'General settings', 'User settings', 'Appearance', 'External tools', and 'Customization'. The 'User settings' section is highlighted with a red box. It contains the following options:

- User activation/registration: Multiple logins, Web server authentication
- External signups:
- Default user type: Trainee
- 'Keep me logged in' option:
- Automatic user activation:
- User activation by email:
- Enable license note:
- Reset license note:
- Check this if you want all users to re-comply to the license note:
- Force users accept license note at every login:
- License note:
- Allow independent lessons:
- Show group key option: yes
- Mapped accounts: Disabled for students and professors
- Username format: #username# first, #login#
Format the way logins appear in the system. Use #name# for the first name, #surname# for the last name, #login# for the login, #type# for the user type and #i# for the first name's initial letter.
- Maximum usage space in private messages:

A 'Save' button is located at the bottom of the red box.

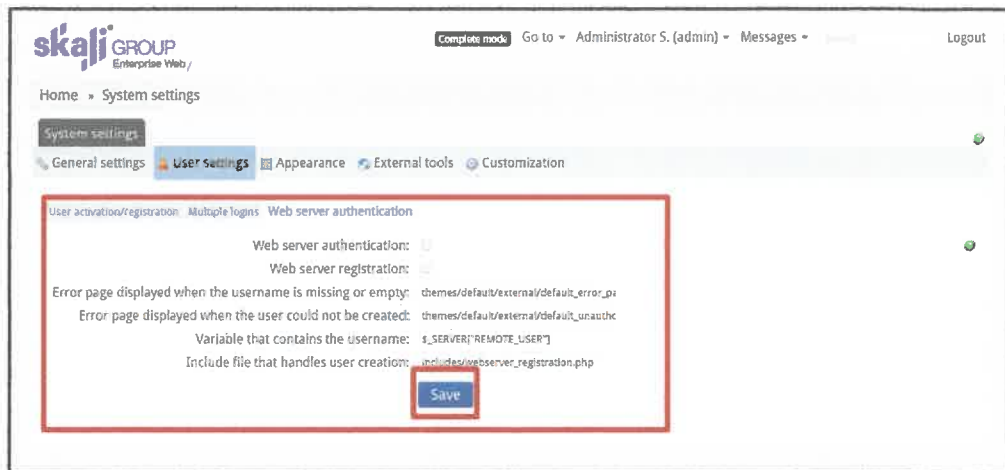
User setting interface is containing user activation/ registration function. This functions to use by the administrator to define the way in which the users will be able to register into the system and how the activation will take place. Fill up the form and click the “Save” button.

The screenshot shows the 'User settings' page in a system administration interface, specifically the 'Multiple logins' section. The page is titled 'Home > System settings' and has a navigation bar with 'System settings', 'General settings', 'User settings', 'Appearance', 'External tools', and 'Customization'. The 'User settings' section is highlighted with a red box. It contains the following options:

- User activation/registration: Multiple logins, Web server authentication
- Allow concurrent logins globally: No
- Except for the roles: Student, Professor, Administrator, Admin Officers
- Except for the groups: GEMS 2.0, Upskilling

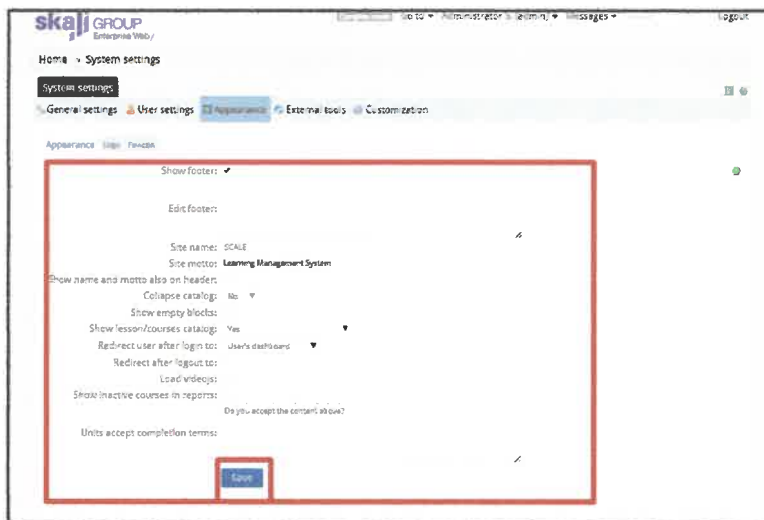
A 'Save' button is located at the bottom of the red box.

