UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT: INFORMATION TECHNOLOGY DEPARTMENT ON UNIVERSITI TEKNOLOGY MARA CAMPUS SEGAMAT

KM 12, JALAN MUAR, 85000 SEGAMAT, JOHOR ZARUL TA'ZIM, MALAYSIA

SPECIAL PROJECT: INVENTORY RECORD SYSTEM(InReSys)

BY:
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2014706853

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

01 FEBRUARI 2017 – 30 JUNE 20I7

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FACULTY SUPERVISOR

SIR MOHD IDZWAN BIN MOHD SALLEH

REPORT SUBMITTED IN FULFILLMENT OF THE
REQUIREMENT FOR THE INDUSTRIAL TRAINING
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN
01 FEBRUARI 2017 – 30 JUNE 2017

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. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

Signed by

NurAmirabintiSalim

2014706853

Date of submission:

13July2017

ABSTRACT

The industrial training report based on the period from 2nd February 2017 until 30th June 2017 in undergoin Information Technology department at University Technology Mara campus SegamatDepartment that focusing on system and record development. In this industrial training report the student will be discussing regarding the period starting with the organization introductory followed with department introduction along business tasks. In this report it was highlighted about the training activities, experiences skills and challenges that the student has been encountered. All training activities and special project are recorded in this industrial training report. The student has been involved in creating corporate branding which demanding the ability of the student to create powerful and impactful corporate branding. The special project that been given must be fulfill during the period.

Keywords:*Maintenance, Training activities, special project, system, record*

Acknowledgment

Praise to Allah, for five (5) months I have undergo and completed my internship that begins on early February 2017, ends on the last of June 2017. Through those periods, I have learnt thousands of things and make preparation as to finish my course. My gratitude goes to my beloved parents, as they have given me a lot of support in term of emotional, psychological and financial. I am also wanted to show my grateful towards my degree colleagues as they have been thorough the same experience as I did. The ups and down of degree life without them would not be the same.

Not to be forgotten, my faculty supervisor at Universiti Teknologi MARA (UiTM) Kelantan Machang Campus,Sir Mohd Idzwan Bin Mohd Salleh. He has been a motivator, who always helps me throughout the internship period. Thank you for all the censure and guidance as it is extremely useful for me in finishing my report. My gratitude also goes to the Madam Mimi Hasilahas my organization supervisor who constantly guiding me during my Industrial Training period atinformation technology department at UiTMSegamat. All the knowledge that has been shared will be remember in my entire life. My highest gratitude goes to Madam Nurulanmsa Abdullah, who is the most patience and inspiring lecturer I have ever meet. I'm so glad that she's always giving support and information before and after the Industrial Training. Thank you for guiding me from the beginning of my degree life until the end of it.

I have learnt a great deal of significant things while working here. I understand that learning hypothetical is never the same regarding the matter of practice. For instance it is difficult to ace the manners of corresponding with others from the book unless we place it in real life. I likewise learned it is critical to know how to act as a major aspect of the group particularly when you are working in an enormous association. To finish the errand given timing is additionally an alternate significant thing to deal with. As is it known, the universe of working is a totally diverse stage contrasted with the time when we are considering; in this manner by trying for a mechanical preparing it is with the expectation that the understudies are overall arranged and have high certainty to serve the group. Understudies need to convey a huge obligation when working at industry and convey it with trustworthiness and earnestness.

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CHAPTER 1: INTRODUCTION

Bachelor students from Faculty of Information Management are compulsory to go for industrial training at organizations either government sector or private sector. Industrial training is a mandatory course for all degree students of information system management (IMS 245). It is a requirement to fulfil the course in order to complete the degree as well as graduate from the university. The training is a part of academic subject, IMC 609 that requires final year students to undergo training at selected organization. This industrial training provides pre-professional work experience for the students. The period of industrial training is six months includes presentation of knowledge gained during training and the semester break.

Students are required to choose any information agencies for industrial training's placement whether it is paid or unpaid. According to Industrial training handbook (2015), the students have to work under supervision of experienced information professional. Therefore, students are able to learn more on management, gained added skills and practical knowledge that are possibly different at the class. For this industrial training, students will be grade through the assessment that comes from report of organization itself, industrial training report prepared by the students and presentation at the end of training period. For this semester, the trainee, NurAmiraBintiSalim (2014706853), has started working in University Technology Mara Campus Segamat from the 1 of February 2017 until the 6 of July 2017.

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

activities that have been done. On the other hand, it is also contains suggestions and recommendations at chapter 4.

Objectives of Practical Training

The objectives of industrial training are as follow:

I. Acquaint yourself with the structure of an organisation and its management system.

II. Acquaint with the various equipment's used in your working environment.

III. Understand the organisation's work ethics in terms of interpersonal interactions, discipline, rules/regulations and methods of performing your assigned tasks.

IV. Promote a symbiotic environment that will encourage interaction.

V. Improve your self-confidence through acquired hard skill and soft skill.

Roles as a Student

I. Learn from observation, experience gained and supervision.

II. Cooperate with the organisation's staff.

III. Form good interaction between all parties including work colleagues, management and visiting lecturers involved.

IV. Be prepared to contribute in any way deemed necessary.

V. Abide by and adhere to any terms and regulations set upon by the organisation.

What the Organisation Provide

I. Prepare a suitable training programme for the students in accordance with the objectives outlined above.

II. Provide a suitable training staff to supervise and assist in giving a proper guidance as well as assessing the progress of the trainees.

III. Encourage the trainees to be involved in tasks that require responsibility.

IV. Guide the trainees as to the health and safety issues.

V. Organize your placement duration for a minimum five (5) month.

1.1 Background of the Organization

UniversitiTeknologi MARA (UiTM) is a public university based primarily in Shah Alam, the state capital of Selangor, some 28 kilometres west of country's capital, Kuala Lumpur. Established in 1956 as RIDA (Rural & Industrial Development Authority) Training Centre it opened its door to some 50 students with a focus to help the rural Malays. Since that time it has grown into the largest higher education institution in Malaysia by physical infrastructure, staff organization (academic and non-academic) and student enrolment.

Figure 1- UniversitiTeknologi Mara

The university comprises one main campus, 13 autonomous state campuses and 21 satellite campuses. With 17,000 of academic and non-academic staff, UiTM offered some 500 programmes ranging from foundation to postgraduate level. It is home to some 168,000 students: bumiputeras and international students, in full-time and part-time mode. The teaching is fully conducted in English.

1.1.1 Vision

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

1.1.2 Mission

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

1.1.3 Motto

Usaha, Taqwa, Mulia

(Endeavour, Religious, Dignified)

1.1.4 Philosophy

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

Founding

The MARA University of Technology began as RIDA (Rural & Industrial Development Authority) Training Centre inspired by OnnJaafar, the founder and former president of United Malays National Organisation (UMNO). The idea was conceived as a result of a study visit to Ceylon in 1951 (now Sri Lanka) to look into its rural development programme. A resulting working paper outlined the establishment of Rural and Industrial Development Authority (RIDA) and its objectives of rebuilding the rural society, as well as improving the economy of rural Malays. A bill Paper No. 10/1951 was passed by the Federal Legislative Council on the same year that led to its establishment; reveals an interesting insight into the connection between RIDA Training Centre and the Malay community. Section 5 of this paper outlines the justification and the necessity of establishing Rural Industrial Development Authority (RIDA). The word kampong which is synonymous with the Malays, is also used in Section 8 of the paper.

Training centre

In November 1956, RIDA Training Centre began operations in Petaling Jaya, Selangor (currently Jalan Othman satellite campus) under its first principal, Syed Alwi Syed Sheikh Alhadi. It was officially opened by Dr Ismail Abdul Rahman, the Minister for Trade and Industry on 14 February 1957. The training centre conducted pre-university courses, business skills training and several external professional courses offered by established international bodies, such as the London Chamber of Commerce, the Australian Chartered Secretary ship, the Australian Society of Accountants and the British Institute of Management. After the formation of the Federation of Malaysia in 1963, the training centre

began to admit native students from Sabah and Sarawak, and more academic programmes were offered. In 1964, RIDA Training Centre held its first convocation and 50 graduates were awarded certificates by Tun Abdul Razak, the Deputy Prime Minister of Malaysia.The first batch of DewanLatehanRida students in Jalan Othman campus circa 1956.The training centre later became known as MARA College (Malay: Maktab MARA) in 1965. The name change meant that the college no longer operated under RIDA and instead became the most important unit of the MARA Training Division. MARA stands for MajlisAmanah Rakyat under the leadership of Tan Sri ArshadAyub, took over and strengthened the role and responsibilities of RIDA. In 1966, when the British Institute of Management ceased conducting external examinations, MARA College began running its own Diploma in Business Studies. International recognition for the course came from Ealing Technical College in London, which also became its external examiner.

Expansion and Growth

In 1967, the college was upgraded to MARA Institute of Technology (Malay: InstitutTeknologi MARA, ITM). Its establishment came as a response to a need in Malaysia for trained professionals, especially among bumiputeras. This shortage was identified through a manpower survey conducted by the government in 1965 collaboration with the United Nations. Acknowledging the fact that education holds the key to positive social engineering processes, ITM has made education easily accessible primarily to the bumiputera Malays and indigenous bumiputera of the Malay peninsula (such as Jakun, Senoi), and those from the East Malaysia (such as the Kadazan-Dusun, Melanau, and

Dayak). It mainly catered to semi-professional courses predominantly in the science and technology in fields such as

engineering, applied sciences and architecture, building and planning. However, realizing the importance of other complementary nation-building fields, it has also included a repertoire of other salient 'management and humanities-based' fields such as business studies, hotel and catering management, mass communications, public administration, law, secretarial science, as well as art and design. By 1973, branch campuses had been set up in Perlis, Sabah and Sarawak. The development of ITM was in three stages. The first phase (1967-1976) came with the declaration of the institute as an autonomous body with its own 300-acre campus in Shah Alam, and was placed under the Ministry of Rural Development. The second phase (1976-1996) saw ITM rapidly harnessing its potential as an institution of higher learning. It led to the passing of the ITM Act of 1976 that placed the institute directly under the Ministry of Education.

The third phase (1996-1999) came about as a result of an amendment to the ITM Act 1976 which granted the institution all the powers of a university and on par with all the universities in the country, despite retaining its name. Among the significant change was a creation of Board of Directors and Senate. Many principal officers of ITM were re-designated such as the Branch Director was renamed Rector, the Head of Campus became the Provost, while Principal and Senior Lecturers were re-designated as Professors and Associate Professors, respectively; each School was predesignated as a Faculty; ITM was given the power to confer degrees up to Doctor of Philosophy level; ITM

was given the unique power to establish courses and campuses abroad with permission from the Minister of Education; the Institute was conferred additional powers to enable it to conduct business, invest in shares, set up companies and engage in commercial research; disciplinary powers over staff were transferred from the Minister to the Board of Directors; to improve staff accountability, the Institute was bestowed the power to impose a surcharge; and the procedural rights of students in disciplinary proceedings were strengthened.

In August 1999, the Prime Minister Dr Mahathir Mohamad announced the change in name of ITM to MARA University of Technology. With such acknowledgement from the government, a major restructuring exercise was carried out in order to consolidate the University's resources for optimum productivity. As UiTM moves forward, it remains focused on academic excellence, innovation, socio-economic goals, worldwide accreditation, globalisation and new technologies in order to contribute to industry and national development. The UniversitiTeknologi MARA Act 173 was drafted in conjunction with the establishment of UiTM. It is deemed essential as the Act provides guidelines for maintenance and smooth administration as well as other pertaining matters. The Act also serves as an acknowledgement of the institution's transition from an institute to a university, and the authority bestowed upon it to function like any other university. This includes the offering of courses of studies and the conferment of degrees at all levels.

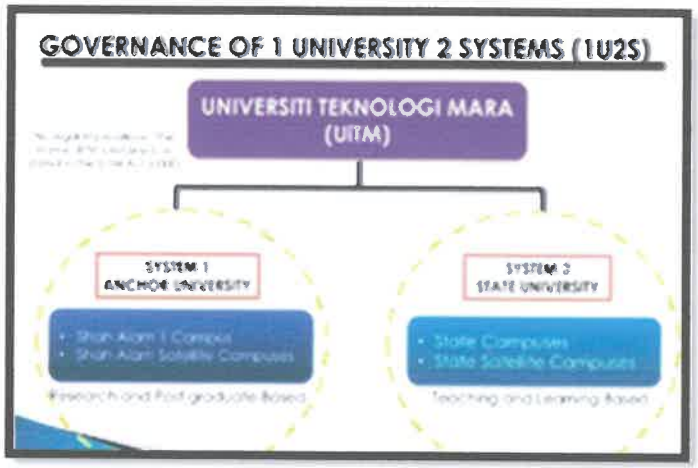


Figure 2 - UiTM's 1 University 2 Systems

MARA University of Technology (UiTM) is Malaysia's largest institution of higher learning in terms of size and population. Beside the main campus in Shah Alam, the university has expanded nationwide with 13 state campuses and more than 21 state satellite campuses, which collectively offers more than 500 academic programmes. UiTM established a system called 1 University 2 System (1U2S). Based on this system, there is an anchor university and 12 state universities.

The anchor university assumes the role of the administrative centre and the state universities will be the autonomous state administration. UiTM headed by a Vice Chancellor while the state campuses is headed by a Rector, who is directly accountable to the Vice Chancellor. The anchor university consists of the Shah Alam Main Campus and satellite campuses (PuncakAlam, Selayang, Sungai Buloh, PuncakPerdana, Jalan Othman, Section 17 and Dengkil), while the autonomous state campuses consists of all

the state campuses and state satellite campuses. All branch campuses will be given the autonomous status in phases. As of June 2014, there are seven state campuses which have been given the autonomous status namely, the Perlis, Perak, Terengganu, Sarawak, Melaka, Pulau Pinang and Pahang campuses.

