



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT:
GIZWIZ STUDIO SDN. BHD.**

**D-18-03 SUNWAY NEXIS, JALAN PJU 5/10, DATARAN
SUNWAY, KOTA DAMANSARA, 47810 PETALING JAYA,
SELANGOR**

SPECIAL PROJECT: YSEALI WEBSITE

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FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN**

01 FEBRUARY 2019 – 30 JUNE 2019

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**REPORT SUBMITTED IN FULFILLMENT OF THE
REQUIREMENT FOR THE INDUSTRIAL TRAINING
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN**

01 FEBRUARY 2019 – 30 JUNE 2019

DECLARATION

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Signed by



Siti Nurhafiza Mohamad Hanifah

2016718505

Date of submission: 4 July 2019

ABSTRACT

This report is a summary of Industrial Training based on the period from 1 February 2019 to 30 June 2019 in Gizwiz Studio Sdn. Bhd. at Department Programmer. In the department, there are two sub categories which are front-end developer and back-end programmer. The report separated by chapters which are chapter 1 until chapter 4. Chapter 1 and chapter 2 about the organization of the trainee do industrial training. At this chapter it includes history of organization, aim and organizational chart. Next is chapter 3 which is about industrial training activities and special project. All the activities that trainee do at the organization such as develop a new website, maintaining the existing website, training class by the supervisor, create documentation such as guideline to access the system and more. For the special project, trainee develop the YSEALI website of U.S. Embassy in Kuala Lumpur and it involve 5 staffs include designer, frond-end developer and back-end programmer. Lastly is chapter 4 which is conclusion of the report. For the conclusion it about the limitation at the organization, lesson that trainee learn from organization, recommendation that trainee can give to the organization, application knowledge, skill, and experience that trainee applied to the organization and personal thought that trainee give to the organization.

Keywords: website, front-end developer, hardware, software, design

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CHAPTER 1

INTRODUCTION OF GIZWIZ STUDIO SDN. BHD.

1.1 Background of Gizwiz Studio Sdn. Bhd.



Figure 1. 1: Logo of Gizwiz Studio Sdn. Bhd.

Gizwiz Studio Sdn. Bhd. is a creative design studio with a host of websites under its wings which provides innovative design services to design-conscious clients the world over. Gizwiz Studio's team of passionate designers and programmers offers a range of creative services consisting of logo design, website design, stationery design and business card design among other related design services. Gizwiz Studio Sdn. Bhd. aims to be a leader in our field by keeping our fingers on the pulse of the creative market and delivering on our promises. For us, design is a not just a buzzword but a way of life, inspiring us every step of the way. The name of Gizwiz Studio Sdn Bhd came from "Gizmo", "Wizard" and "Studio". The meaning of Gizmo is a mechanical device or a gadget. Then, the meaning of Wizard is a skilled or clever person, a sorcerer or magician and lastly Studio mean an artist's workroom. Gizwiz Studio provides a meaning of a team of skilled mechanical minds combined with creative skills and talents for design that bring magic to every project of Gizwiz Studio Sdn Bhd create (Gizwiz Studio, 2019).

Table 1. 1: List of Organization Information

| | |
|-----------------------|--|
| Organization | Gizwiz Studio Sdn Bhd |
| Address | Damansara, 47810 Petaling Jaya, Selangor |
| Phone/Fax | |
| Email | |
| Year Establish | May 2003 |

HISTORY



Figure 1. 2: Logo of LogoDesignCreation

Before Gizwiz Studio Sdn. Bhd. has being establish, there was a LogoDesignCreation.com start in May 2003 which started off as a home-based company in dealing with all things web development as well as graphic design. Founded jointly by both Chin Siong (Technical Director) and Jasmine Hor (Creative Director), it has since grown rapidly, from being one of design firms the finest in the industry to have a long list of the famous international customers.



Figure 1. 3: Main Page of LogoDesignCreation Website

In 2005, the publishing features in WIRED magazine were its nutritional main factors in the sharp LogoDesignCreation to the present. (LogoDesignCreation was given the honor by WIRED magazine, as service providers design the fastest among the Group of competitive tests.) Renowned design publications such as Web design Index have also highlighted Gizwiz creative web design Studio to three consecutive volume. These include Gizwiz Studio web site as one of the design in the seventh number of Web design Index. All good garnered attention from media and the importance of this of course helps Gizwiz Studio Sdn. Bhd. to make an imprint in this lucrative trade. In 2009, LogoDesignCreation was chosen as one of the Logo Design Winners, awarded by LogoLounge, an active logo

community shared by designers from all over the world and the largest database of logo in existence on the internet. Upon competitive evaluation by an international panel of judges including Andreas Karl of Karl Design, Von Glitschka of Glitschka Studios, Michelle Sonderegger of Design Ranch, Sarah Moffat of Turner Duckworth, Jamie Koval of VSA Partners, Vince Frost of Frost Design, Bronwen Rautenbach of Brand Union and Alex de Janosi of Lippincott, LogoDesignCreation's work was selected among with 33,000 logos entered for examination.

In April 2012, Gizwiz Studio was invited for a live interview segment on Astro Awani for Astro Bisnes Alternatif. The topic of discussion was titled The Importance Of Branding. In July 2012, LogoDesignCreation was again, selected for LogoLounge 7, the seventh book to spring from LogoLounge.com, released by Rockport Publishers. Among 34,000 logo submissions from renowned designers the world over, nine logo designs from LogoDesignCreation were selected and published. In October 13th 2013, Gizwiz Studio was selected as the winners for the ART & DESIGN category for the NEWMAN Creative Pioneer Awards 2013. The judging criteria were based on: 30% from the Facebook votes & 70% from the judge's votes. On 3rd March 2014, Gizwiz Studio was featured on The Star, Metrobiz newspaper. The article talks about LogoDesignCreation.com & BrandDesignWorkShop.com and our future plans (Gizwiz Studio, 2019).



Figure 1. 4: Gizwiz Studio on The Star Newspaper

AIM

To capture more customers regionally as well as internationally with its finest-quality and distinctive design services. This is turn, enabling it to be positioned among the top design firms worldwide and reaffirming the testament that Malaysia can deliver internationally-recognized, world-class, top-quality design services to the masses (Gizwiz Studio, 2019).