User setting interface also contain multiple login function that the administrator can define whether or not to allow multiple login. Allowing multiple logins enables concurrent logins with certain exception. Otherwise, if no multiple logins are set, then when a user logs in with a username that is already logged in session will disconnected. Fill up the form and click the “Save” button.

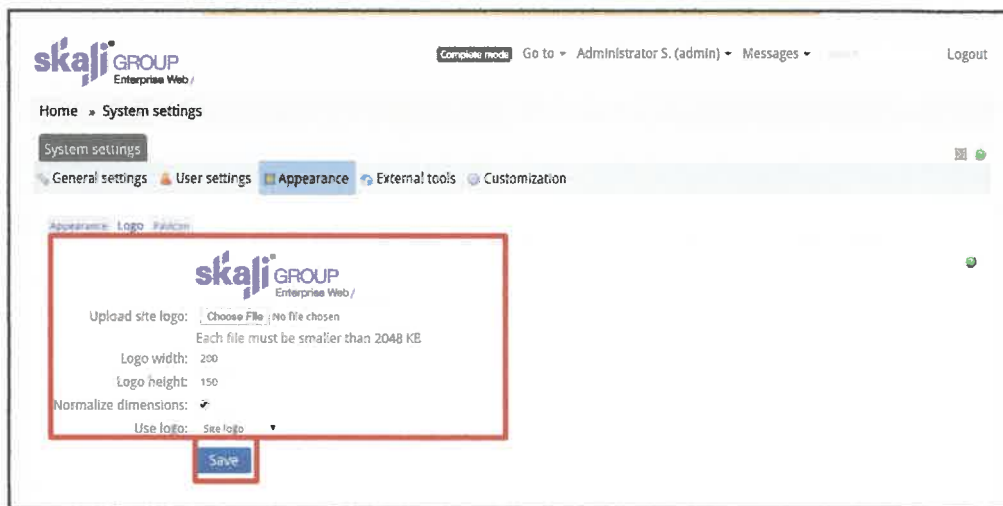


User setting interface is containing web server authentication interface function which is can be used to automatically handle user registration and authentication using some HTTP server variables.

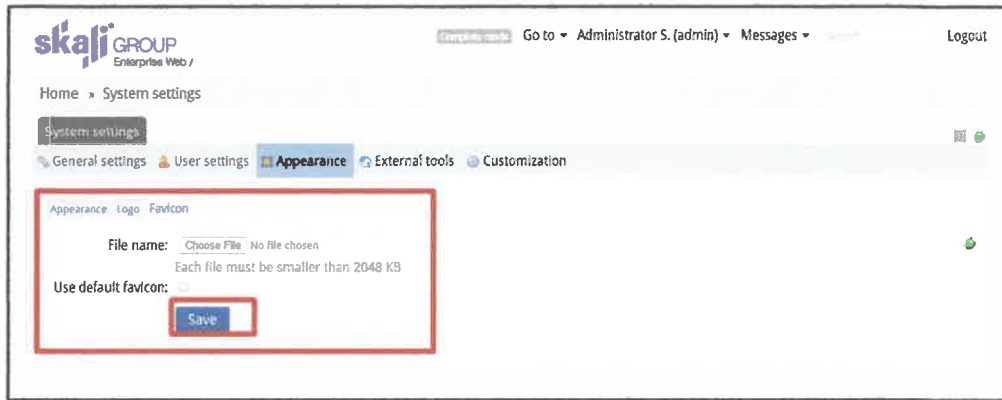
ii) Appearance Interface



Appearance interface is function allows the administrator to customize the appearance of eFront installation. The administration can decide the appearance of the system and click “Save”.