The Chosen University (UiTM JOHOR campus Segamat)

Full Address

Figure 3- Location in google map

Km 12, Jalan Muar, 85000 Segamat, Johor DarulTa'zim, Kemajuan Tanah JementahBatuSebelas, 85100, Johor, Malaysia.

Not a bit of your contribution. UiTM Johor state history JDT in 1983. The first campus in Bukit Siput was officially opened by Dato 'Abd. Ust bin Ahmad, Minister of Johor at that time. On the needs of an increasingly multiple locations UiTM Johor now moved to a larger building and location that is in SegamatBaru in 1985. In 1990, UiTM Johor was grandly at Km12, Jalan Muar, Segamat on land granted by the state government. Here, UiTM Johor has grown to meet the responsibilities of the campus of the State. Segamat campus

houses four (4) faculties, namely the Faculty of Accounting, Faculty of Business Management, Faculty of Management and the Faculty of Computer Science and Mathematics.UiTM Johor also has a campus located in the city of Johor Bahru. UiTM Johor is now equipped with a variety of teaching and learning infrastructure as well as leisure and recreational facilities that make it a respected institution of higher learning. To be sure, UiTM Johor will continue to forge a glorious name as proof of virtue and purity of the identity of the nation and motherland.

Figure 4 - UiTMSegamat

Philosophy

Each individual is able to achieve excellence through knowledge transfer and application of moral values in order to graduate professionals who seek to develop knowledge and develop themselves, society and the state.

Vision

Makes UiTM a premier university of outstanding scholarship and academic excellence and dynamism to lead the natives in all areas of world-class professionals so born graduates a competitive, global and ethical.

Mission

Enhancing indigenous knowledge and expertise in all areas through the delivery of professional programs, research and community service involvement is based on the values and ethics of professionalism

Objectives

1. Provide maximum opportunities to Bumiputeras to participate in professional-class education in science, industry, technology, trade, the arts and community.
2. Program provides quality teaching and innovative and to meet market requirements and customers while supporting the national development policy.
3. Establishing humanitarian development programs as a means of applying the system of values in society UiTM.
4. Ensure UiTM products not only meet the local people employment market, but also to serve the global stage.

5. UiTM makes an excellent organization that can ensure the management of human resources, finance and property effectively and efficiently to achieve the educational goals UiTM and play a catalytic role in the development of society.

Figure 5 - Organization Executive Structure

IMC 690: INDUSTRIAL TRANNING / DEPARTMENT OF INFORMATION TECHNOLOGY

1.2 Organization Structure

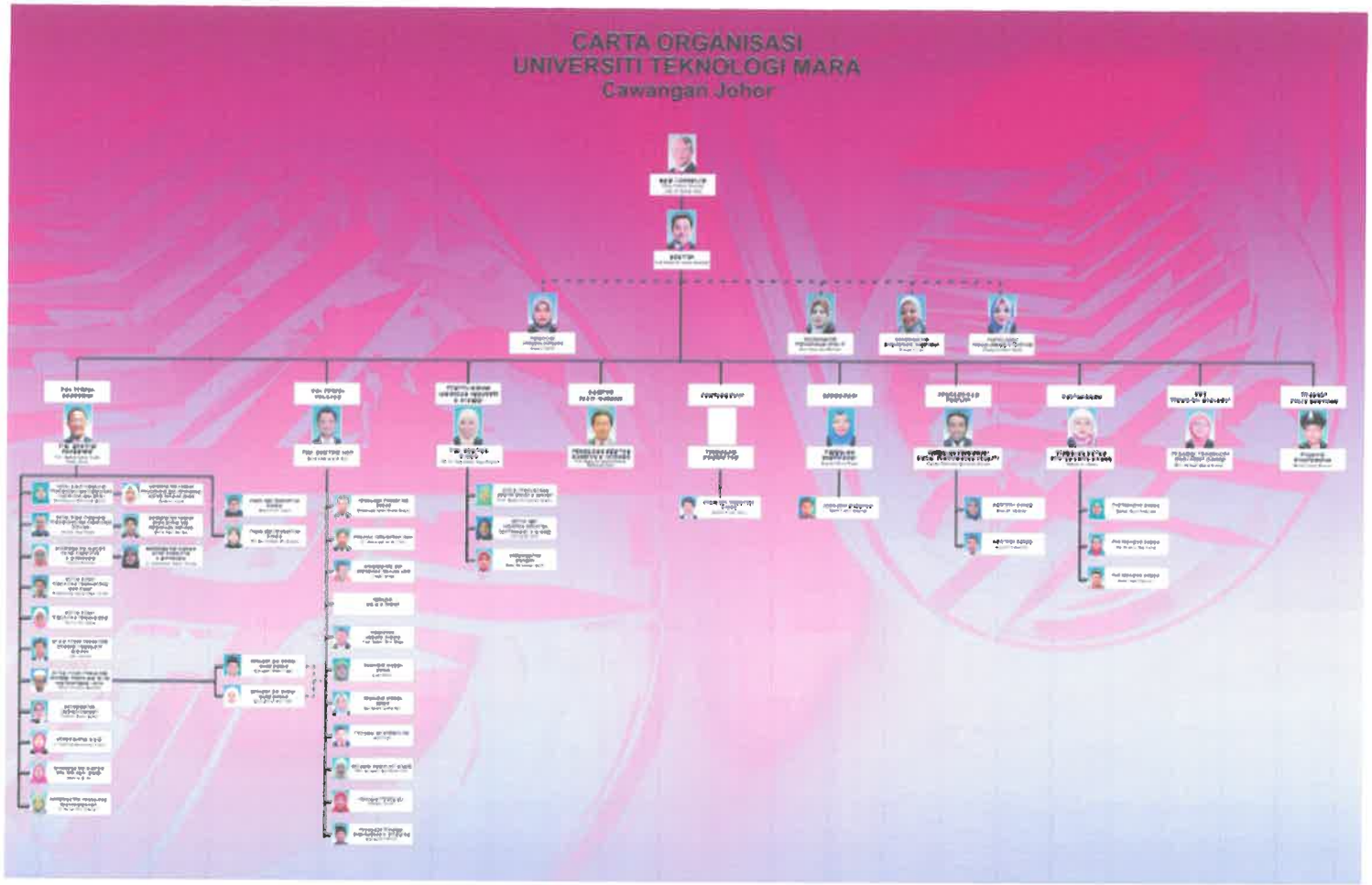


Figure 6 - The Organization Chart of UiTMSegamat

CHAPTER 2: ORGANIZATION INFORMATION

The Chosen department (Unit TeknologiMaklumat)

Information Technology Unit or "Information Technology Unit" was established in 2001 in UiTM Johor headed by an Information Technology Officer, and 1 topic and 3 The Laboratory Assistant. Now, the Information Technology Unit has been instrumental in the development of Information Technology at UiTM Johor Branch, headed by a Senior Information Technology Officer, 2 Senior Information Technology Officer, 4 Assistant Information Technology Officer, 3 and a Senior Computer Technician Computer Technician. Information Technology Unit operates at Ground Floor, Bangunan Sri Laksamana, UiTM Johor Branch.

Figure 7- Front Door of Unit TeknologiMaklumat

Figure 8 – Help Desk of Unit TeknologiMaklumat

Figure 9 – Working area Unit TeknologiMaklumat

Figure 10 – Meeting Room unit TeknologiMaklumat

Objectives

Forming improving and managing information technology appropriate to the needs of students, and administrator's education at UiTM Johor.

2.1 Department structure

2.2 Department function

CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES

3.1 Training Activities

Industrial Training is a course requirement for the final semester students of Bachelor of Information Science(Hons.) Information System Management, as instructed by the Faculty of Information Management. The period for the Industrial Training as it give the student lots of valuable experience and brief picture about the reality of working life. The student is supervised under the supervision of Madam Nurulannisa Binti Abdullah as the faculty main supervisor from University Teknologi MARA (UiTM) Kelantan. The student can refer to the faculty supervisor regarding the progress of the report or queries during the Industrial Training session. The trainers from campus UiTMMachang Kelantan is Sir MohdIdzwan bin MohdSalleh. As for company supervisor the student is supervised by the ICT Department UiTMSegamat Madam Mimi Hasilah. For every given task, the student needs to update every activity during the completion of the task. The update must be recorded or informed to the company supervisor from the date given until the submission date. Every activity must be recorded in the practical training log book and company's time sheet as evidence but at UitmSegamatPunch card is used as recorded the attendance For Industry Training Student and Thumbprint for Staff. The log book and time sheet will check and verified by the company supervisor as evidence of the activities done. Figure depicts the activities of the logbook.This chapter describe all aspects of work that the student has accomplished during the industrial training period. All the details are supported with proofs or evidence and other materials related.

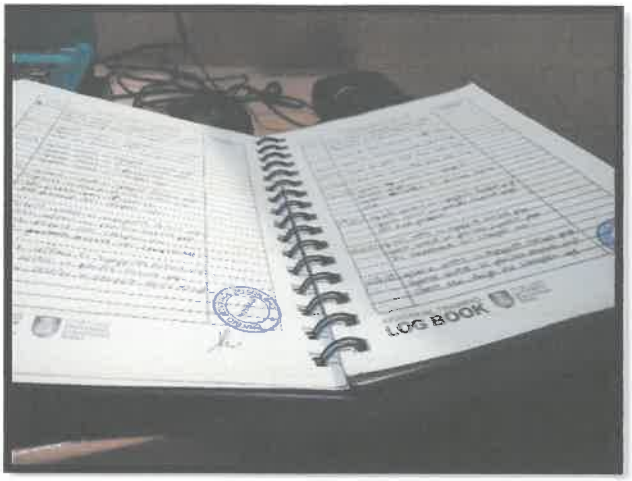


Figure 11- Log Book

3.1.1 Daily Task

During the 5 months industrial training period, there are provided the time table by supervisor officer for the student. Image shown is the time table provided.

The objectives of the Industrial Training are:

- Acquaint yourself with the structure of an organisation and its management system.
- Acquaint with the various equipment's used in your working environment.
- Understand the organisation's work ethics in terms of interpersonal interactions, discipline, rules/regulations and methods of performing your assigned tasks.
- Promote a symbiotic environment that will encourage interaction.
- Improve your self-confidence through acquired hard skill and soft skill.

3.1.2PC Maintenance

Figure 12 - Changing the power supply

The PC has been taken from lecture room because the pc having in power supply and the unit IT staff teach me how to change the power supply to the new one and INSTALL BAC at the lecture room. This activities basically take 15 minute to change one PC power supply. If staff having any issues about the PC the need to fill up one form at the system. Then the IT staff who handle the work need to give the date confirmation to take and repair the PC.

3.1.3Store updating

Figure 13 – Collect Assest Data

- I was given responsibility to manage the IT store, the task given is updating serial number, update location of the asset, changing the broken hardware asset and lock the cable from being stolen. After that I also did install windows, organize the internal hardware or replace the broken hardware. As a practical student I was given many task which is cleaning the IT store that are full of dust. Even it's a hard task for me but I didn't even complaint about it. Before these activities happen we in IT department need go to one by one lecturer room and take their "PC sewa" because the due date for the rental will be end soon. So we carry the entire PC and put it on one store and gather all data who use the asset for future use. All the cable, power supply, mouse, keyboard and monitor have been recorded their serial number for tracing when the date for the supplier will take it. What I get for this activities is teamwork are most important key in this session because as a woman

we not strong enough to carry the heavy burden. So we all did the task with full of cooperation and finish it on time as expected.

Figure 14 – Update serial Number

Figure 15- Asset Store

3.1.4Smartcard

Figure 16 – Print Smart Card

Smart card is the most common thing that every practical student will having some experience to do. Its take several step to making smart card. Firstly student/staff need to give their matrix number at the staff that handle it then the staff will take their picture and the staff will enter nick name for the card. Before last step be taken the card will be print and last step is the card will be encode. For first time do the smart card will be free then if students missing the card will be charge RM30 then the card will be reprint.

Figure 17 – Encode Smartcard

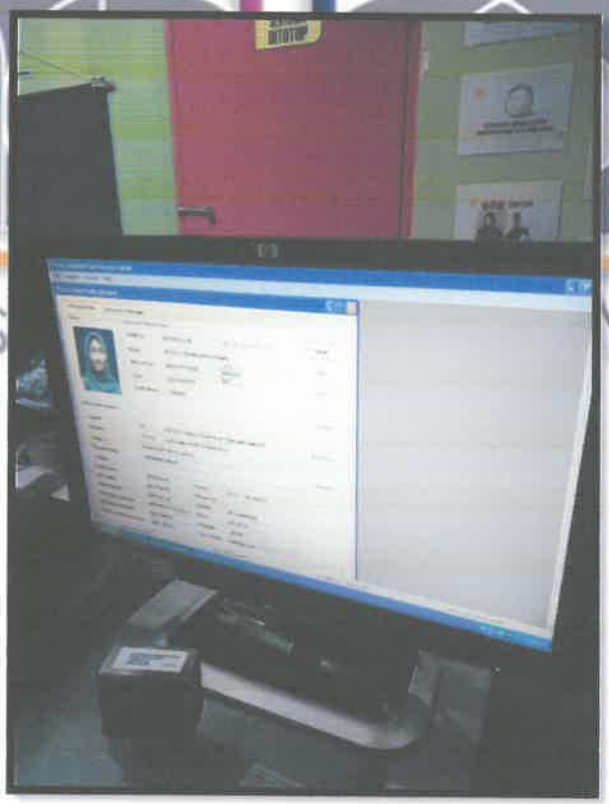


Figure 18 – Smartcard System

Figure 19 – Smart Card Room

3.1.5Assisting in developing website of UiTMSegamat

Figure 20 – Website UiTM Segamat

The activities of assisting in developing website of UiTM Segamat take few day to complete the activities. I gave doing part at update directories on the webpage. All department in UiTM Segamat need to update theirself their list of work and department function on the page the the unit IT staff will edit back and make it more easy to read. By using JoomLa!