1.2 Organizational Structure

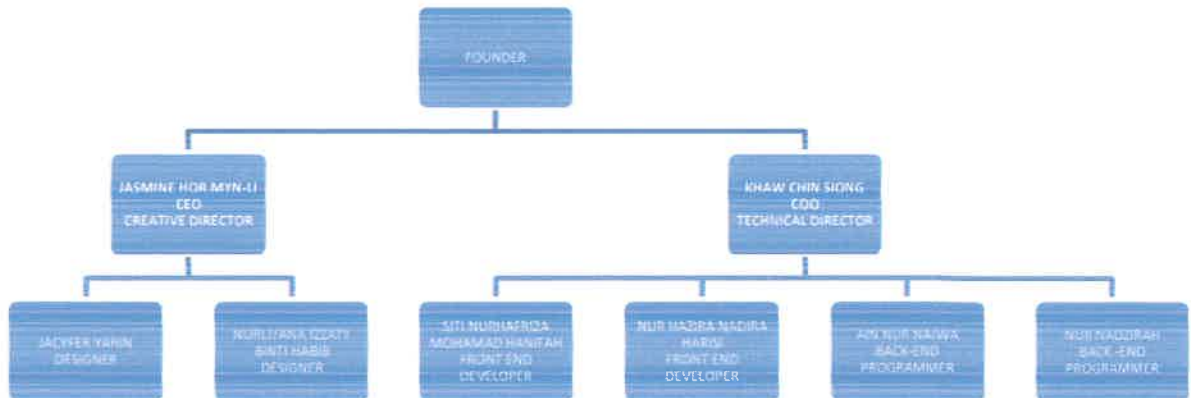


Figure 1. 5: Organizational Chart Gizwiz Studio

Gizwiz Studio Sdn. Bhd. has two founders which are Jasmine Hor Myn-Li and Khaw Chin Siong. There are two staffs under Jasmine Hor Myn-Li, CEO Creative Director which are Jacyfer Yahin and Nurliyana Izzaty Habib as a designer. While, there are four staffs under Khaw Chin Siong, COO Technical Director which are Siti Nurhafriza Mohamad Hanifah and Nur Hazira Nadira Harisi as front-end developer and Ain Nur Najwa and Nur Nadzirah as back-end programmer.

CHAPTER 2

ORGANIZATION INFORMATION

2.1 Department Structure Programmer



Figure 2. 1: Organizational Chart Programmer

Technical Director

Technical Director of Gizwiz Studio Sdn Bhd was Khaw Chin Siong. The responsibilities of Technical Director provide direction, management and leadership of the technical team. This includes recruitment, training, and managing the IT staff, as well as manage employee performance Reviews. Technical Director takes advantage of their strong technical acumen to recommend new technologies, improve existing technologies, and ensure that IT services are maintained properly. Technical Director for specialist lays all other technical personnel.

Front End Developer

Front-end web developer is responsible for implementing the visual elements that see and interact with users in web applications. Other than that, developing new one features user-facing. Next, ensure the technical feasibility in the design of the UI/UX. Thereafter, provide assurance that all user input is validated before sending back. Next, ensure that the web design optimized for smartphones. Then create a coding using html, CSS and JavaScripts to make websites more interactive and user friendly. Ensure that the user experience designer deciding. Finally, work with other team members.

Back-end Programmer

Computer programmers write code to create software programs. They turn forward to the programmer created by the software developers and engineers to the instructions that the computer can follow. The programmer must debug the program that is test them to ensure that it produces the expected results. If the program does not work properly, they check the code for errors and correct them. Computer programmers usually following as program write in various computer languages such as JavaScripts and C++, update and expand existing Programs. Third, debug program by testing and fixing mistakes. Fourth, namely building and using tools computer-aided software engineering (case) to automate writing some code-use code Library, which is a collection of independent lines of code, to simplify the writing.

CHAPTER 3

INDUSTRIAL TRAINING ACTIVITIES

Having an industrial training at Gizwiz Studio Sdn. Bhd. for 5 months gave the trainee a lot of experiences and new knowledge about programming. This chapter will highlight about all the training activities and focusing on one special project which is YSEALI website.

3.1 Training Activities

A lot of activity and projects had been managed and handle with the help and guide from the supervisor, Khaw Chin Siong. Training activities that being given by Gizwiz Studio Sdn. Bhd. is front end developer. Trainee under front-end developer only uses HTML, CSS and JavaScripts to edit the website for clients. Trainee will do a lot of website that need to be design from scratch or by using template and edit the template using CSS and JavaScripts. Other than that, trainee also does the documentation and has a class with supervisor. There are several website that trainee already involve such as:

Table 3. 1: List of Website

| BIL | WEBSITE |
|-----|-------------------------|
| 1. | LOGO DESIGN CREATION |
| 2. | YSEALI |
| 3. | STARTUP MALAYSIA / RAFT |
| 4. | HOSTING SPACE CREATION |
| 5. | HATI.MY |
| 6. | RUMBIA |
| 7. | STARTUP SCHOOL ASIA |
| 8. | MBAN |
| 9. | DASH INSIGHT |

3.1.1 New Website Development

The trainee had been assigned in a five projects of developing new websites which are LogoDesignCreation website, YSEALI website, Togun website, Dash Insights website, and Startup School Asia (SSA) website.

3.1.1.1 LogoDesignCreation

LogoDesignCreation is a website that own by Gizwiz Studio Sdn. Bhd that are focusing on logo design services. Logo Design Creation already had developed the website on 2003. But they want a new website that contain all the information follow the SEO criteria to attract the customer. This website not only provide the information of services, but this website also provide the link to login, direct order the logo, direct messenger to staff, and more.

Table 3. 2: Task Profile for LogoDesignCreation Website

| | |
|-----------------|------------------------------------|
| Task | Develop LogoDesignCreation Website |
| Duration | 1 st February – Now |
| Task Supervisor | Jasmine Hor Myn-Li |
| Hardware | Computer |
| Software | WordPress, Photoshop |

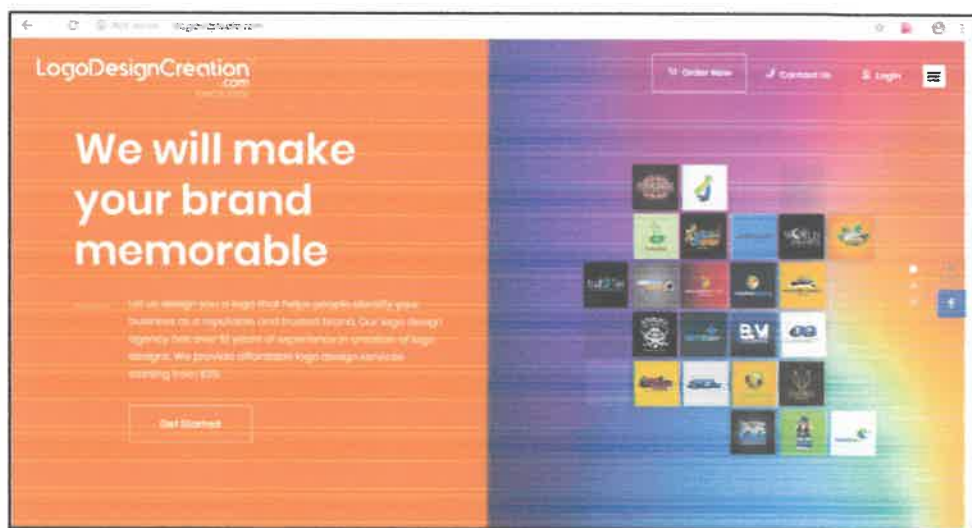


Figure 3. 1: Home Page of LogoDesignCreation Website

This project was assigned on the first day the trainee started her internship by the supervisor, which is Jasmine Hor Myn-Li to the trainee. This project was started on 1st February 2019 and it still on progress as it involved back-end programming. It take more than 5 months to complete the whole website because it take time to designer to design the pages, take a quality picture, edit the image for every pages and more. After designer design all the pages, front-end developer will proceed to change the design of the website by following the design that had been given. As assigned as front-end developer, the trainee needs to update all the information from the previous existing website and documents which is in

Photoshop design given by the supervisor into the new website. There are 33 pages in this website such as home, about, contact, how it works, portfolio, our recognitions and more. This website has being created, design and edit by using WordPress and using the Blomma theme. All design must be follow accurately including the size, position, color code and more. After every page complete, trainee will give the link to the creative director to check either ok or need to change anything some more. Below is the sitemap of LogoDesignCreation website.