Appearance interface have Logo function which is can set the system’s logo, which is the image the appears in the header.



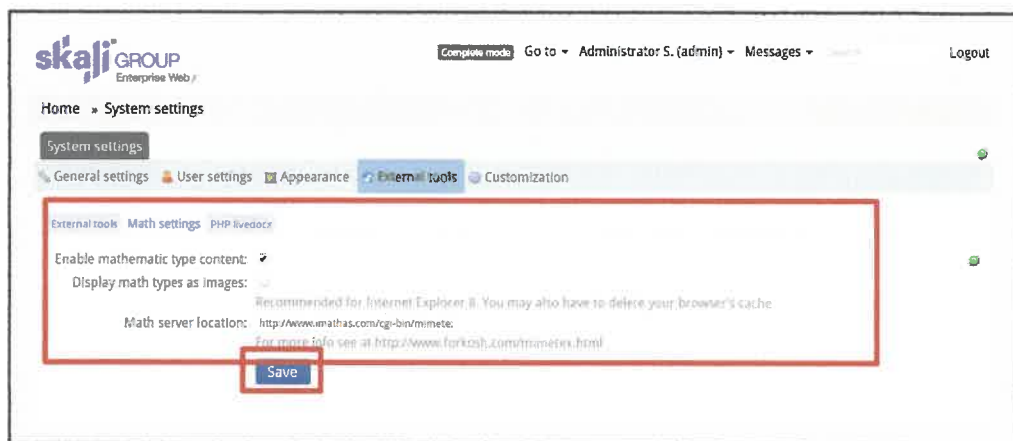
Appearance Interface is Favicon function which is set the system's favicon, which is the small icon that appears next to the sites' address in the browser's address bar.

The administration can choose the image as logo and click "Save".

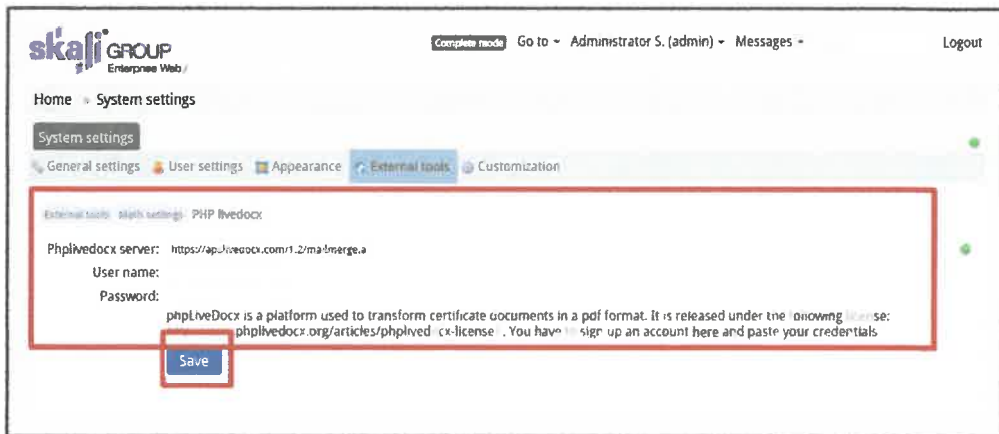
iv) External tools



External tool interface is a collection of tools that are either 3rd party can be used to communicate with 3rd party applications.