3.1.6Help desk

- A help desk is a resource intended to provide the customer or end user with information and support related to a department in their services. The purpose of a help desk is usually to troubleshoot problems or provide guidance about products such as computers, electronic equipment, food, apparel, or software. We usually provide help desk support to their customers through various channels such as toll-free numbers, websites, instant messaging, or email. There are also in-house help desks designed to provide assistance to employees.Help desk or service desk software works to automate the service management and support function. Typical support desk purposes include helping users retrieve lost passwords, helping customers troubleshoot product issues, assisting employees with hardware and software technical problems, and more.

Figure 21- Help Desk Table

Figure 22 – Help Desk

3.1.7 Convocation

Figure 23 – During the convocation

The convocation section have done at 15-17 Mei 2017. As the part of department IT staff. Unit IT need to handle on appearance name student on screen. All the data get it on server that has been given by UiTM Shah Alam. Before the program happen, we need to put graduation name on holder card that will be given for the graduation, before the graduation take the scroll. They need to pass three check point the make sure the redundant data no appear. We also need to scan the graduation name before given them to make sure their barcode not having issue to scan in the convocation hall. There are 2500 graduation has done their section.

3.1.8 Update board

Board is the common ways to deliver information for some department about new update. Before the board was updated , it was so uninterested for some people to check out the board. After the board was cleaned and updated , it attracts people to read the information. This really helps in spreading news or information .

Figure 24 - Bulletin Board 1

Figure 25- Bulletin Board 2

Figure 26 - Bulletin Board 3

3.1.9 Handle UiTM talk/Event program

When any department want to make a talk or event program. They need to fill up the form to inform the staff that handle the multimedia staff to ready with video, slide and etc. as part of IT staff if have follow En Ashraf handle the multimedia in 3 event. Which is all the program is the formal program and involve VIP guest to join it.

Figure 27 – UiTM's Program

3.1.10 Program Nasyid and Sambutan Perarakan Maulidur Rasul

This program have taught how to make sprit to win and make our department became more cheerful and teamwork between us became stronger. This program involving all staff in UiTMSegamat. This activities has done in one day after we have punch card we need gather at the "padangkawad" and we will having "perarakanmaulidurrasul" together we have started at "padangkawad and end at "masjid as-syakirinUiTMSegamat.

Figure 28 – Majlis sambutan

3.1.11 Hari Raya decoration

Figure 29 Hari Raya Decoration

On my practical session our department did some decoration a few days earlier before the arrival of Hari Raya AidilFitri. The input of these activities is to motivate our staff and to stay positive in this happy environment. The activities also take more than two working days. All staff is involved to give some idea about the decoration and also the hariraya feast. The activities that we did are "anyamketupat" using ribbon and also place some beautiful lighting in our office.

3.1.12Gardening Section

Figure 30 Gardening Section 1

Figure 31 Gardening Section

This is the activities that to make sure that teamwork between units it staff became stronger and cheerful. The activities only per month all staff will take their section on doing their job. All the item to plant the tree will be buy using collection of staff Unit IT money and

after finish the activities they will having some freshness like some drink or light food.-

Next, I and my colleague did some outdoor activities as refreshment and cleaning for our garden. The garden is symbolic as Uitmsegamat as the iconic "kampussemulajadi"

3.2 Special Project

Special project is a requirement for each of industrial training students' needs to be carried out in order to complete the industrial training supervised by both supervisor and industrial supervisor. Special project can be any suitable or various project proposed to the industrial supervisor or faculty supervisor and the special project itself can be any kind of project that brings benefits towards the organization or the industrial along with the students themselves where the can applied and developed their skills and knowledge is establishing and completing the special project. For example, the special project can be developing a website developing a system or application, multimedia applications or corporate video, user manual or improvement of process and procedure within the students' learning context area. Then, the special project itself can be event conducted and developed by the students themselves according to the organizations suitability and approval. Therefore, to continue with the development of the special project, it shall be approved by both parties comprises of organization's supervisor and faculty supervisor. This because to ensure that the special project develop by the students are functionally used by the organization's itself and it contributes as beneficial mechanism for the organization or the department's utilization. Inventory control or stock control can be broadly defined as "the activity of checking a shop's stock". More specifically inventory control may refer to:

- In operations management, logistics and supply chain management, the technological system and the programmed software necessary for managing inventory

- In economics and operations management, the inventory control problem, which aims to reduce overhead cost without hurting sales. It answers the 3 basic questions of any supply chain: When? Where? How much?

- In the field of loss prevention, systems designed to introduce technical barriers to shoplifting

Inventory control is also about knowing where all stock is and ensuring everything is accounted for at any given time. An inventory control system or a computerized inventory system is a process for managing and locating assets. In common usage, the term may also refer to just the software components. Many organization now use inventory control systems. The term "inventory control system" can be used to include various aspects of controlling the amount of assets that currently use and in the stockroom and how reordering happens. Typical features of inventory control software include:

- Ensuring that the assets are ready and in just the right quantity.
- Recognizing when a staff and student has use the assets.
- Automatically signalling when more assets need to be use from the stockroom.
- Automatically reschedule assets at the appropriate time from the main stockroom.
- Automatically producing management information reports that could be used both by local managers and at head office.

- The user can give an update where the assets have been located

Wireless barcoder reader with docking station.

Modern inventory control systems often rely upon barcodes and radio-frequency identification (RFID) tags to provide automatic identification of inventory objects. Inventory objects could include any kind of physical asset: merchandise, consumables, fixed assets, circulating tools, library books, or capital equipment. To record an inventory transaction, the system uses a barcode scanner or RFID reader to automatically identify the inventory object, and then collects additional information from the operators via fixed terminals (workstations), or mobile computers. The new trend in inventory management is to label inventory and assets with QR Code, and use smart-phones to keep track of inventory count and movement. These new systems are especially useful for field service operations, where an employee needs to record inventory transaction or look up inventory stock in the field, away from the computers and hand-held scanners.

3.2.1 Project Overview

Special project name

Inventory Record System (InReSys)

What is inventory record system?

Inventory systems allow you to keep track of and make sure your inventory records are up-to-date

Why InReSys been develop?

InReSys been develop for tracking the technology hardware where and what it status. It makes technical staff easy to locate the hardware and save time for searching the hardware/assets.

3.2.2 Problem Statement

The current system no relevant and more user friendly to use. So it can make the updated windows cannot run the current system. Holding too much stock adds costs to the

business and some other problems such as appraisal proses and assets handling will add cost and reduce efficiency. The record of the inventory does not tally with the actual stock count in the warehouse. Therefore, effort is needed to address the stated problem. Development of a systematic inventory management and control can reduce or eliminate those problems and consequently would improve the in-flight catering business.

3.2.3 Objectives

- Ensuring that the assets are ready and in just the right quantity.
- Recognizing when a staff and student has use the assets.
- Automatically signaling when more assets need to be use from the stockroom.
- Automatically reschedule assets at the appropriate time from the main stockroom.
- Automatically producing management information reports that could be used both by local managers and at head office.
- The user can give an update where the assets have been located

3.2.4 Scope of the project

Regardless of which type of inventory system a company uses, the scope of the inventory may change based on the strategic targets of the business. Scope may refer to different aspects of how inventory counts are conducted or to the way inventory information is used. A manufacturer of durable goods may use inventory information to control the costs of assets and to maximize margins, while anassets may prioritize fast turnover of inventory to ensure freshness. The importance of inventory counts in those examples may require staff

dedicated to inventory management, while a small cleaning business may not need more than an occasional scan of its cleaning supplies inventory to function efficiently.

3.2.5 User Target and Tool used for development

Admin is the main role and part of the system. Allowing administrator do all the maintenance in the system. Allowing all users to register and use our system. Such as user that use this system are Unit IT Staff and target Users that allow using this system can see the different while using old and new system such as was developed using Microsoft access which have limited database and the current system not support window that been updated now. Language and Microsoft Access as the database platform. Those are all the old system that using for develop the system. These systems support all language such as English, Malay, Mandarin and Tamil. Below are the new application and system that been use to develop the system

Software/platform

1. Operating system: Windows 8.1

   Windows 8.1 is selected as my developing operating system because it is the current OS in my laptop, because currently most new PC or laptop is in window 8.1 OS, it is update of window vista.

2. Local host: WampServer

When I develop PHP website, I needed a local host for testing and preview the page to check whether any of problem have.

3. Database: MySQL

   For database, I using MySQL because it already in the WampServe, so I just using it as my database.

4. Development tools and programming language: Adobe Dreamweaver CS3

   I would like to use adobe Dreamweaver CS3 as my developing software. Dreamweaver is powerful and flexible developing software, it allows to use PHP programming to write the coding part, so I choose it.

Features and Description Usability Should have a capability to deal with a variety of text, images video and sound formats with precision and ease. Animations should have wide ranging capabilities in terms of interactive simulations, media support, animated buttons, illustrations, maps, etc. Smoothness should have anti-aliasing feature, meaning that all letter and image edges are smooth. Integration should have integration capabilities with a wide range of software used for different jobs like Real, ActiveX, Shockwave, Flash, QuickTime, Photoshop and other applications. Delivery should be able to develop one piece of content for delivery on different media types. User friendliness should be the easiest, most versatile, and have the most pre-built models. Clientele should have applications for instructional designers, subject matter experts, training developers and others.

3.2.6 Benefits of New System

Inventory management is primarily about specifying the shape and percentage of stocked goods. It is required at different locations within a facility or within many locations of a

supply network to precede the regular and planned course of production and stock of materials.

3.2.7Project Planning

System development methodology is a standard process followed in an organization to conduct all the steps necessary to analyses, design, implement and maintain information systems. The software development life cycle is the complete processes that take place while developing software. There are many software development life cycle that used the SLDC and each has it is own importance in software development. The traditional methodology used to develop, maintain and replace information system. The phase in SDLC is the planning, analysis, design, implementation and maintenance. The hearts of system development become the model of the project.

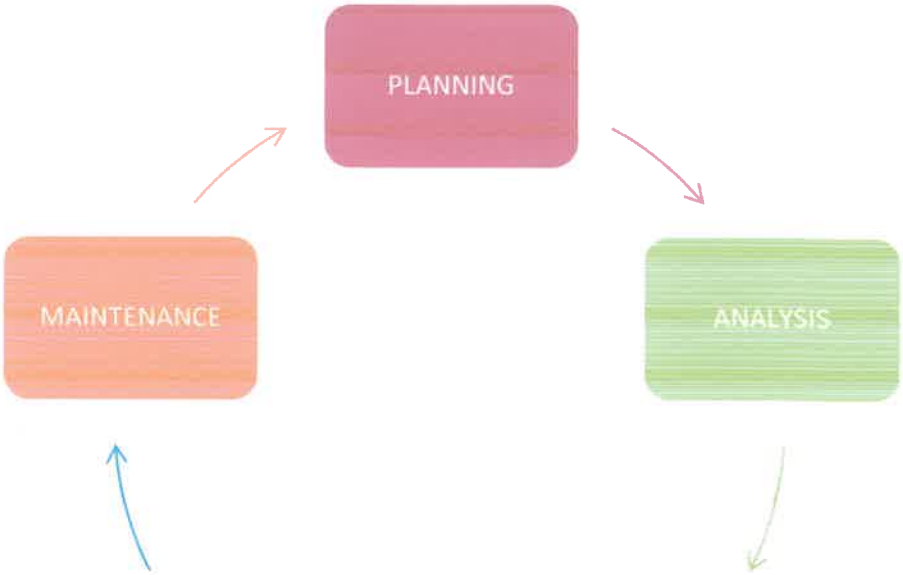


Figure 32: Heart model

✓ **Planning**

The first step heart system development in phase of the SDLC is the planning. Planning is an organization collects the information system that need to identified, analysed, prioritized and arranged. Planning for the project is to check whether the technology is suitable or not and then proper documentation is prepared which helps further in the develop process. That means the system that want to be developed is inventory record system. These systems is for To record an inventory transaction, the system uses a barcode scanner or RFID reader to automatically identify the inventory object, and then collects additional information from the operators via fixed terminals (workstations), or mobile computers. The new trend in inventory management is to label inventory and assets with QR Code, and use smart-phones to keep track of inventory count and movement. These new systems are especially useful for field service operations, where an employee needs to record

inventory transaction or look up inventory stock in the field, away from the computers and hand-held scanners.

✓ **Analysis**

System analysis is the process of gathering and technique that decomposes a system into its component pieces for the purpose of the studying and structuring. Also study about the current system that called "PC INFO". The current system that been used are not suitable with the updated system. System analysis is a problem solving that requires intensive communication between the system user and system developers. Based on system development life cycle, analysis is the second phase and the purpose of the analysis is important phase of any system development process that is to determine what information needed and services to functional the system. The system that was created is called inventory record system (InReSys). The system is used by Unit IT staff and all staff UiTMSegamat that using all asset in Uint IT.

✓ **Design**

Third step in this methodology is system design. The requirements gathered in the above phase are evaluated and proper implementation strategy is formulated according to the software environment. The design phase is further categorized two sections, for instant, system design and component design. By the way it is explain how the components travel to another and design will simple to the user. The design, focus on the hold system like a database design, system design, input and output design others. The structure only simple easy to understand and easy to use for the user on the other hand the colour and others should be contra and suitable for user. Simple design will make interesting nice to attract user to use the system.

- ✓ **Implementation**

The, implementation system is the time start the process of creating database of the system an components. The information gathered in the first two phases is applied in this step to create the actual working parts of the system. The design generated in the above phases is converted into machine language that the computer can actually understand and process. The systems develop coding and take time to finish it up.