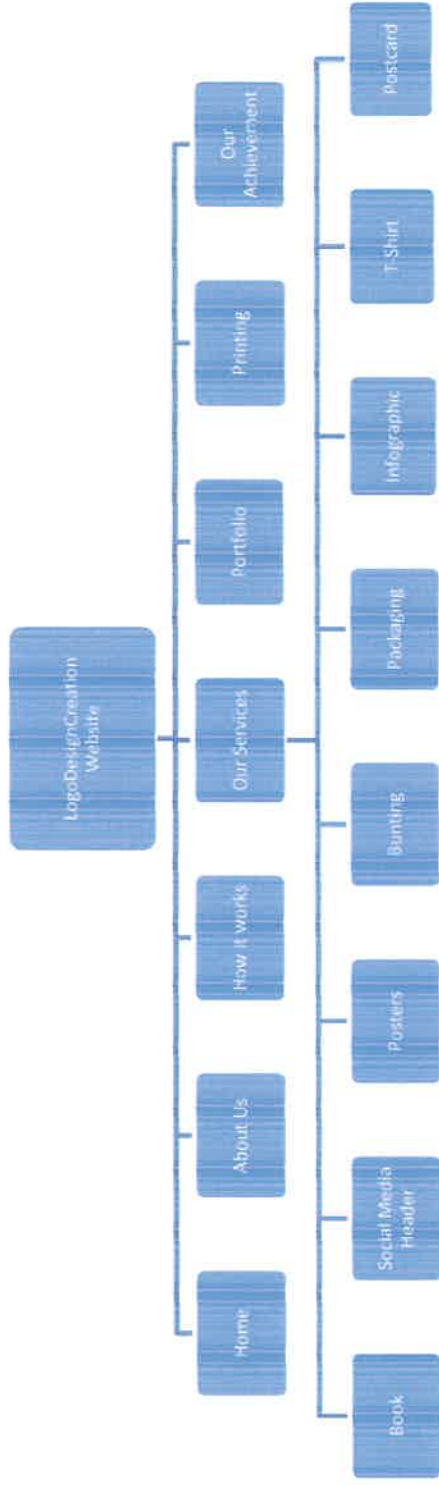


Figure 3. 2: Sitemap of LogoDesignCreation Website

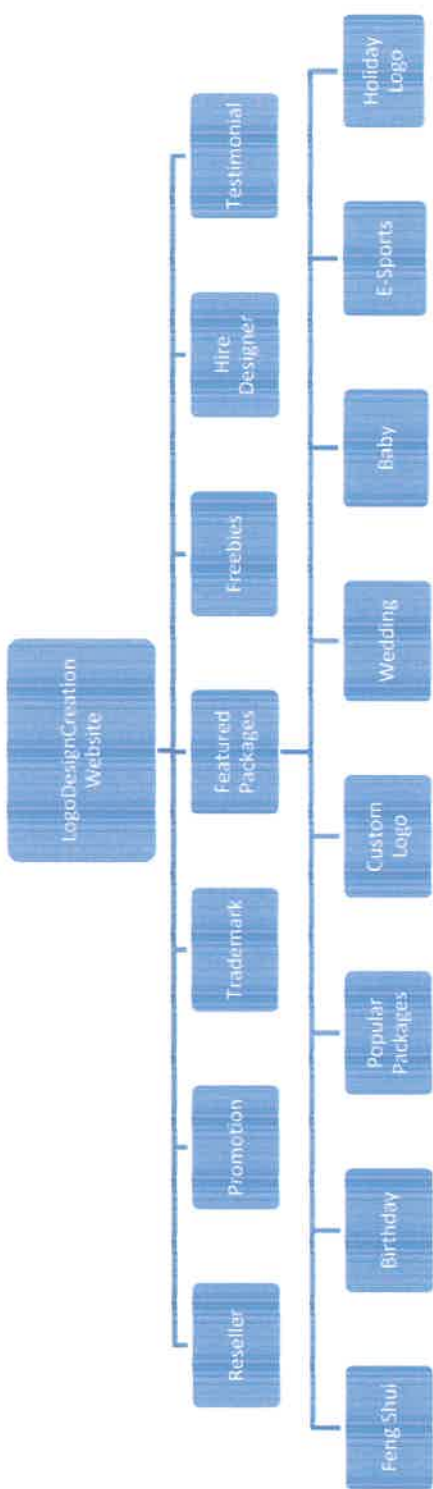


Figure 3. 3: Sitemap of LogoDesignCreation Website

3.1.1.2 YSEALI

YSEALI is a website that Supported by the U.S. Department of State through the U.S. Embassy in Kuala Lumpur, the YSEALI Empowering Southeast Asian Educators Workshop is co-organized by The Asia Foundation and StartupMalaysia in Kuala Lumpur, Malaysia (YSEALIEDUKL, 2019). This website not only provides the information of services, but this website also provides the link to apply the Yseali Workshop, and contact form.

Table 3. 3: Task Profile for YSEALI Website

| | |
|-----------------|--------------------------------------|
| Task | Develop YSEALI Website |
| Duration | 1 st March – Now |
| Task Supervisor | Jasmine Hor Myn-Li |
| Hardware | Computer |
| Software | Sublime Text 3, Filezilla, Photoshop |



Figure 3. 4: Home Page of YSEALI Website

This project was assigned by the supervisor, which is Jasmine Hor Myn-Li to the trainee. This project was started on 1st March 2019 and it still on progress until now for maintenance. It takes 2 months to complete the whole website because it takes time to designer to design the pages, edit the image that had been received from the client and more. After designer design all the pages, front-end developer will proceed to change the design of the website by following the design that had been given. Trainee was assigned as front-end developer, the trainee needs to key-in all the information that trainee received from her supervisor. There are 8 pages in this website which are about, YSEALI, program, apply now, agenda, eligibility criteria, faq and contact us pages.

3.1.1.3 Dash Insight

Dash Insight is a website that own by Dash Dhakshinamoorthy which is the founder of Startup Malaysia, a serial entrepreneur, entrepreneur evangelist and an angel investor. Dash has been in the startup ecosystem since the early 2000 and has been a fire starter behind various initiatives and programs in the startup ecosystem in Malaysia (StarupMalaysia, 2019). It is a landing page of Dash and this website provides the information about Dash Dhakshinamoorthy, blog that he write and opportunity to approach the founder by contact him using form that has provide in the website.

Table 3. 4: Task Profile for Dash Insights Website

| | |
|-----------------|---|
| Task | Develop Dash Insights Website |
| Duration | 21 st February 2019 – 5 April 2019 |
| Task Supervisor | Jasmine Hor Myn-Li |
| Hardware | Computer |
| Software | WordPress, Photoshop |



Figure 3. 5: Home Page of Dash Insights Website

This project was assigned by the supervisor, which is Jasmine Hor Myn-Li to the trainee and two other staffs which are one from designer department and one from front-end developer. This project was started on 21st February 2019 and finish on 5 April 2019. It takes 1 month and 5 days to complete the whole website. This website has being created, design and edit by using WordPress. The designer receive the photo from client to be edit before attach inside the website. After designer edit the website, developer will attach the image to the website and publish at the home page and about page. Trainee was assigned as front-end developer and the trainee needs to key-in all the information that trainee received from her supervisor to be attach at home page, about page and blog page. All design must be follow accurately including the size, position, color code and more that the client wants for example client want the website in black color. There are 4 pages in this website which are home, about, blog and contact dash page. Below is the sitemap of Dash Insights website.