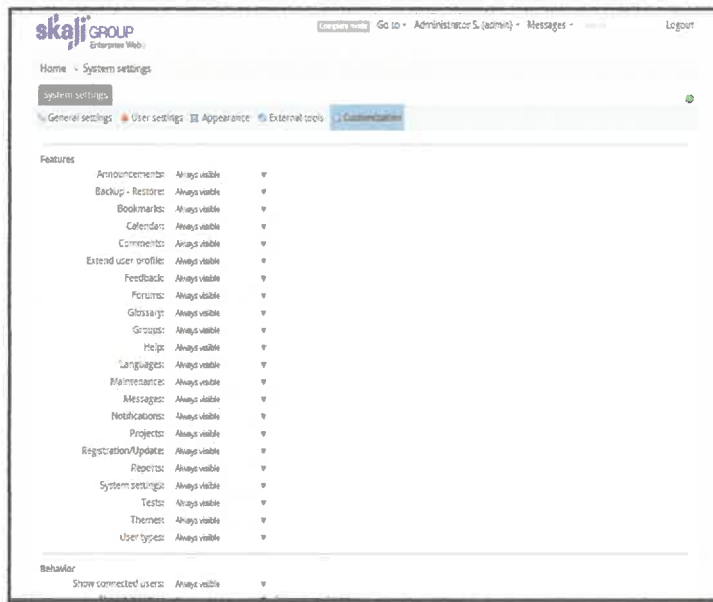


External interface also have math setting which administration can write the mathematical equations. The administration can upload the mathematical equations and click "Save".



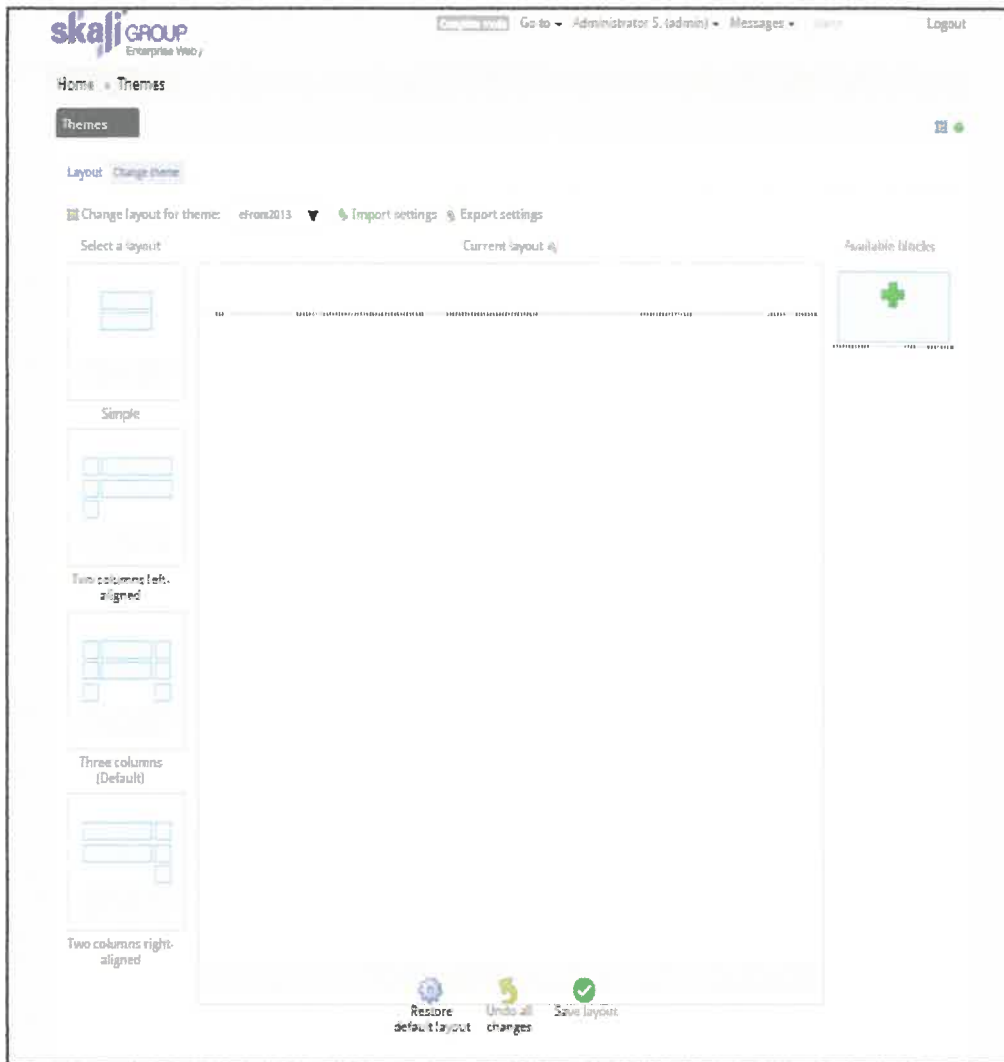
External interface have PHP livedocx function. This function is a platform used to transform certificate documents in a pdf format. The administration need to need to release under the selected license then can used this function.

v) Customization Interface



The customization button is function to set the various display and functionality options for e-Front.