- ✓ **Maintenance**

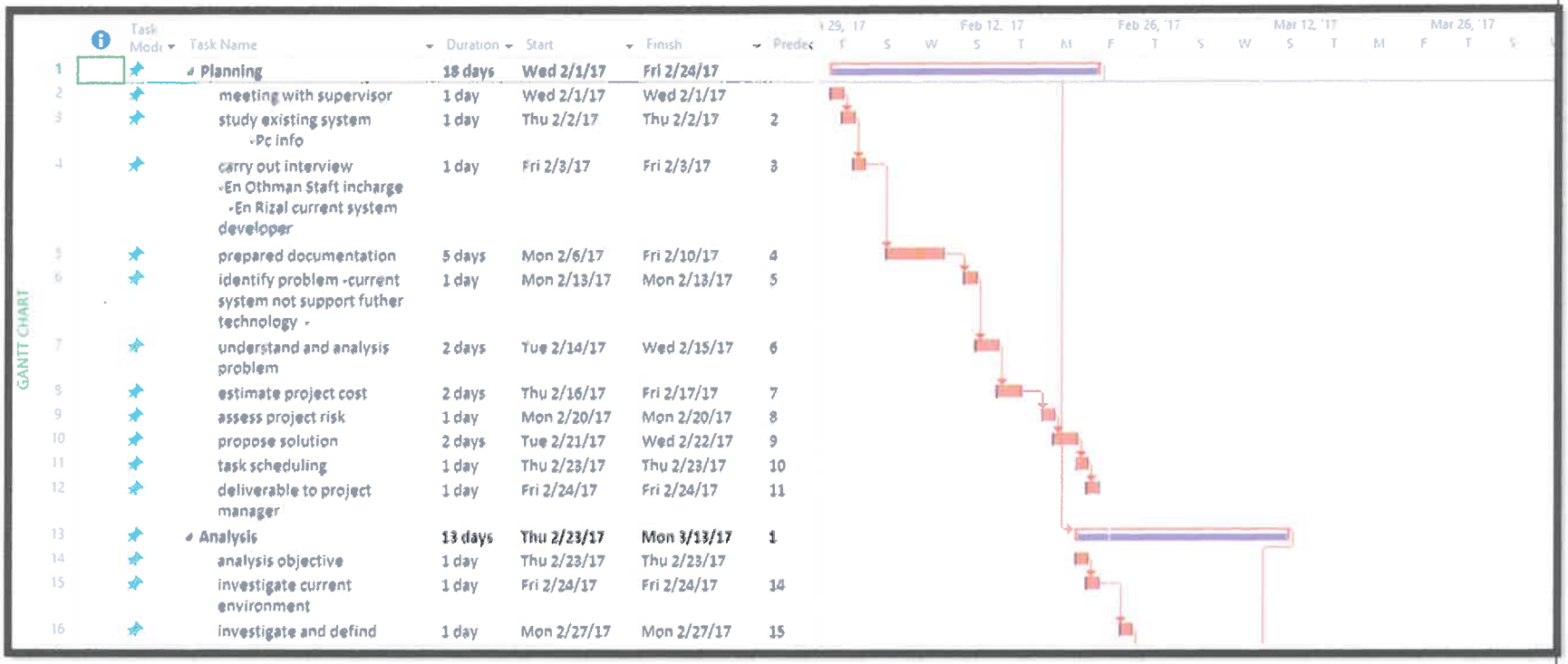
The last step is maintenance system. The process takes time from a few months to many days. However, with passage of time requirements will also change and modification or additions will be required to keep it effective.

Conclusion

Conclusion from this chapter is developer need to choose the suitable methodology for the development of system. Heart system has every phase or stages that need to be follow to ensure the quality of the final system. Heart model system is chosen because the requirements for the system are very well documented, clear and fixed. All these phases are cascaded to each other which progress is as flowing steadily downwards through the phases.

3.2.8. Gantt Chart

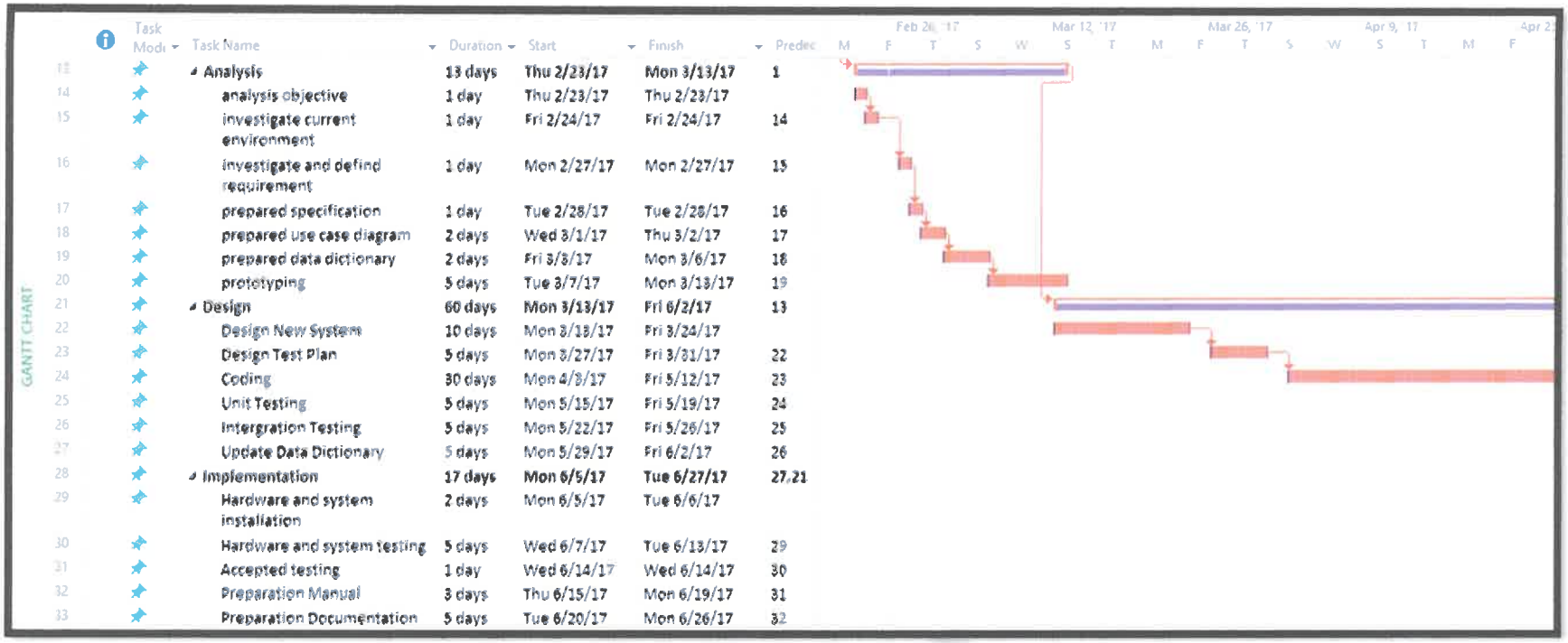
Gantt Chart is the importance things in project development because in this chart, trainee need to list and scheduled all the task that require in making this project ad also target time for completing each task.



GANTT CHART

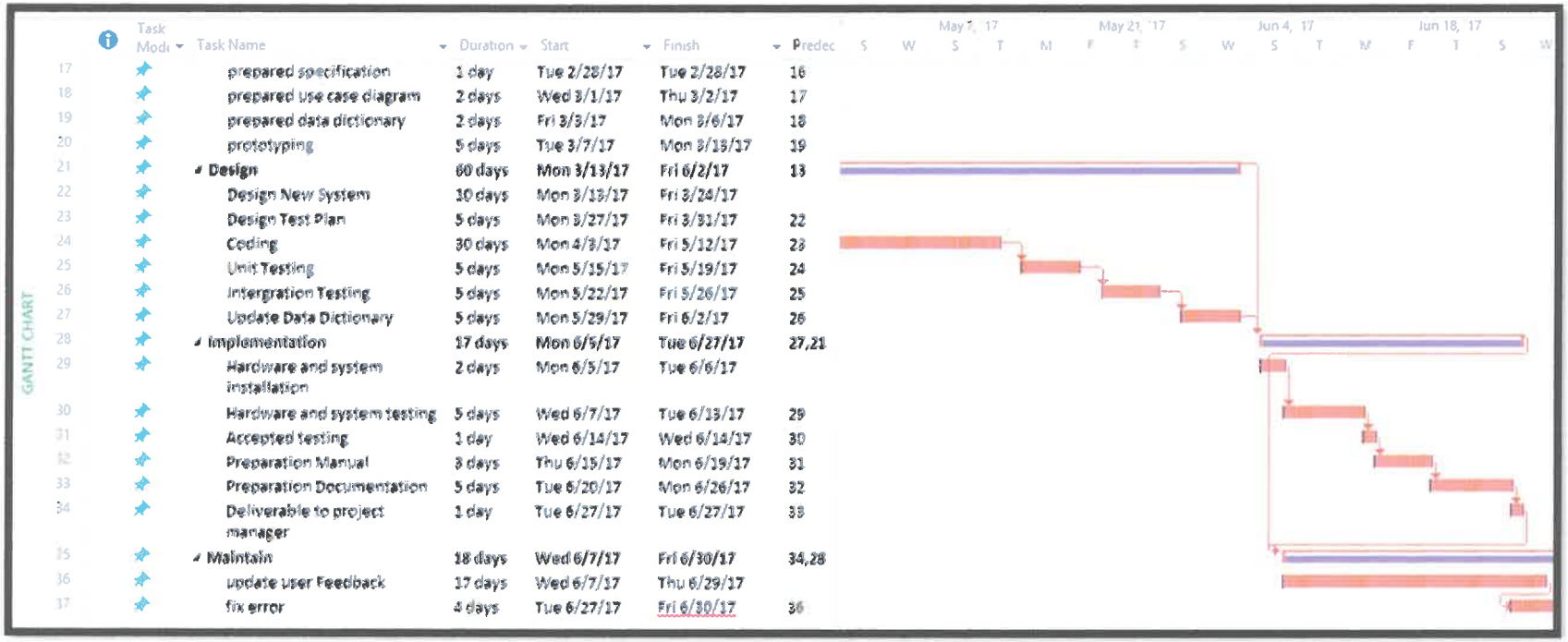
	Task Mode	Task Name	Duration	Start	Finish	Predecessors
1		Planning	18 days	Wed 2/1/17	Fri 2/24/17	
2		meeting with supervisor	1 day	Wed 2/1/17	Wed 2/1/17	
3		study existing system -Pc info	1 day	Thu 2/2/17	Thu 2/2/17	2
4		carry out interview -En Othman Staft incharge -En Rizal current system developer	1 day	Fri 2/3/17	Fri 2/3/17	3
5		prepared documentation	5 days	Mon 2/6/17	Fri 2/10/17	4
6		identify problem -current system not support futher technology -	1 day	Mon 2/13/17	Mon 2/13/17	5
7		understand and analysis problem	2 days	Tue 2/14/17	Wed 2/15/17	6
8		estimate project cost	2 days	Thu 2/16/17	Fri 2/17/17	7
9		assess project risk	1 day	Mon 2/20/17	Mon 2/20/17	8
10		propose solution	2 days	Tue 2/21/17	Wed 2/22/17	9
11		task scheduling	1 day	Thu 2/23/17	Thu 2/23/17	10
12		deliverable to project manager	1 day	Fri 2/24/17	Fri 2/24/17	11
13		Analysis	13 days	Thu 2/23/17	Mon 3/13/17	1
14		analysis objective	1 day	Thu 2/23/17	Thu 2/23/17	
15		investigate current environment	1 day	Fri 2/24/17	Fri 2/24/17	14
16		investigate and defind	1 day	Mon 2/27/17	Mon 2/27/17	15

Figure 19: Project Development Gantt chart



GANTT CHART

	Task Mode	Task Name	Duration	Start	Finish	Predec
13		Analysis	13 days	Thu 2/23/17	Mon 3/13/17	1
14		analysis objective	1 day	Thu 2/23/17	Thu 2/23/17	
15		investigate current environment	1 day	Fri 2/24/17	Fri 2/24/17	14
16		investigate and defind requirement	1 day	Mon 2/27/17	Mon 2/27/17	15
17		prepared specification	1 day	Tue 2/28/17	Tue 2/28/17	16
18		prepared use case diagram	2 days	Wed 3/1/17	Thu 3/2/17	17
19		prepared data dictionary	2 days	Fri 3/3/17	Mon 3/6/17	18
20		prototyping	5 days	Tue 3/7/17	Mon 3/13/17	19
21		Design	60 days	Mon 3/13/17	Fri 6/2/17	13
22		Design New System	10 days	Mon 3/13/17	Fri 3/24/17	
23		Design Test Plan	5 days	Mon 3/27/17	Fri 3/31/17	22
24		Coding	30 days	Mon 4/3/17	Fri 5/12/17	23
25		Unit Testing	5 days	Mon 5/15/17	Fri 5/19/17	24
26		Intergration Testing	5 days	Mon 5/22/17	Fri 5/26/17	25
27		Update Data Dictionary	5 days	Mon 5/29/17	Fri 6/2/17	26
28		Implementation	17 days	Mon 6/5/17	Tue 6/27/17	27,21
29		Hardware and system installation	2 days	Mon 6/5/17	Tue 6/6/17	
30		Hardware and system testing	5 days	Wed 6/7/17	Tue 6/13/17	29
31		Accepted testing	1 day	Wed 6/14/17	Wed 6/14/17	30
32		Preparation Manual	3 days	Thu 6/15/17	Mon 6/19/17	31
33		Preparation Documentation	5 days	Tue 6/20/17	Mon 6/26/17	32



	Task Mode	Task Name	Duration	Start	Finish	Predec
17		prepared specification	1 day	Tue 2/28/17	Tue 2/28/17	16
18		prepared use case diagram	2 days	Wed 3/1/17	Thu 3/2/17	17
19		prepared data dictionary	2 days	Fri 3/3/17	Mon 3/6/17	18
20		prototyping	5 days	Tue 3/7/17	Mon 3/13/17	19
21		**Design**	**60 days**	**Mon 3/13/17**	**Fri 6/2/17**	**13**
22		Design New System	10 days	Mon 3/13/17	Fri 3/24/17	
23		Design Test Plan	5 days	Mon 3/27/17	Fri 3/31/17	22
24		Coding	30 days	Mon 4/3/17	Fri 5/12/17	23
25		Unit Testing	5 days	Mon 5/15/17	Fri 5/19/17	24
26		Intergration Testing	5 days	Mon 5/22/17	Fri 5/26/17	25
27		Update Data Dictionary	5 days	Mon 5/29/17	Fri 6/2/17	26
28		**Implementation**	**17 days**	**Mon 6/5/17**	**Tue 6/27/17**	**27,21**
29		Hardware and system installation	2 days	Mon 6/5/17	Tue 6/6/17	
30		Hardware and system testing	5 days	Wed 6/7/17	Tue 6/13/17	29
31		Accepted testing	1 day	Wed 6/14/17	Wed 6/14/17	30
32		Preparation Manual	3 days	Thu 6/15/17	Mon 6/19/17	31
33		Preparation Documentation	5 days	Tue 6/20/17	Mon 6/26/17	32
34		Deliverable to project manager	1 day	Tue 6/27/17	Tue 6/27/17	33
35		**Maintain**	**18 days**	**Wed 6/7/17**	**Fri 6/30/17**	**34,28**
36		update user Feedback	17 days	Wed 6/7/17	Thu 6/29/17	
37		fix error	4 days	Tue 6/27/17	Fri 6/30/17	36

3.2.9Discuss the system proposal

Online registration played an important role in registration field nowadays. This project designed to meet requirements the organization. There will several diagrams in developing E-Courses comprises of context diagram, data flow diagram level 0, flowchart and entity relationship diagram. Context diagram is an overflow of an organization system that shows the system and the major information flow between the entities and the system meanwhile data flow diagram level 0 displays a system's major process, data flows and data stores at high level of details compared to usual flowchart (,2014). Data flow diagram (DFD) is versatile diagramming tools which represent both physical and logical information systems. As for entity relationship diagram (ERD), it is essential for every system developed because the diagram displayed detailed, logical representation of the data for an organization or for a business area and commonly the ERD are expressed in terms of entities in the business environment, the relationships among the entities and the attributes of the entities and their relationships. ERD is necessary for any system developed because it represents the existence of database or data store in the system.