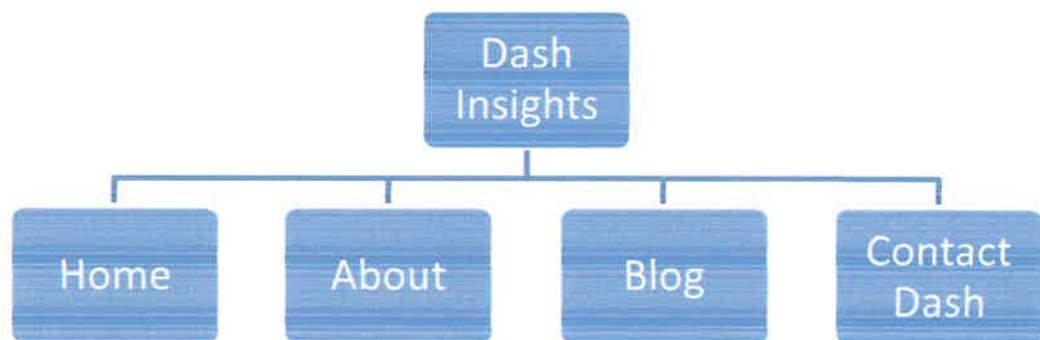


Figure 3. 6: Sitemap of Dash Insights Website

3.1.1.4 Startup School Asia

Startup School Asia is website that owns by StartupMalaysia where Dash Dhakshinamoorthy is the founder, entrepreneur evangelist, an angel investor, and a serial entrepreneur. Startup School Asia (SSA) is the education inventiveness of StartupMalaysia to help build an entrepreneurial mindset child from 8 to 17 years old (StartupMalaysia, 2019). At SSA they believe that entrepreneurial thinking is an important skill for the kids today who are expected to navigate a world of rapid change in their lives. Thus, the entrepreneurial thinking should be encouraged from the beginning to appreciate life and entrepreneurship and education should occur as early as possible.

Table 3. 5: Task Profile for Startup School Asia Website

| | |
|-----------------|--|
| Task | Develop Startup School Asia Website |
| Duration | 14 th February 2019 - 13 rd May 2019 |
| Task Supervisor | Jasmine Hor Myn-Li |
| Hardware | Computer |
| Software | Sublime Text 3, Filezilla, Photoshop |

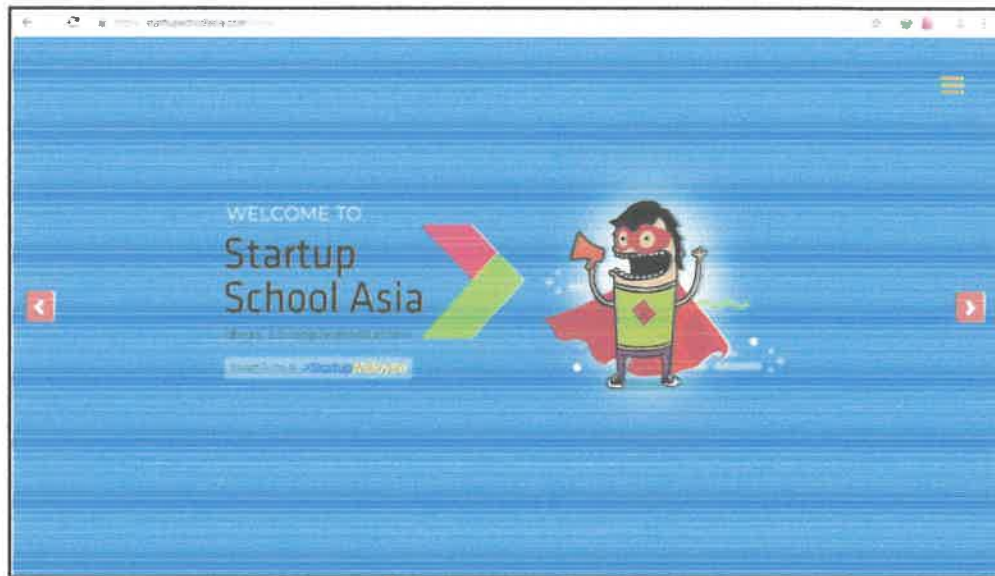


Figure 3. 7: Home Page of Startup School Asia Website

This project was assigned by the supervisor, which is Jasmine Hor Myn-Li to the trainee and other six staffs which are three from designer department and four from front-end developer. This project was started on 14th February 2019 and finish on 13rd May 2019. It takes 3 month to complete the whole website. This website until design phases only and not publishes yet to the user. The scopes of this website are for Startup Malaysia community, student of Startup School Asia and parent of the student. This website has being created, design and edit by using WordPress. The designer receive the photo from client to be edit before attach inside the Filezilla, and sublime text. After designer edit the website using Photoshop, developer will crop the image, vector and icon one by one to attach to the website. The design must follow accurately the design such as color, size of image, vector and icon, position of the design and more that already approve by client. Trainee was assigned as front-end developer and the trainee needs to key-in all the information that trainee received from her supervisor to be attach at all the page that already being assigned. There are 15 pages in this website which are home, about us, program, schedule, contact, and signup now pages. Below is the sitemap of Startup School Asia website.

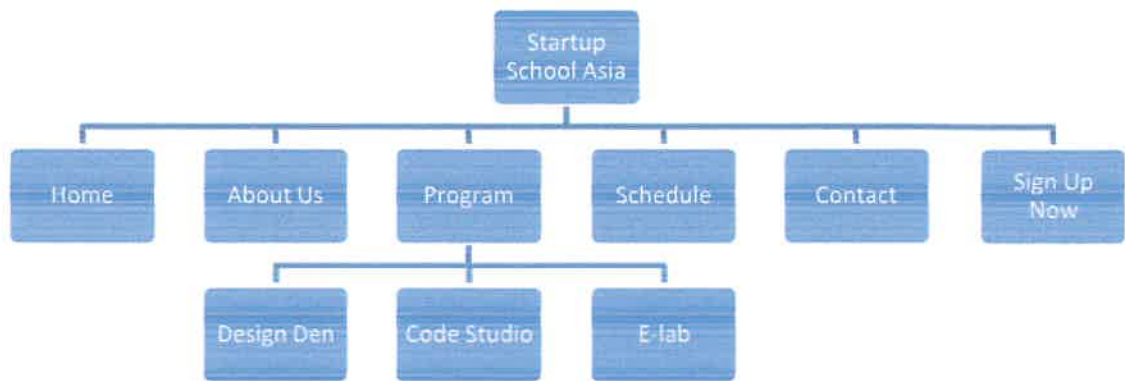


Figure 3. 8: Sitemap of Startup School Asia (SSA) Website

3.1.2 Maintaining Existing Website

The trainee had involved in a few projects of maintaining and improvising existing websites such as StartupMalaysia website, Rumbia website, Malaysian Business Angel Network (MBAN) website and

3.1.2.1 StartupMalaysia / Raft

StartupMalaysia is an existing organization in the Malaysia that helps people develop and implement bootcamps, launch significant projects as they design, startup events and training programs to help entrepreneurs navigate the startup ecosystem and advance startup science (Startup Malaysia, 2019). They believe that the effort of building / entrepreneurship is a skill that can be learned and can be touched. StartupMalaysia more focus on Malaysia community especially entrepreneur who want to join the programs as the programs that being provided by them with technology related program, experiential enterprise education, and networking opportunities.