3.8 Theme



Theme interface have layout function, which is the administration can change or create the interface for the system created. After the administration creates, the interface can be save and the real interface is appear.

Home » Themes

Themes

Layout Change theme

Install theme

Theme	Author	Version	Active theme		Operations
default	eFront team	1.0			
eFront2013	Athanasios Papagelis	1.0			
blue	eFront team	1.0			
blue_html5	Athanasios Papagelis	1.0			
enterprise	eFront team	1.0			
green	eFront team	1.0			
IE6	eFront team	1.0			
mobile	eFront team	1.0			
modern	Athanasios Papagelis	1.0			
modern_rtl	Periklis Venakis	1.0			
pad	Athanasios Papagelis	1.0			

Filter...

Rows 20 Results 1-11 out of 11

Theme interface have change theme function. The administrator can adjust the page layout according to specific theme. Just click the selected page and edit the page.

APPENDIX K: LOG BOOK

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
4/2/15	Students Registration	
Wed	Skali Employability Enhancement Program (SEEP) Briefing by En. Faiz Farsen	
	Program Schedule Briefing by Mrs Khairiah	
	Ice-breaking session between students and program supervisors.	
	Students were divided into groups for CSR and EPD modul.	
	English Placement Test	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5/2/15	Attend Corporate Social Responsibility (CSR) by Mr. Aidi R. Amin.	
	The introduction of Corporate Social Responsibility and any issues relates to the CSR.	
	Students are asked to discuss about CSR project in the allocated group	
	Presentation by each group about the CSR project.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
10/12/15 Tuesday	- Attend EOP class by En. Saiful Khoiri.	
	The trainer give a lot of information about understanding the concept of product and services in term of planning	
	The product of service can include:	
	i) product	
	ii) product planning strategies	
	iii) product process	
	iv) select product /services	
	v) key product.	
	Decision that includes of:	
	i) Branding	
	ii) product features	
	iii) Packaging.	
	The trainer ^{task} to complete the assignment gives which is to do some research about any product that available to know better about the choose product, such as about their.	
	i) Company background	
	ii) Product	
	iii) market strategy	
	iv) Current Issue	
	v) Competitors.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
11/12/15 Wed	Finished up the assignment given by En. Saiful Khoiri and En. Aidi R. Amin.	
	i) En. Saiful Khoiri - conduct some research that related to RAMLY SDN BHD product to complete the task given.	
	ii) En. Aidi R. Amin - had assign the chosen organisation that related to the ^{our} CER project, and had to make a resource to collect the information need and complete the task given in presentation form to be present in the next class.	