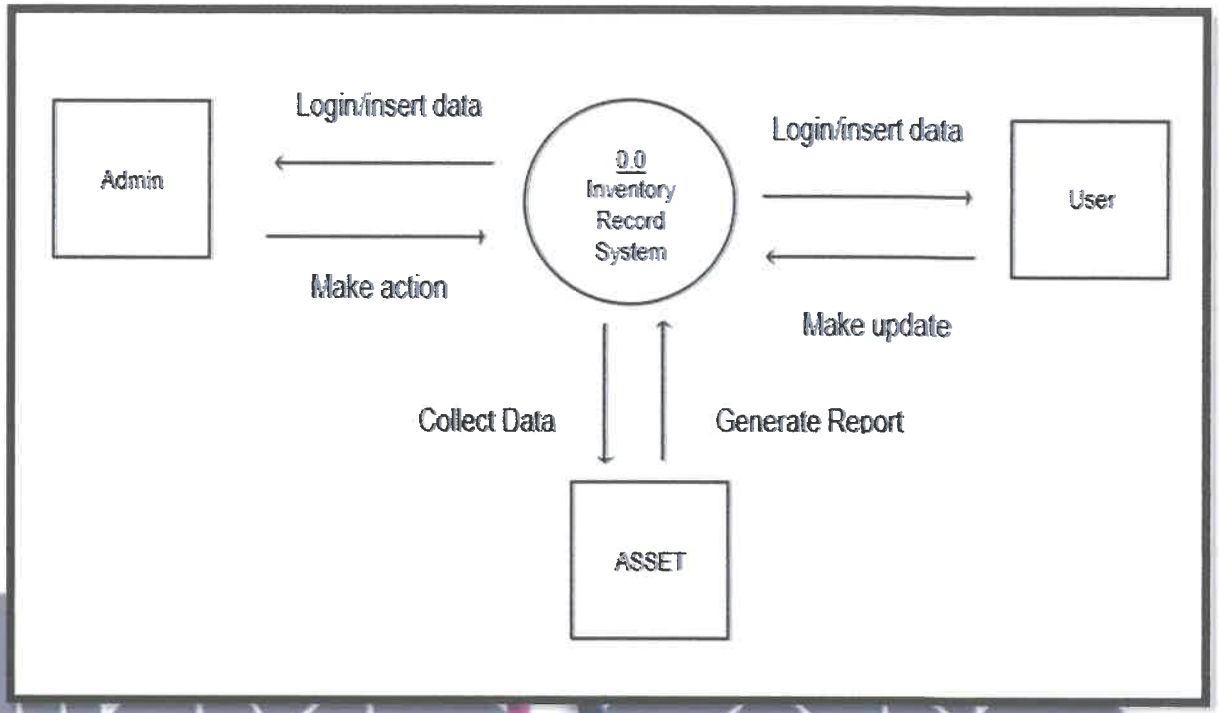
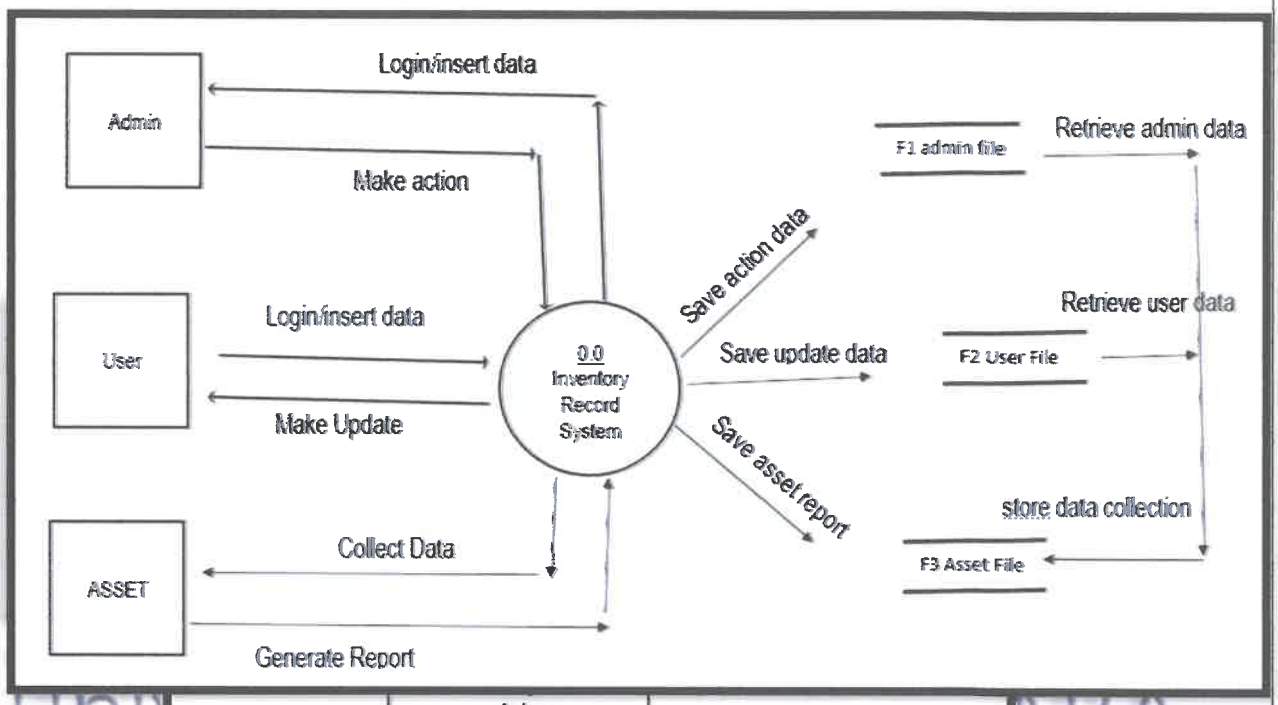
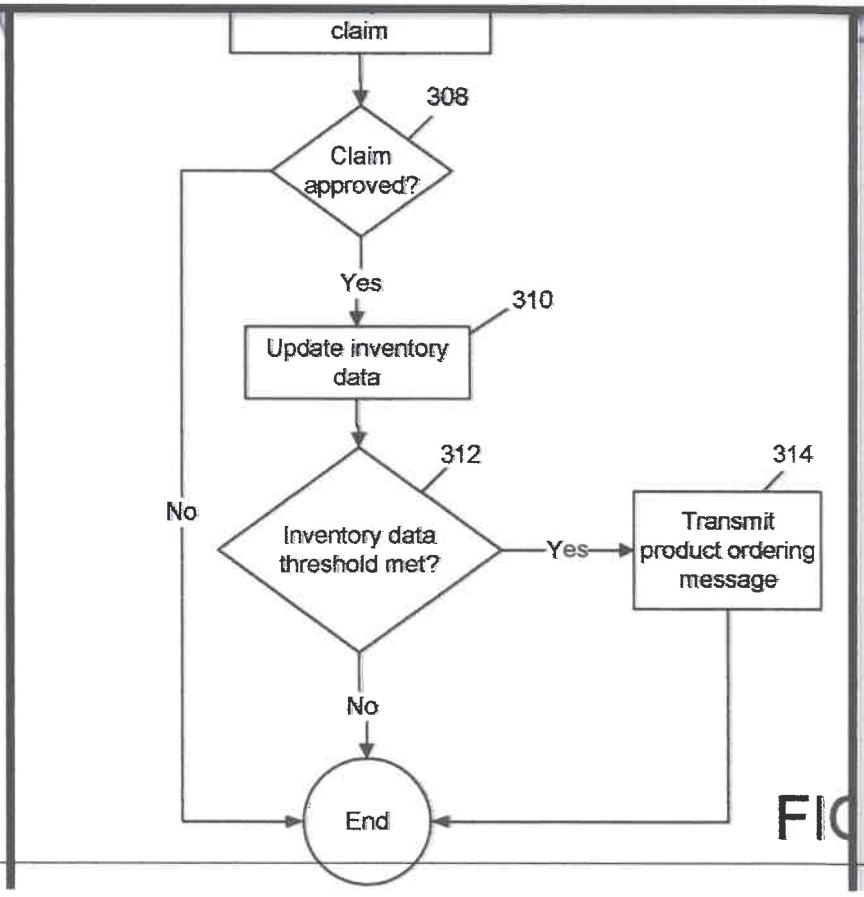


Figure 14 Context Diagram E-Courses system


Admin
Login/insert data
Make action
User
Login/insert data
Make Update
ASSET
Collect Data
Generate Report
0.0
Inventory
Record
System
Save action data
Save update data
Save asset report
F1 admin file
Retrieve admin data
Retrieve user data
F2 User File
store data collection
F3 Asset File


claim
308
Claim approved?
Yes
310
Update inventory data
312
Inventory data threshold met?
No
Yes
314
Transmit product ordering message
No
End

FIG

Figure 16 Flowchart

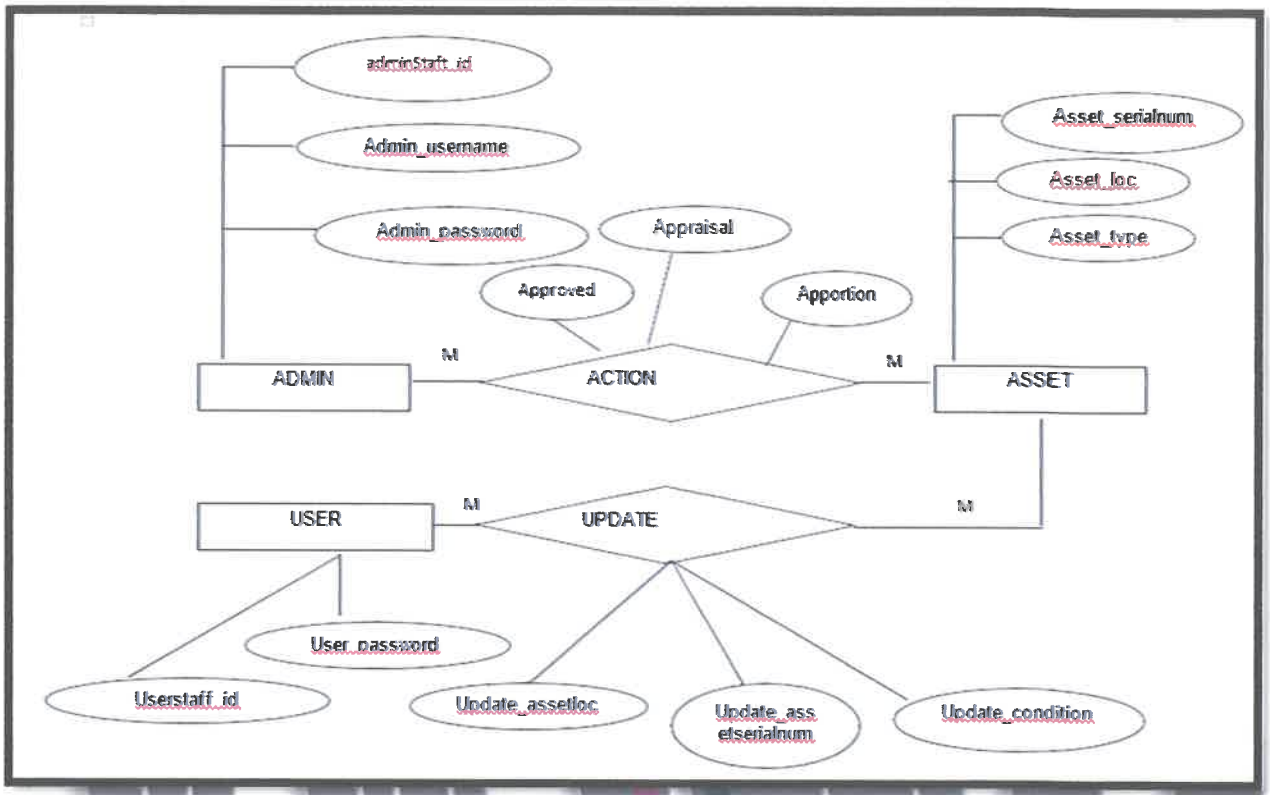


Figure17 Entities relationship diagram


InfoTech
Universiti Teknologi MARA

CHAPTER 4: CONCLUSIONS

Will I recommend other student to do their industrial training here? Yes absolutely. Why? Because its expose to the real life working situation. A of lot works especially in filling records and system management, especially on asset management, and you will receive a warm welcome from all the co-worker, supervisor and subordinates. A lot of experience you will get here and learn so many things which u won't get it in the class or by reading text book.