Table 3. 6: Task Profile for StartupMalaysia/Raft Website

| | |
|-----------------|---|
| Task | Maintaning StartupMalaysia/Raft Website |
| Duration | 2 nd May 2019 – Now |
| Task Supervisor | Jasmine Hor Myn-Li |
| Hardware | Computer |
| Software | Sublime Text 3, Filezilla, Photoshop |



Figure 3. 9: Home Page of Raft Website

This project was assigned by the supervisor, which is Jasmine Hor Myn-Li to the trainee and other three staffs which are one from designer department and two from front-end developer. This project was started on 2nd May 2019 and still in progress until now. It takes 1 month until now to modify the website. This website still not publishes yet to the user until all the website completely designs. This website has being created, design and edit by using Sublime text and save in the Filezilla. The designer receive the photo from client to be edit before attach inside the Filezilla, adobe Photoshop and sublime text. The design must follow accurately the from the Photoshop the designer give such as color, size of image, vector and icon, position of the design and more that already approve by client for example the icon must related with the text so that icon can represent the content. After designer edit the website using Photoshop, developer will crop the image, vector and icon one by one to attach to the website. Trainee was assigned as front-end developer and the trainee needs to key-in all the information that trainee received from her supervisor to be attach at all the page that already being assigned. There are 4 pages in this website that trainee need create under program which are bootcamp,

masterclass, immersion and application form. Below are the pages that trainee create for StartupMalaysia / Raft.



Figure 3. 10: Masterclass Page of StartupMalaysia Website



Figure 3. 11: Bootcamp Page of StartupMalaysia Website

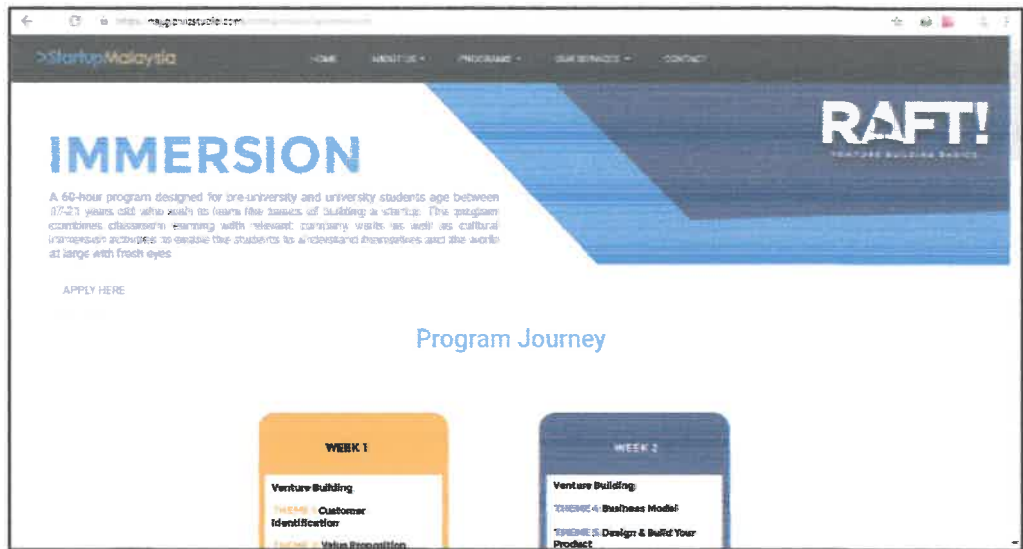


Figure 3. 12: Immersion Page of StartupMalaysia Website

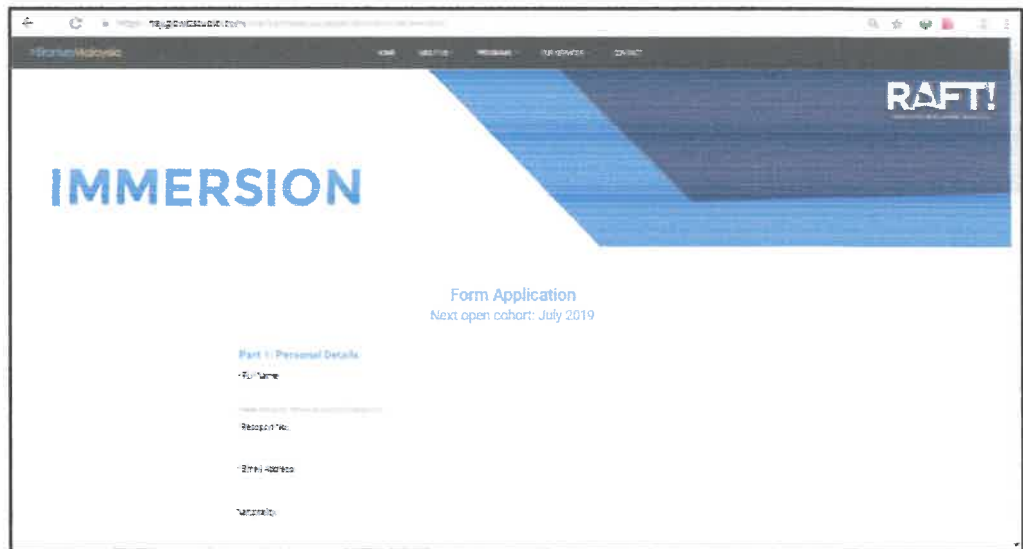


Figure 3. 13: Immersion Application Form Page of StartupMalaysia Website

3.1.2.2 Rumbia

Rumbia is a residence that a collaborative project by Dwitasek and proudly manage by EH Group. Rumbia is offering possibilities infinite benefited both urban and suburban. They swing with a variety of modern amenities and a mature environment with excellent connectivities to major destinations. Various highways around Rumbia and also public transport just only 500meter to the LRT station (Aripermaisuri Rumbia, 2019). Rumbia website provides all the information about Rumbia Residence which is location of the residence, house plan, facilities that provide at Rumbia Residence, Virtual Tour of the residence in 3D and more.

Table 3. 7: Task Profile for Rumbia Website

| | |
|-----------------|--------------------------------------|
| Task | Design and maintaning Rumbia Website |
| Duration | 2 nd May 2019 – Now |
| Task Supervisor | Jasmine Hor Myn-Li |
| Hardware | Computer |
| Software | Sublime Text 3, Filezilla, Photoshop |



Figure 3. 14: Home Page of Rumbia Website

This project was assigned by the supervisor, which is Jasmine Hor Myn-Li to the trainee. The project to modify the website was started on 29th April 2019 until 21 May 2019. It takes 1 month to finish modify the website. This website already publishes to the public. This website has being created, design and edit by using Sublime text and save in the Filezilla. The trainee receives the design from the supervisor, Jasmine. The trainee needs to design and create buyer get buyer page before make that page into popup at the home page. The page has a contact detail form and referral's contact detail form and one button to submit the form. The design must follow accurately from the Photoshop that supervisor design such as color, size of image, position of the design and more that already approve by client. Trainee was assigned as front-end developer and the trainee needs to key-in all the information that trainee received from her supervisor to be attach at all the page that already being assigned. Below are the pages that trainee create for StartupMalaysia / Raft.