15



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17/2/2015	Tuesday Entrepreneurship Development Programme (EDP) class 4 th by En. Saiful Khairi.	
	The next modul is relates to capital needs type of financing and also source of funds. This modul is helping to complete the CSR program	
	The explanation for the previous assessment give, which is relates to product RANLY SNA BHD	
18/2/2015	CSR site visit to the saaseen organization Wednesday which is:	
	PERSATUAN SINDROM Down MALAYSIA (Psdm) No. 87 Lingkuanan U. 74001 5500 Kuala Lumpur	
	Conduct some discussion about the main point of CSR program and how the organization can help our team in completing the CSR program	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
23/2/2015	Attend a meeting with CEO and COO	
Monday	From other group led by Mr Aidi R. Amin about mini project or product to be manufactured by each group in completing tasks in which CSR program is needed by every university in their intership period.	
	There are a few product that marketed by En. Aidi, which is:	
	i) Suku kata game level 1-3	
	ii) tiseda	
	iii) Audio book	
	iv) Perundangan	
	v) Modul Lepat membaca.	
	Meeting with CSR group members which is discuss about the CSR program and discuss the time frame about the activity that will be held during 3 month CSR program	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2/3/15	EBP class (Trainer: Mr. Saiful Khairi)	
Monday	* presentation of IKEA marketing strategy * presentation of financial Report	
	Attend meeting (Evenesis)	
	- Evenesis is a company which provide information system for many company. It promotes Event Management System or know as EVENESIS.	
	- EVENESIS is a system to manage events and provide many features which encourage shift from manual to automation. It encourage invitation of events to online to interested people	
3/3/2015		
Tues	- Discussion on CSR project - preparing posters for fundraising 'A waah to help' program - Listing down all activities that is possible to be done at PSDM	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
4/3/2015	i) - 'Corporate social Responsibility 5' (CSR 5) with Mr. Aidi	
Wednesday	- project update for Ooura - Learn on selling technique	
	* Mr. Aidi ask all groups to present updates with slides that have the groups identification starting next week.	
	ii) - site visit to Rumah Persewaan Dawa Pydrame Malaysia in Kuala Lumpur of Jalan U-thanj	
	- Discuss on activities and web building	
5/3/2015	Discussion on CSR project	
Thursday	'All member in groups discuss according to assigned task which is product and outreach program.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
22 April	- Review and edit Persatuan Sindrom Down Malaysia (PSDM) website. - Preparing materials for user manual for PSDM website	
24 April	Preparing financial report for CSR project	
25 April	Meeting with Madam Zaiti (CEO from Machong) - discussion about project handle at skali	
27 April	Preparing and completing user manual for ERS (e-registration system) for Persatuan Sindrom Down Malaysia (PSDM)	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
25 April	Join "Explorace with anak-anak yatim rumah pengasih nuriman" at Taman Botani Shah Alam	
27 April	Monday - Discussion on final report of internship with members from CWM Machong. - Preparing report for internship.	
28 April	Tuesday - Preparing CSR final report and combining CSR final report	
29 April	Wednesday - Preparing slide for CSR update (final presentation)	
30 April	Thursday - Corporate social Responsibility (CSR) 6 of: i) Board of director ii) CSR activities iii) financial report iv) CSR activities report	
1 May	PUBLIC HOLIDAY	
2 May		
3 May		
Monday		



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
25 May Monday	Emergency Leave	
26 May Tuesday	- Learning Management System (LMS) research with SV group members - completing Corporate Social Responsibility (CSR) report - installing e-front - meeting with supervisor: En Munbun about Learning Management System (LMS) by using e-front.	
27 May Wednesday	- Recheck and completing corporate social Responsibility (CSR) report before sent to Si Daniel	
28 May Thursday	- Editing Learning Management System (LMS) in e-front at http://erant.elasia.skali.net/www/index.php	
29 May Friday	- Helping group B editing the book using adobe photoshop and adobe in design.	
1 June Monday	- Doing viva report - Testing efront in skali cloud.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2 June Tuesday	- Doing viva report	
3 June Wednesday	- Doing viva report - Research on LMS in e-front	
4 June Thursday	- Doing viva report for internship report - helping group B editing their product: "Buku cerita & Tebakota" using adobe photoshop & adobe in design	
5 June Friday	Medical Leave (MC)	
6 June Monday	- preparing industrial training report: working on chapter 1 & 2 about the function of department which is SCALE	
9 June Thursday	preparing industrial training report: Sorting out task and project to be included in chapter 3 for training activities and special project	
10 June Wednesday	preparing industrial training report: working on chapter 3 for training activities	



INDUSTRIAL TRAINING STUDENT CHECKLIST

YRR/Ver2/IM245

Name : *NOOR ADMAH BT MOHAMEDALI*

UiTM ID: *2012967673*

Organization: *SKALI GROUP*

Unit/Department: *SCALE 0 DEPARTMENT*

(* Please ✓)