I got only two (2) recommendations here, as for company's improvement, which are:- 1.Their filling system need to be organized more efficient since they have a lot of confidential information to be keep. Furthermore well maintenance in the filling management will help their filling system going smooth. So that the entire document are well protected and available went needed.2. The office equipment such as computer need to be upgrade because it's too slow to be operates. Its takes a lot of time to finish one task due to the slow programmed system.

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

Table 4.1 Knowledge, skills and experience applied by trainee

Project/ Activities	Knowledge	Skills	Experience	Related courses
Assisting in developing website	Characteristics of collaborative problem-solving practices and knowledge sharing practices within virtual teams • identify the needs of the virtual team	Criteria for evaluating the effectiveness of websites	Apply criteria to evaluate the extent to which the prototypes meet the needs of the organization.	Foundation of Records Management (IMD155)
Develop system	The coding, design, user friendly pages, taking noted from supervisor, knowledge from the staff especially ICT staff. As for software develop apps when to develop the system.	The skills is trainee will able to find information used by own self.	Trainees learn how to create the system to the organization.	System Analysis in Information Management I & II (IMS606 & IMS655)
Special Project	MYSQL is a database management system; PHP is the coding for generator the	The trainee able to enhance her skills in developing special project by using MYSQL	The trainee able to learn on PHP based basic coding with is	Database application for information management (IMS

	system.	and PHP based on what had been learned in subject IMS506 and expand her skills in using basic programming language and macro programming.	through notepad.	506)
Industrial training report	Knowledge in the writing of industrial training report based on guidelines given by the industrial training coordinator and thus, referred to IMS606, IMS655 and IMC651 subjects in order to develop the industrial training report until it is completed and fulfilled its criteria.	The trainee used several application software to draw the diagrams related in the developing the special project such as Microsoft Visio, project, power point and paint. The trainee also gain more understanding in the three particular subjects so that the industrial training report are wrote correctly according to its requirements and information needed to be filled in it.	The trainee experienced in developing this industrial training documentation byherself starting from the first page of this report until it's last pages. The trainee also able to applied her knowledge in developing both special project and industrial training report starting from the planning phase until maintenance phase.	Information SystemManagement (IMS552) System Analysis in Information Management I & II (IMS606 & IMS655) Evaluation of Information Services (IMC651).

IMC 690: INDUSTRIAL TRANNING / DEPARTMENT OF INFORMATION TECHNOLOGY

4.2 Personal Thoughts and Opinion

This unit provides a gentle introduction to the usage of modern information and communications technology in the workplace. Through specific examples, taken from real-world problems, the unit explores how Information and Communications Technology (ICT) can enable service-oriented aspects in different domains. This involves an understanding of basics of how computer systems and network systems work, a contextualization of the provision and receiving of ICT-enabled services, the use of system and application software including desktop processing software, an understanding of aspects of computer security and computer administration, the use of Web 2.0 technology, an understanding of concepts of mobile computing and communications technology, importance of different open source and proprietary IT solutions, and knowing the benefits of cloud computing based application software for workplace. This unit will be co-taught with unit Information Technology for the Workplace G.

As a whole, I find that use of ICT in UITM is the way to go.

- On successfully completing the unit, student will be able to: Demonstrate a sound understanding of, and have gained hands-on experience in, how computer systems work and how they connect to the network at the workplace and the internet;
- Demonstrate an understanding of the day-to-day aspects of computer security;
- Use application software, including desktop processing software, (For e.g.Office Productivity Software Suite);
- Set up a website and to use Web 2.0 technology (Website UiTMSegamat);
- Show an understanding of concepts on contemporary mobile computing and communication;
- Computer administration tasks; and

- Demonstrate an understanding of the difference between proprietary and open source IT solutions.
- Recognize the benefits of different cloud computing application software for workplace.

4.3 Lessons learnt

- Speak up: Many times I would be sitting at my isolated desk with endless questions about what I was supposed to be doing. I was completely paralyzed in my chair because I was too afraid to walk around or bother anyone. I rarely moved from my desk the first few weeks, but I would have been much more efficient and happier if I had gotten up, asked my questions, and got back to work.
- Take on as much as you can: In the entire two months I was at my internship working for a newspaper, I only wrote three articles. I don't know what the normal standards are for interns at publications, but I think I could have done more. I wish I would have asked for more work and when I was asked to contribute another article, I should have said yes.
- Work hard: This is an obvious one, but don't waste time. You're there to work, and they didn't have to give you this opportunity. Make the most of your time and theirs.
- Mimic your coworkers: I do not mean to play that game and repeat everything they say just to annoy them. I mean watch how they interact, how they talk, how they dress, and their repeated habits. For example, if you notice that everyone is always on time and takes punctuality seriously, you darn well better be there at 9:00 a.m. sharp, or earlier. You can learn a lot about office etiquette procedures from the ones who have been there for twenty years.

- Talk with your coworkers: Coworkers have a lot of experience and they have obviously made it in that particular field. Ask them how they got this far and what advice they have for you. You could learn a lot and get some great ideas.
- Be thankful: The best thing to do is send a handwritten note thanking them for the experience and opportunity to work with them. It'll leave them with good thoughts about you and you can most likely refer to them for a recommendation later.

4.4 Limitations and Recommendations

4.4.1 Limitation

As a practical student I am obligated to pinpoint issues that can affect the level of performance in Department of information technology. The condition for this is to not give away company secrets and affect the reputation of the department negatively. 6 months is not enough to cover every single issue in detail and it does not reflect the overall annual job performances. Therefore, it is important for readers to note that what has been written here is solely based on my observation during the limited time.

Staffing is a common issue in all organizations that handles a large amount of people. It is no different in the Department of information technology, with over 270 people in UitmSegamat that using asset that IT department handle. During my time at the office I have seen many issues regarding staffing, particularly in assets management.

4.4.2 Recommendation

Furthermore these are several recommendations regarding IT opportunities for improvement that should been apply in all Department of Information Technology:

- Establish New IT Governance The university community depends on IT services to conduct research, improve teaching/learning, do community service, and provide administrative support. Making appropriate investments in IT requires effective decision making on the part of university leadership. The university will develop and implement a governance process that provides strategic leadership and oversight of IT resources across the university, establishes university-wide IT priorities, and produces accountability and transparency.
- Establish a Sustainable IT Cost and Funding Model University leaders need maximum value from each dollar spent on IT. The university will establish a transparent, trusted, and sustainable costing, pricing, and funding model that accounts for the total cost to develop, provide, and maintain local and central IT services across the university and provides a sustainable economic model for IT services. This is a task that will require the involvement of all IT governance bodies.
- Create a Clear Strategy for Instructional Technologies Faculty and students need access to appropriate IT services to facilitate and improve the range of teaching and learning modalities. The university will establish the desired teaching and learning technology services, costs of teaching and learning technology services, and the appropriate funding model for such services.
- Create a Clear Direction for Research Computing Researchers need powerful and reliable IT services to create, manipulate, share, analyze, and store data. The university will establish the desired research technology services, costs of research technology services, and the appropriate funding model for such services. The viability of private and public "cloud" research computing products and services will be analyzed.

- Establish a Catalog of IT Services and Timely Service Provisioning, Clarifying Roles of Individual Organizations and Central IT There is confusion on campus regarding the types of IT services that are needed, who is responsible for providing the services, and how such services will be funded. There is no consistent or documented management process for provisioning and de-provisioning IT services. The university will establish a catalog of IT services, define how best to provide the services, and clarify the roles of individual organizations and central IT in providing such services. The university will provide many of these services through automated workflows that require little or no manual intervention.
- Modernize Administrative Systems to Improve Administrative Work and Decisions The University must cost-effectively deliver student, financial, facilities, auxiliary, human resources, and other support services and data to campus organizations. The university will identify funding models for developing and sustaining critical business applications while reducing the cost of maintenance; partner with campus organizations to identify key services in need of process improvement; develop a comprehensive data warehouse and data analysis tools to support decision making; and position the university to consider implementing community-sourced administrative computing systems.
- Position Campus Network Infrastructure for the Future Employees and students need a stable and secure network to communicate electronically with other people, organizations, systems, and services. Using best standards and practices to improve wired and wireless infrastructure (including emergency communications), the university will move toward a unified campus network through cooperative agreements with campus organizations.
- Establish the Proper Balance between Strong IT Security and Increased Access to Information and Services the university community expects sensitive data to be

transmitted and stored securely and accessed only by those authorized to do so. Simultaneously, leadership's demand for organizational data is increasing. This is becoming more and more challenging in an increasingly risky technical global environment. The university will enhance its IT security plan, policies, processes, and services to ensure that sensitive data is protected, while providing appropriate access to those who require data access to make informed decisions and perform the responsibilities of their work.

- Improve Campus IT Communication and Collaboration Service Communicating and collaborating through voice, video, and data are fundamental to accomplishing the work of the university by individuals and organizations. The university will establish a vision for unified communication and collaboration services, identify the desired services to achieve the vision, and develop a plan for implementing the services (including the necessary funding strategy) to improve our ability to communicate and collaborate in a cost-effective way.

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FILE REPORT INVENTORY RECORD SYSTEM

(InReSys)

INTERNSHIP STUDENTS:

NUR AMIRA BINTI SALIM

SUPERVISOR NAME:

PUAN MIMI HASILAH BINTI MOHD SHAHARI

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

REPORT DUTY DECLARATION FORM
(Semester March – July 2017)

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

Name : NUR AMIRA BINTI SALIM

UiTM ID : 2014706853

Program Code : IM245

H/P No : 0178242601/0136917478

I hereby, confirmed and report my duty to UNIT TEKNOLOGI MAKLUMAT UiTM CAWANGAN SEGAMAT.

Date: 06 February 2017 Student Signature

Verified by,

Signature

Name HASLIAH BINTI MOHD SHAHARI

Designation Pegawai Teknologi Maklumat Kanan
Unit Teknologi Maklumat
Universiti Teknologi MARA
Cawangan Johor
Kampus Segamat

Official Stamp

UNIVERSITI TEKNOLOGI MARA
CAWANGAN JOHOR KAMPUS SEGAMAT

** Email to : nurul1217@kelantan.uitm.edu.my or fax to 09-9762156 (HEA)

JADUAL KEBERADAAN LATIHAN INDUSTRI NUR AMIRA BINTI SALIM DI UNIT TEKNOLOGI MAKLUMAT UiTM JOHOR

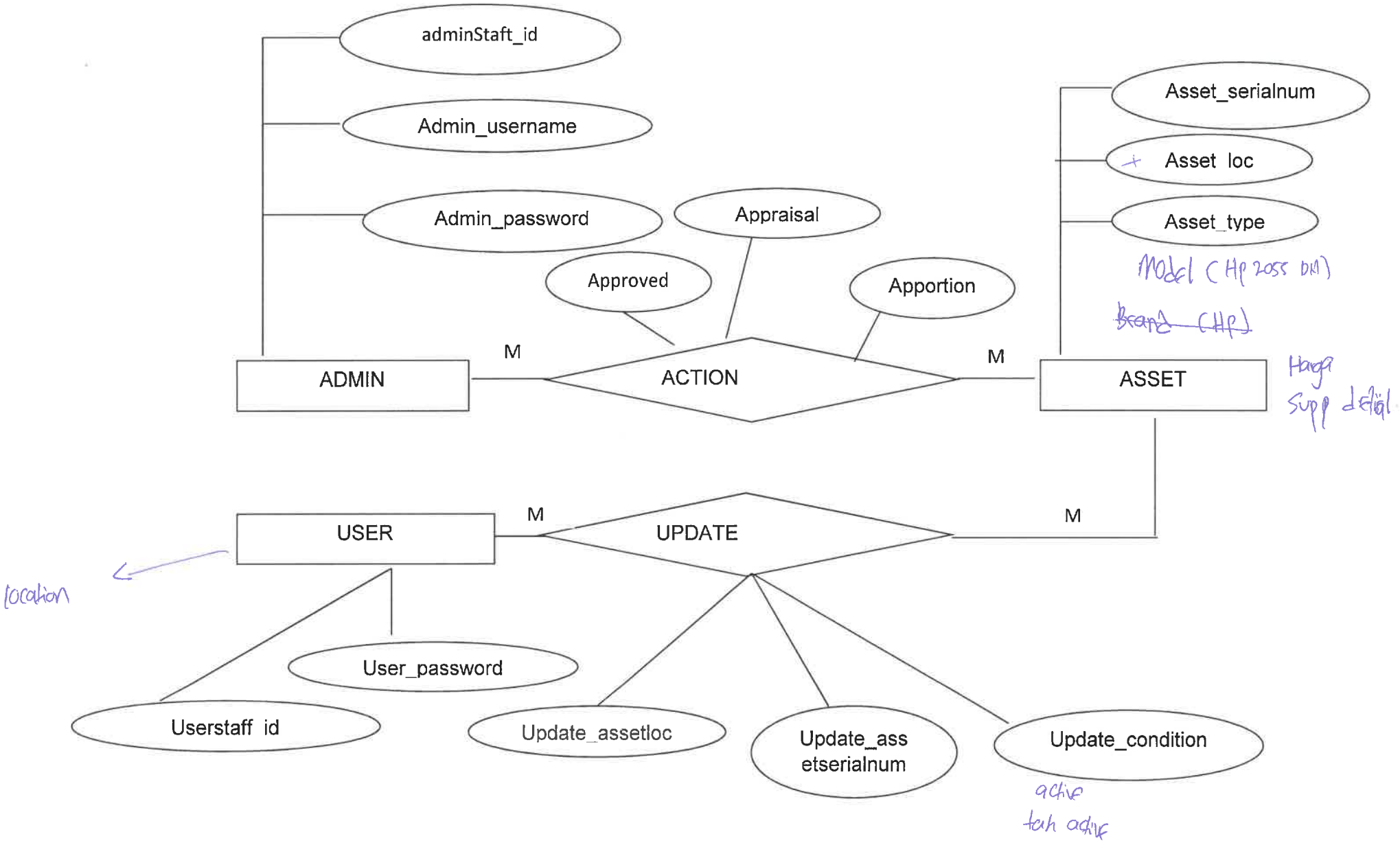
Masa/Tempat			
8-9.30a.m		9.30a.m-1 p.m	2-4p.m
Ahad	Pejabat	Library	Berjumpa Pensyarah
Isnin	Pejabat	Berjumpa Pensyarah	Library
Selasa	Pejabat	Library	Berjumpa Pensyarah
Rabu	Pejabat	Berjumpa Pensyarah	Library
Khamis	Pejabat	Library	Pejabat