Figure 3. 15: Buyer Get Buyer Page of Rumbia Website

3.1.2.3 Malaysian Business Angel Network

Malaysia Business Angel Network (MBAN) is the official governing body of the Association and to the angels club and angel investors in the Malaysia. It seeks and intends to submit the agenda angel investing by all means including for the benefit of members, startup and angel ecosystem (Malaysian Business Angel Network (MBAN), 2019). Functional is Malaysia Business Angel Network (MBAN) as a driving regional, trade organisation and international relationship between angel investors from different countries in the world. Cradle Fund Sdn Bhd, through its tax incentives, and acts as Secretariat for the Malaysia Business Angel Network (MBAN). It is the intention to have a private unit that manages MBAN in the future.

Table 3. 8: Task Profile for Malaysian Business Angel Network (MBAN) Website

| | |
|-----------------|---|
| Task | Design and maintaining Rumbia Website |
| Duration | 8 th May 2019 – 9 th May 2019 |
| Task Supervisor | Jasmine Hor Myn-Li |
| Hardware | Computer |
| Software | WordPress, Photoshop |

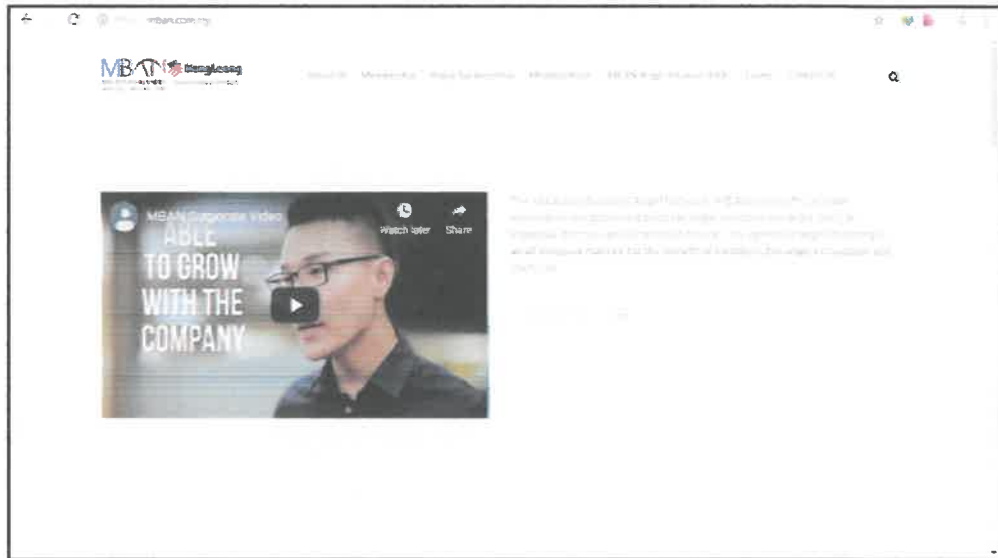
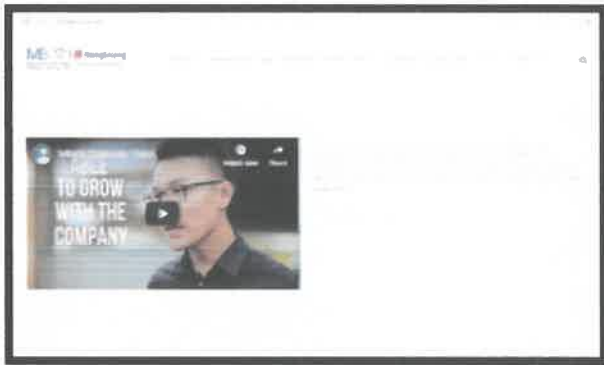
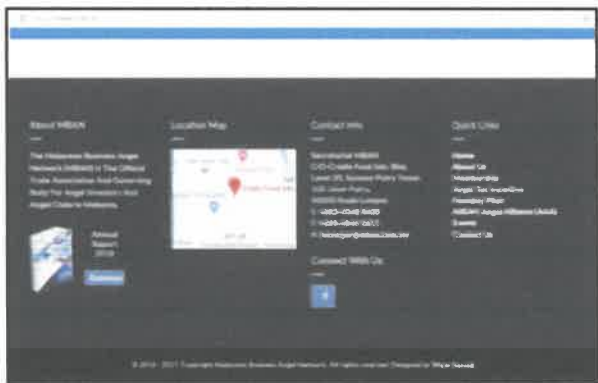


Figure 3. 16: Home page of Malaysian Business Angel Network (MBAN)

This project was assigned by the supervisor, which is Jasmine Hor Myn-Li to the trainee. The project to modify the website was started on 8th May 2019 until 9th May 2019. It takes two days to finish modify the website. This website already publishes to the public from 2014. This website has being edit by using the WordPress. The trainee receives the update files from the supervisor which is the client past to the supervisor. The updates and editing that had been done on the MBAN website are as table below.

Table 3. 9: List of Updates and Edit Done for Malaysian Business Angel Network (MBAN) Website

| Activities |
|---|
| <p>1. The trainee needs to remove the website header of the homepage. This is the new homepage of MBAN website.</p>  |
| <p>2. The trainee attach the book image under the about MBAN and put the button download to download the annual report 2018 pdf. Next, updates the quick links at the right footer of the website.</p>  |

5. The trainee had update the information and pictures for the Event page of MBAN website. The information and pictures are given by MBAN to update the page.



3.1.2.4 Hati.My

Hati.my is a free bilingual directory that provides a list of non-profit, Malaysian charity and movement that supports disadvantaged communities. Touching Hearts Welfare Society, Kuala Lumpur and Selangor is a volunteer that run a Hati.my. The core teams of Hati.My are consisting of journalists, entrepreneurs and programmers. Below is a home page of Hati.My website.

Table 3. 10: Task Profile for Hati.My Website

| | |
|-----------------|--|
| Task | Collect all NGOs detail at Hati.My Website |
| Duration | 22 rd May 2019 – Now |
| Task Supervisor | Jasmine Hor Myn-Li |
| Hardware | Computer |
| Software | Sublime Text 3, Filezilla, Photoshop |



Figure 3. 17: Home Page of Hati.My Website

This project was assigned by the supervisor, which is Jasmine Hor Myn-Li to the trainee. The project to update the website was started on 23rd April 2019 and still in progress. It takes more than 2 month to finish modifies the website. This website already publishes to the public from 2014. This website has being edit by using the WordPress. The trainee receives the task from the supervisor which is need to collect around 1900 NGO detail in the old website such as name, telephone number, address image and more to be transfer into google spreadsheet. Then need to transfer from google spreadsheet into the new website of Hati.my. The updates and editing that had been done on the previous Hati.My website, google spreadsheet and new Hati.My website are as below.