NO.	DESCRIPTION	DATE ACKNOWLEDGE	SIGN	ATTACH APPENDIXES IN LI REPORT (before hardcopy bind)
1	Read & understand the Industrial Training Handbook			
2	Understand that you are NOT allow to take any leave during ITr. But for emergency leave/MC/special case, not more than 6 days in 5 months or else your ITr status automatically FAIL. Any leaves/time off/time lieu given by organization is not counted under this clause (Exceptional). (Record/remark in your attendance form, make copy of MC or any related dcmnt to be attached in your report with attendance report)			
3	Understand that public holidays/festival leave/special leave may varied by state. therefore, folow your current state of ITr and organization/company policy. NO semester break during ITr for ITr students. Record/remark in your attendance form)			
4	Read & understand the IMC690 assessment			
5	Review all the 4 rubrics for assessment (already emailed & download from portal i-Learn -- under IMC690 or IMS657 (folder "Yanty Rahayu Rambli (Ayu) -> Tumpang Pre IMC690-Industrial Training IM225)			
6	Fill in the 'Report Duty Declaration Form' (email to industrialtrainingfpm@yahoo.com , subject: Report Duty Declaration Form from <organization name> or fax : 03-79622007 latest by : 23 FEBRUARY 2015 - Utk Puncak Perdana			
7	Attendance Form (Everyday attendance need to be recorded) - if using system, please print every month and verified by industrial supervisor. If Punch Card please photocopy every month. Acknowledge your absent to your Organization Supervisor directly, in the event of long MCs, please inform LI Koordinator/Faculty Supervisor. (Record/remark in your attendance form, make copy of MC or any related dcmnt to be attached in your report with attendance report)			

8	Log book (Everyday) - can use softcopy or photocopy if full utilized. Record everyday log and need to verify/sign/remarks by Industrial Supervisor weekly/daily)			
9	Email and print Industrial Evaluation Rubric to Industrial Supervisor (Via harcopy/softcopy) at Day 1-2 . Evalution of organization supervisor need to be submitted directly to Faculty Supervisor A WEEK before 30 June 2015) - via email of fax : 03-79622007 - Utk Puncak Perdana			
10	Industrial Training Planner (Jadual Perancangan) for 5 months plan (to discuss with Industrial Supervisor - can be change as needed, weekly/monthly planner) you may draft using MS Office or MS Project			
11	Industrial Supervisor details (email to industrialtrainingfpm@yahoo.com, please see the template provided) DUE DATE: 23 FEBRUARY 2015			
12	Discuss with organization supervisor regarding Mini/Special Project			
13	Consultation - consult with Faculty Supervisor on your Mini/Special project (Via any types of communication medium) - minimum 3 TIMES			
14	PAID Semester (March - July 2015) fees (Last day payment 25 MAC 2015) * Refer Academic Calender			
15	IMC690 course Registration (23 Februari - 15 Mac 2015) * Refer Academic Calender			
16	IMC690 course Validation (Validation DATE 16 MAC - 29 MAC 2015 , GUGUR TARAF - 31 MAC 2015) * Refer Academic Calender			
17	Presentation of Industrial Training (06 JULY - 10 JULY 2015) *estimation date, it may change upon approval, depends on campuses - book your date/time with Faculty Supervisor availability)			
18	Submission of 1 copy of Hard bind Industrial Training Report (06 JULY - 10 JULY) - Dark Blue Hardcover For UiTM			

19	Check your Muet result submission to Faculty and Send a copy to Pn Halimah (Office FPM), Minimum Band 2, Band 1 will not be graduated and need to reseat your Muet and result to be provide before convo) - failed to do so, u will not listed under convocation AND might not graduated) - Utk Puncak Perdana			
20	Attach softcopy Industrial Training Report in a CD and put in a nice envelop and paste it at the back of your Industrial Training Report			
21	Put this checklist in the Table of Contents under Appendixes in Industrial Training Report and Attach this checklist in your Industrial Training Report Appendix			

ITr = Industrial Training, FS = Faculty Supervisor, Visiting Supervisor = VS, LI = Latihan Industri, OS = Organization Supervisor