DRAFT GANTT CHART FOR InReSys

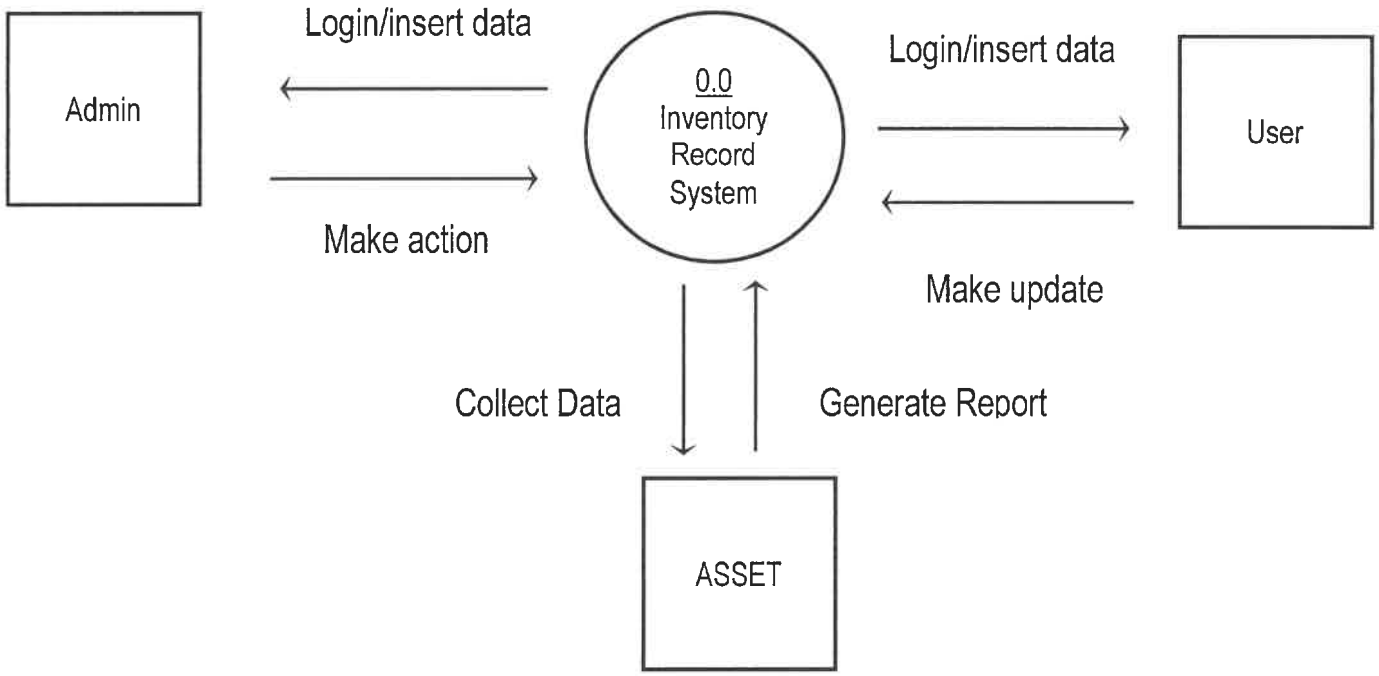
A Gantt chart view project activities with associated timescales and resources.

Stage	Task	Target (Measure to indicate task is completed)	Resource	Activity by Weeks from the start of the project																			
	Inventory Record System(InReSys)			Feb-17				March				April				Mei				Jun - 17			
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	Planning			←		→																	
	Analysis						←		→														
	Design Implementation							←	→	←									→	→			
	Testing Maintain																			←			→

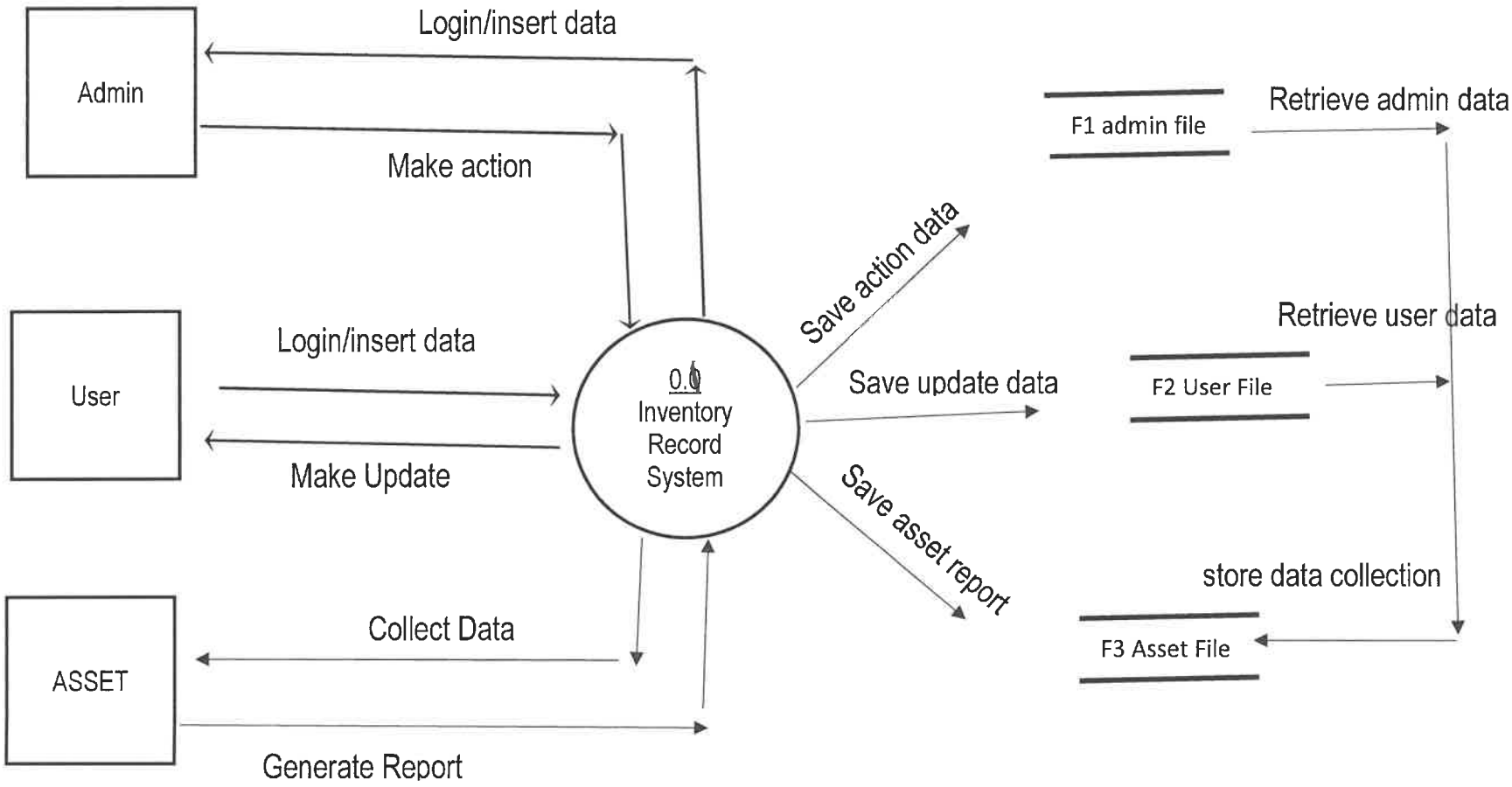
ENTITY RELATIONSHIP DIAGRAM (ERD) (INRESYS)



DATA FLOW DIAGRAM LEVEL 0 (DFD) (INRESYS)



DATA FLOW DIAGRAM LEVEL 1.0 (INRESYS)



1. **Student's Name** : NUR AMIRA BTE SALIM

2. **UiTM Matrics** : 2014706853

3. **Programme** : Im245

4. **Semester** : Pkt 7

5. **Home Address** : No 9,

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

7. **Place of Traning** :

8. **Name of Supervisor In- Charge** : mohd Shahrai

9. **Duration of Training** **From :** 1/2/17 **To:** 30/6/17

FOR OFFICE ONLY
Remarks:(Dean/Course Coordinator)

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5/2	Punch kad masuk	
	Prepared report for inventory record system	
	consult with supervisor	
	Consult the current system with supervisor	
	Mengambil alatan music di unit kebudayan	
	analyse current system	
	analysis how to play kompang for nasyid	
	Practic how to play kompang	
	lunch time (1 hour)	
	Practice for nasyid competion	
	Punch card out	
6/2	Punch kad in	
	Prepared for nasyid competition	
	Setup music tool for nasyid competition	
	practice for nasyid competion	
	go for nasyid competion	
	return back music tool	
	Prepare report for inventory record system	
	lunch time (1 hour)	
	Prepared report duly to be sent at L1 lecture	
	sent report duly to supervisor	
	Email report duly to lecture	
	Prepared report for inventory record system	
	discuss about banner for ~~main~~ maulidur rasul	
	change new webpage directory for item segment	
	get new task to help en bakhtiar for editing webpage	
	Punch card out	

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13/2	Punch card in	
	making report for inresys	
	research for event app challenge	
	lunch time (1 hour)	
	making coding for event app challenge	
	making report for inresys	
	punch card out	
14/2	Punch card in	
	making coding for event app challenge	
	borrowing book at library	
	reading / research for coding at library	
	making coding for event app challenge	
	lunch (1 hour).	
	making coding for event app challenge	
	preparation report for inresys	
	punch card out	
15/2	Punch card in	
	making coding for event app challenge	
	help staff bpji for update website	
	fill in (borang cuti)	
	lunch (1 hour)	
	making coding for event app challenge	
	punch card out	

PRACTICAL TRAINING
LOG BOOK

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
22/2	Punch card in	
	Get new task from supervisor	
	making manual for booking system	
	lunch (1 hour)	
	consult the task for manual	
	making manual for booking system	
	Post the manual to supervisor	
	Punch card out	
23/2	Punch card in	
	get team to borrow hunting stand	
	go to BPJJ unit	
	go to Bentatari	
	lunch (1 hour)	
	go to Bentatari	
	follow staff to setup ~~for~~ network at hall	
	for student registration	
26/2	Punch card in	
	setup hall for new student registration	
	back to office	
	making report inregsys	
	go to hall for help staff doing smart	
	card	
	clear hall	
	Punch card out	

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
~~3/3/17~~	Punch card in	
	membantu staff (stapler kertas & masukan dlm file)	
	Draft ERD	
	lunch (1 hour)	
	Draft ERD	
	continue report	
	Punch card out	
6/3/17	Punch card in	
	Report making	
	consult with supervisor	
	analysis report / draft current system	
	lunch (1 hour)	
	making coding	
	Punch card out	
7/3/17	punch card in	
	Report making	
	consult with supervisor	
	making coding	
	lunch (1hour)	
	help staff handle notebook	
	making coding	
	punch card out	

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/3	Punch card in	
	making coding	
	help staff cch netbook	
	lunch (1 hour)	
	go for sohor staff UiTM	
15/3	Punch card in	
	help staff arrange file	
	help salam ~~dr~~ cch netbook	
	lunch (1hour)	
	help staff at computer lab	
	making coding	
	punch card out	
16/3	Punch card in	
	making coding	
	emergency leave	
18/3	help staff for Expo Selangkah	
19/3	help staff for Expo selangkah	
20/3	Punch card in	
	making coding	
	emergency leave	
	making coding	
	help staff cch netbook	
	Punch card out	

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
29/3	Punch card in	
	help ~~puan~~ puan Raf at unit peperiksaan	
	help puan Raf at bilik seminar	
	help puan Raf at fasiliti (mesin ejaan	
	making coding	
	Lunch (1 hour)	
	making coding	
	test coding	
	Punch card out	
2/4	Punch card in	
	continue with coding and testing	
	lunch (1 hour)	
	help en osman for notebook	
	continue with coding and testing	
	Punch card out	
3/4	Punch card in	
	start analysis L1 Report	
	meeting staff It	
	work at help desk	
	answer phone call and delivery task	
	lunch (1 hour)	
	get information for L1 Report	
	continue with coding	
	Punch card out	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
9/3	Punch card in	
	making Reading and testing	
	Follow puan mimi get information from HEA and BPJJ	
	lunch ti (1hour)	
	making slide (Plan strategik it)	
	Punch card out	
10/3	Punch card in	
	making L1 report	
	gether all data	
	lunch (1hour)	
	making slide (Plan Strategik it)	
	gether all L1 data report	
	Punch card out	
11/3	Punch card in	
	making and gather data to put in L1 report	
	Follow puan mimi get information from Pentatbiran	
	and Bendahari	
	lunch (1hour)	
	making slide (Plan strategik it)	
	Punch card out	