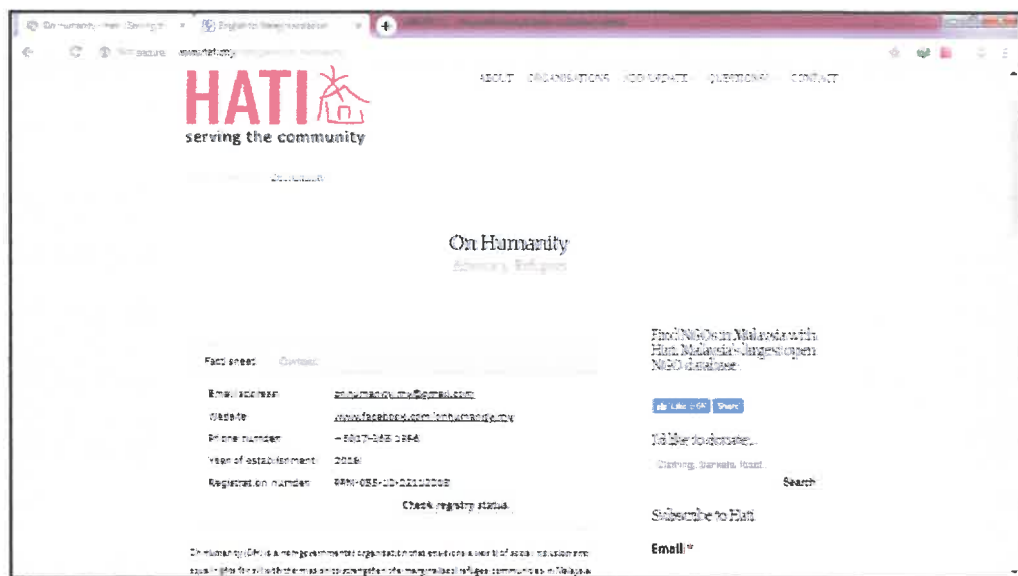


Figure 3. 18: Old Hati.My Website

3.1.2.5 HostingSpaceCreation.Com

Hosting Space Creation is a website subsidiary of LogoDesignCreation website own by Gizwiz Studio Sdn. Bhd that is focusing on website services. Hosting Space Creation website had been developed on 2015 by Khaw Chin Siong who is a founder, technical director and coo of the company.

Table 3. 11: Task Profile for HostingSpaceCreation.Com Website

| | |
|-----------------|--|
| Task | Design and mantaining HostingSpaceCreation Website |
| Duration | 28 th May 2019 |
| Task Supervisor | Jasmine Hor Myn-Li |
| Hardware | Computer |
| Software | Sublime Text 3, Filezilla, Photoshop |

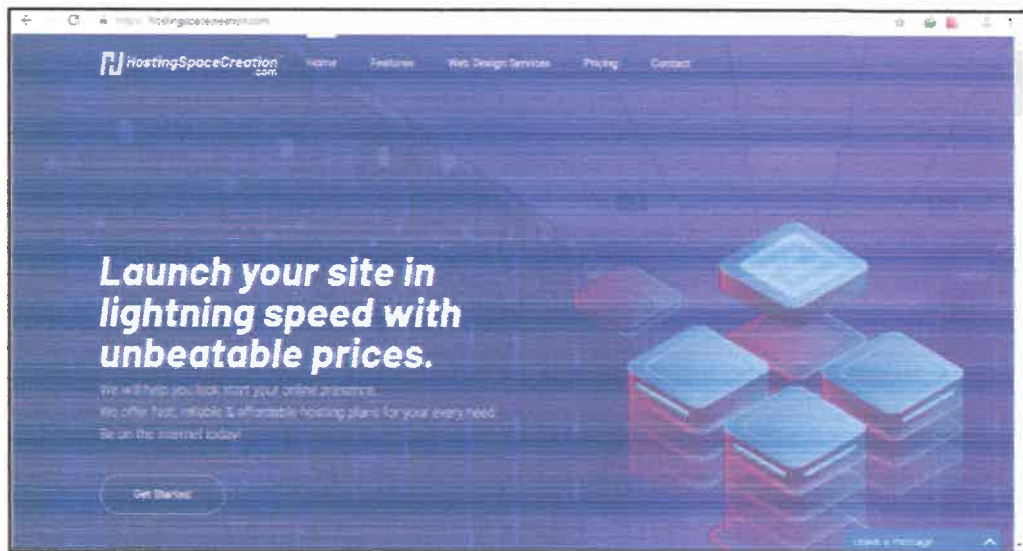


Figure 3. 21: Home Page of HostingSpaceCreation Website

This project was assigned by the supervisor, which is Jasmine Hor Myn-Li to the trainee. The project to update the website was only one day which is on 28th May 2019. This website already publishes to the public from 2015 and trainee needs to do minor update to the website. This website has being edit by using the HTML and save to the Filezilla. The updates and editing that had been done on the Hosting Space Creation website are as table below.

Table 3. 12: List of update Hosting Space Creation

| Activities |
|---|
| 1. Put alt tag for all image in HostingSpaceCreation website |
| 2. Create meta description for order form page |
| 3. Edit the Order Form page which is make the dropdown for account plan, country, phone number and expiration date. |

3.1.3 Documentation

Documentation can be define as legal or official documents that are needed in order to prove something or also can be define as instructions that tell the client how to use a piece of equipment or more. At Gizwiz Studio Sdn. Bhd., trainee also needs to do the documentation on how to use the website or system for the client. For example how to insert the image at the WordPress for Hati.my, change the title of every pages of client's website, private the pages from public to be access, edit the detail of about detail of the website such as history of company by using WordPress and more. Client only can change the detail by using the WordPress only and cannot change directly by using Sublime Text. The documentation is created by using the Microsoft Word which is it easy to the client to read the documentation without installing new software to their computer or mobile phone. All the documentation cannot be attaches as an example because it is private and confidential which is cannot be publish to the public.

3.1.4 Training Classes

Training can be defined as practice, or develop yourself or others, any skills and knowledge related to exact useful competencies. Training has exact goals to improve one's abilities, capabilities, productivity and performance. At Gizwiz Studio Sdn. Bhd., trainee has a class that is related on how to develop the quality website to the client around the world. On February and March trainee has a class from 5.00 p.m. until 7.00 p.m. about programming which is being teach by trainee's supervisor, Khaw Chin Siong. The topic that trainee learn more focus on front-end developer which are WordPress, HTML, CSS and JavaScripts. Trainee learns on how to edit the CSS including the JavaScripts to make animation at the website and more. Khaw Chin Siong also teach trainee on how to edit the website for mobile responsive to be more attractive and user friendly. Mobile responsive can be define as Responsive design is an approach to creating websites that make use of flexible layout, images and cascading style sheet media queries. Responsive design goals are to build a web site that detects the visitor's screen size and orientation and change the layout accordingly (TechTarget, 2019). Other than that, the other supervisor, Jasmine Hor Myn-Li give a class about designing which is including Photoshop, User Experience (UX) and User Interface (UI), Search Engine Optimization (SEO) and more. From the training classes, it gives a lot of knowledge to trainee to develop the website that follows the best criteria of develop quality website.