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LOG BOOK

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/4	Punch card in	
	making report L1	
	making chapter 3 part of L1 Report	
	lunch (1 hour)	
	continew making chapter 3	
	~~teh~~ make report and system same	
	Punch card out	
19/4	Punch card in	
	consult with supervisor	
	continew making chapter 3	
	lunch (1 hour)	
	make report on chapter 3	
	collect data on system	
	Punch card out	
20/4	Punch card in	
	collet data on system	
	make report on chapter 3	
	help? supervisor print poster	
	make report on ~~chapter~~ chapter 3	✓
	lunch (1 hour)	
	~~to~~ compare famous system and our system	
	get data from the compare	

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LOG BOOK

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	making data collection for chapter 3	
	– overview system	
	– problem solving	
	– objective	
	– scope	
	– target user	
	– tools	
	clear workstation	
	lunch card out	
	15:30	

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LOG BOOK

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
21/5	Coming From MC leave that been taken	
	2 week because of appendix operation	
	Punch card	
	07:45 am	
	Preparation for convocation	
	- Preparation student name	✓
	- Put student name in check point 1	
	- Put student convo name in card	
	- check student name	
	lunch hour (1 hour)	
	Continue for preparation for convocation	
	- Preparation student name	
	- Put student name in check point 1	
	- Put student name in card	
	- check student name	
	Punch card out	
	17 03 P.m	

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	making smart card for new student	
	- taking picture	
	- print card	
	- encode card	
	- giving to studen	
	take about 5 minit for per student	
	clear workstation	
	shut down computer	
	Punch card out	
	17:00 pm	
25/5	Punch card in	
	07:52 am	
	handle help desk	
	- Pick up call	
	- delivery task	
	making report in draft	
	- chapter 3	
	- system input / output	
	lunch hour (1hour	
	making report in draft	
	- chapter 3	
	- system input / output	
	review the article that been collected	
	update file (inverse)	
	Punch card out	
	15'30 pm	

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	making coding and Fix error	
	Clear workstation	
	Punch card out	
	16:31 pm	
30/5	Punch card in	
	07:52 am	
	help En Nuar zahirah in manage document	
	- skipter document	
	- Punch document	
	help En ahmad check pc	
	- update antivirus	
	- clear another file	
	lunch (30 min)	✓
	making coding and Fix error	
	clear workstation	
	Punch card out	
	16:31 pm	
31/5	Punch card in	
	07:47 am	
	making coding and Fix error	
	- add new feature for supplier	
	Lunch (30 min)	
	making coding and Fix Error	
	-add new feature for supplier	✓
	Clear workstation	
	Punch card out	
	16:30 Pm	

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/6	Punch card in	
	making L1 Report	
	- chapter 1 introduction	
	1.1 organization structure	
	1.2 organization chart	
	collect data for chapter 2.	
	2.1 departmental information	
	2.2. departmental charout	
	starting making report for chapter 2.	
	lunch hour (30 minit)	
	making smart card for diploma new student	
	- taking picture	
	- Print card	
	- Encode card	
	- giving student	
	(it take about 5 minit for per student)	
	clear workstation	
	Punch card out	

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	k)	
8/6	Punch card in	
	upade system with new coding	
	- admin coding	
	- user coding	
	help Puan Zahira with all File	
	and ~~data~~	
	- For buying IT stuff	
	- meeting with Reader vitm segment	
	- photostat ~~pote~~ letter	
	- Stapler paper	
	- insert in file	✓
	lunch hour (30 min)	
	making smart card	
	- take picture	
	- Print card	
	- Encode card	
	- give to student	
	take 5 mint to complet all process	
	clear ~~workstesi~~ workstation	
	shut down PC	
	Punch card out	

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1[illegible]6	Punch card in	
	making internship report	
	- chapter 3	
	- activities doing on intership	
	- snap picture	
	- making draft for chapter 3	
	making smart card	
	- take picture	
	- print card	
	- encode card	
	- give student	
	take 5 mint to complete the process	
	lunch hour (30 mint)	
	help encik bakhari in website with update	
	- Joomla	
	- directory update	
	clean work station	
	Punch card out	

PRACTICAL TRAINING
LOG BOOK

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/6	punch card in	
	handle help desk	
	- pick up call	
	all staff bahing department meeting	
	making chapter 3 full report	
	- inresys information	
	- inresys overview, objective	
	lunch hour	
	continue making chapter 3 full report	✓
	- gantt chart	
	- problem statement	
	help staff ~~[illegible]~~ work at garden	
	clear workstation	
	punch card out	

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/6	Punch card in	
	consult with superviser	
	- about system	
	- report	
	- manual for system	
	help encik othman update pc	
	= update anti virus	
	- update windows	
	- check mouse, power cable	✓
	making system	
	- admin coding	
	- lunch hour (30 minute)	
	help encik othman classify pc	
	- update pc num	
	- update serial number	
	-	
	help Puan Razinah in lab for cleaning	
	(computer data (pc sawa)	
	- clear all data	
	- clear all cable	
	- update key number	
	Punch card out	

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
29/6	Punch card	
	Taklimat bersama Puan Sakinah (Kerani LI)	
	Taklimat bersama Puan Mimi (Supervisor)	
	Perkenalan Mendapatkan maklumat unit IT	
	Minum Pagi	
	Planning mengenai inventory record system.	✓
	membaca manual prosedur kerja	
	lunch time (1 hour)	
	membaca manual prosedur kerja	
	making draft for inventory record system report	
	Preparation for weekly report duty	
	Punch card	

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
22/6	Making data collection chapter 4	
	- overview system	
	- problem solving	
	- objective	
	- scope	
	- target user	✓
	- tools	
	Clear workstation	
	Punch card out	
	15:30	

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
20/8	Punch card in	
	Membantu ~~card~~ staff (stapler kertas & masukan	
	dalam file)	✓
	Draft ERD	
	Continue Report	
	Punch card out	

PRACTICAL TRAINING
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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
3/7	Punch card in	
	help staff	
	continue edit report	
	lunch (1 hour)	✓
	edit report	
	Punch card out	

PRACTICAL TRAINING
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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5/7	Punch card in	
	Making gantt chart for Inresys.	
	follow staff doing job at computer lab	
	making report for Inresys	
	Lunch (1 hour)	
	Making gantt chart for Inresys	✓
	follow staff doing job at computer lab	
	lunch (1 hour)	
	Making draft report for Inresys.	
	Find platform for Inresys system	
	follow staff (Puan Rat) doing job at HEA	
	Punch card out.	

PRACTICAL TRAINING
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OBJECTIVE

Forming improving and managing information technology appropriate to the needs of students, and administrator's education at UiTM Johor.

INTRODUCTION

- Information Technology Unit or "Information Technology Unit" was established in 2001 in UiTM Johor headed by an Information Technology Officer, and 1 topic and 3 The Laboratory Assistant. Now, the Information Technology Unit has been instrumental in the development of Information Technology at UiTM Johor Branch, headed by a Senior Information Technology Officer, 2 Senior Information Technology Officer, 4 Assistant Information Technology Officer, 3 and a Senior Computer Technician Computer Technician. Information Technology Unit operates at Ground Floor, Bangunan Sri Laksamana, UiTM Johor Branch.

ORGANIZATION CHART

TRAINING ACTIVITIES

The objectives of the Industrial Training are:

- Acquaint yourself with the structure of an organisation and its management system.
- Acquaint with the various equipment's used in your working environment.
- Understand the organisation's work ethics in terms of interpersonal interactions, discipline, rules/regulations and methods of performing your assigned tasks.
- Promote a symbiotic environment that will encourage interaction.
- Improve your self-confidence through acquired hard skill and soft skill.

Update Assets

- Appraisal the assets
- Update serial number
- Update location
- Giving new call number

PC Maintenance

change the power supply

Smartcard

- Insert matrix number
- Edit card name
- Take picture
- Print card
- Encode card
- finish

Assisting in developing website of UiTM Segamat

- update directories on the webpage
- By using Joomla!

Convocation

- Unit IT need to handle on appearance name student on screen. All the data get it on server that has been given by UITM Shah Alam. Before the program happen, we need to put graduation name on holder card that will be given for the graduation, before the graduation take the scroll.

Help desk

- Pickup call
- Delivery task

Update board

- Update latest news
- Update quality news

Handle UiTM talk/Event program

- handle multimedia in cooperate event

Hari Raya decoration

Program Nasyid and Sambutan Perarakan Maulidur Rasul

Gardening Section

Special Project

Special project name

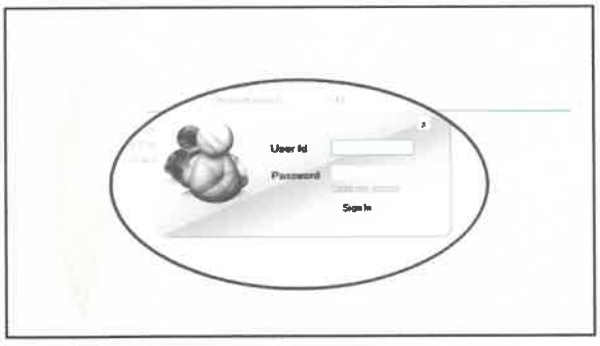
- Inventory Record System (InReSys)

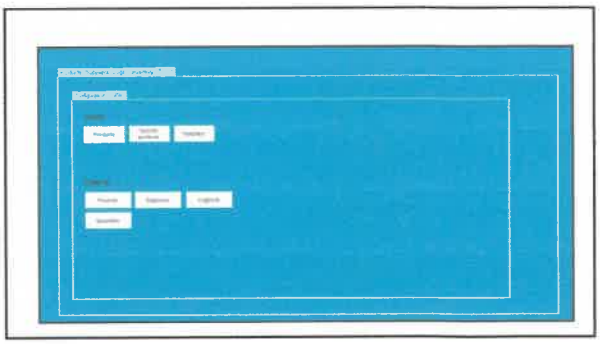
What is inventory record system?

- Inventory systems allow you to keep track of and make sure your inventory records are up-to-date

Why InReSys been develop?

- InReSys been develop for tracking the technology hardware where and what it status. It makes technical staff easy to locate the hardware and save time for searching the hardware/assets.





Problem Statement

- current system no relevant and more user friendly to use. So it can make the updated windows cannot run the current system.
- Holding too much stock adds costs to the business and some other problems such as appraisal proses and assets handling will add cost and reduce efficiency.

Objectives

- Ensuring that the assets are ready and in just the right quantity.
- Recognizing when a staff and student has use the assets.
- Automatically signaling when more assets need to be use from the stockroom.
- Automatically reschedule assets at the appropriate time from the main stockroom.
- Automatically producing management information reports that could be used both by local managers and at head office.
- The user can give an update where the assets have been located

User Target and Tool used for development

– user that use this system are Unit IT Staff and target Users that allow using this system

software

1. Operating system: Windows 8.1
2. Local host: WampServer
3. Database: MySQL

hardware

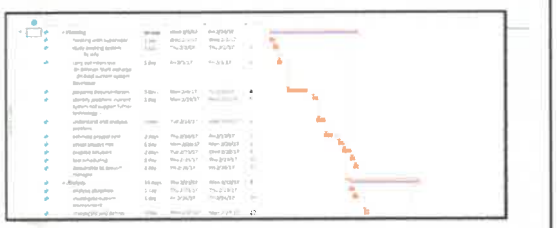
- PC
- Scanner
- printer

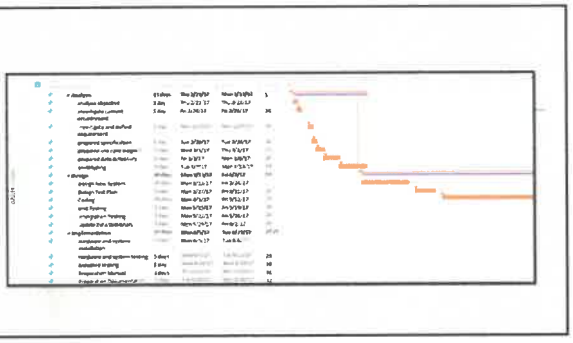
Scope of the project

– use inventory information to control the costs of assets
– may require staff dedicated to inventory management
– assets may prioritize fast turnover of inventory

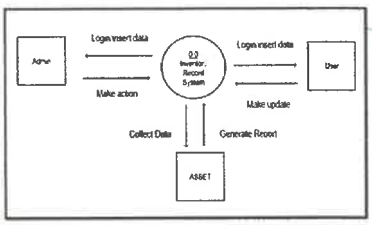
Project Planning

Gantt Chart

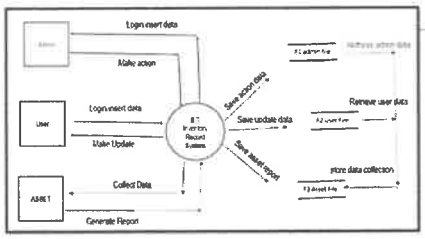




Context Diagram



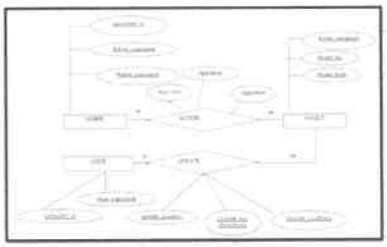
Data Flow Diagram Level 1



Lessons learnt

- Speak up
- Take on as much as you can
- Work hard
- Be thankful
- Communication skill talk with another and older staff

Entity Relationship Diagram



Limitations

- Medium performance in Department of information technology. The condition for this is to not give away company secrets and affect the reputation of the department negatively. 6 months is not enough to cover every single issue in detail and it does not reflect the overall annual job performances. Therefore, it is important for readers to note that what has been written here is solely based on my observation during the limited time.

Recommendations

- Establish New IT Governance The university community depends on IT services to conduct research, improve teaching/learning.
- Create a Clear Strategy for Technologies between Faculty and students need access to appropriate IT services to facilitate.
- Modernize Administrative Systems to Improve Administrative Work and Decisions
- Position Campus Network Infrastructure for the Future Employees and students need a stable and secure network to communicate electronically with other people, organizations, systems, and services

CONCLUSIONS

- A of lot works especially in filling records and system management, especially on asset management, and you will receive a warm welcome from all the co-worker, supervisor and subordinates. A lot of experience you will get here and learn so many things which u won't get it in the class or by reading text book.