3.2 Special Project

The trainee need to have a special project during the industrial training as it is one of the subject requirement from the faculty. During the industry training at Gizwiz Studio Sdn. Bhd., the trainee had been assigned by the supervisor to develop a new website that Supported by the U.S. Department of State through the U.S. Embassy in Kuala Lumpur, which is YSEALI website and the link of the website is www.ysealiedukl.info.com.

3.2.1 Introduction

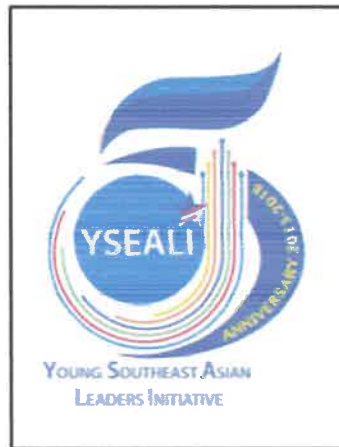


Figure 3. 22: Logo of YSEALI

Young Southeast Asian Leaders Initiative (YSEALI) had been launched in 2013. It is a program under U.S. government's signature to strengthen networking and leadership development in Southeast Asia. Through a variety of programs and engagements, including regional exchanges, seed funding and U.S. educational and cultural exchanges, YSEALI is aimed at building the capacity of youth leadership in the region, strengthen ties between Southeast Asia and the United States, and to foster a community of ASEAN. YSEALI focus on the serious topics identified by youth in the region such as education, civic engagement, economic growth and sustainable development (U.S. Mission to ASEAN, 2019).

Table 3. 13: Task Profile for YSEALI Website

| | |
|-----------------|--------------------------------------|
| Task | Develop YSEALI Website |
| Duration | 1 st March – Now |
| Task Supervisor | Jasmine Hor Myn-Li |
| Hardware | Computer |
| Software | Sublime Text 3, Filezilla, Photoshop |



Figure 3. 23: Home page of YSEALI Website

YSEALI is a website that Supported by the U.S. Department of State through the U.S. Embassy in Kuala Lumpur, the YSEALI Empowering Southeast Asian Educators Workshop is co-organized by The Asia Foundation and StartupMalaysia in Kuala Lumpur, Malaysia (YSEALIEDUKL, 2019). There are about 65% of the populations in the ASEAN region under the age of 35. YSEALI is an effort to reap the incredible potential of youth in the region to address the critical challenges and expand opportunities. YSEALI community consists of bright young leaders which are the aged from 18-35 years from Indonesia, Cambodia, Brunei, Myanmar, Malaysia, the Philippines, Vietnam, Singapore, Timor-motion, Laos, and Thailand that will make a difference in their country, community and area of the region (U.S. Mission to ASEAN, 2019).

The main program of YSEALI website to attract user to apply the workshop which will be held on August 19-23, the year of 2019, will bring together 100 educators throughout Southeast Asia to explore personalized approach to learning and strengthen the network of educators in the region. Besides that, if the bright young leader wants to join the workshop, they can easily register their personal information at registration form that provides in the website. YSEALI website will provide ease to the audience to sign up and join the programs. This website not only provides the information of services, but this website also provides the link to apply the YSEALI Workshop, and contact form.

3.2.2 Scope of Website Development

YSEALI website is developing for the use of U.S. Department of State through the U.S. Embassy in Kuala Lumpur, The Asia Foundation and StartupMalaysia. Other than that, this website also can be used by all people especially for a young people to join the program. In this website there are several information that being provides such as about YSEALI, workshop schedule, workshop duration, term and condition of workshop and others. For the public who want to know about the YSEALI workshop and if they interested to join, they can directly sign up the programs through the sign up form by click 'The Apply' now button at every pages in the website. The audience also can directly send message and get in touch with the StartupMalaysia team.

YSEALI targeted young people which are the aged from 18-35 years from Indonesia, Cambodia, Brunei, Myanmar, Malaysia, the Philippines, Vietnam, Singapore, Timor-motion, Laos, and Thailand to join the workshop. The candidate needs to fill up the registration form to join the workshop. After the participant fill up the form, they will receive the email that notify them about successfully of registration to the workshop.

Next, this website is developed for the use of StartupMalaysia team for them to receive information about the participants that join the programs. From the sign up form, the StartupMalaysia will receive the participant's personal information, and the acceptance of rules and regulations from the participant. All the personal information about the participants and will be received through email by StartupMalaysia. Other than that, StartupMalaysia also will receive a message from the public based on the details provided in the Contact page at the YSEALI website.

3.2.3 Tools Used for Development

For YSEALI website development, it requires the uses of hardware and software. Hardware and software that are used as table below:

3.2.3.1 Hardware

Table 3. 14: List of hardware

| Items | Parts | Specification |
|--------|------------------|--------------------------------------|
| Laptop | Operating system | Windows 7 |
| | Processor | HpIntel® Pentium |
| | Memory | 2GB RAM |
| | Storage | 500GB HDD |
| | Graphics | AMD Radeon R7 Graphics (optional) |
| | Webcam | 1MP, with microphone |
| | Audio | 1 x Stereo Speakers with Dolby Audio |
| | Battery | 6 Cell, Li-Ion, 65 W, 3 Hrs |
| | Display | Up to 15.6" FHD (1920 x 1080) |
| | WLAN | WiFi 802.11 ac |
| | Bluetooth | Bluetooth® 4.0 |

3.2.3.2 Software

Table 3. 15: List of software

| Software | Description |
|-----------------|---|
| Adobe Photoshop | <p>Adobe Photoshop is software that is extensively used for digital art, graphic design and raster image editing. It makes use of layering to allow for depth and flexibility in the design and editing process, as well as provide powerful editing tools, that when combined, are capable of just about anything (Techopedia, 2019). Adobe Photoshop is use trainee to crop the image, icon, vector to be attach inside the YSEALI website. For example, title box every pages need to be crop and attach inside the Filezilla.</p> |
| Sublime Text 3 | <p>Sublime Text is a cross-platform text and source code editor, with a Python application programming interface (API). Sublime Text is proprietary software. Its functionality is extendable with plugins. Most of the extending packages have free-software licenses and are community-built and maintained (uTest, 2019). Sublime Text is used to create and develop coding for YSEALI website.</p> |

| | |
|-----------|--|
| Filezilla | FileZilla is powerful and free software for transferring files over the Internet anytime anywhere without stop. It is a very popular FTP client and is used by webmasters from all over the world (SiteGround, 2019). Gizwiz Studio Sdn. Bhd. use Filezilla to manage files and folders of YSEALI website. Including image need to be save inside the Filezilla, if not the image will not appear at YSEALI website. |
|-----------|--|

3.2.4 Project Planning

For project planning of YSEALI website, the website development started from 1th March 2019 and still in maintenance until now. This system development is following the Software Development Life Cycle method. The development of YSEALI website is until the implementation phase, where it is already publishing at the live website.

Table 3. 16: Project planning of Startup School Asia website

| Activities | Months | | | | | | | | | | | | | | | |
|---|--------|------|------|------|-------|------|------|------|------|------|------|------|------|------|------|------|
| | March | | | | April | | | | May | | | | June | | | |
| | Week | Week | Week | Week | Week | Week | Week | Week | Week | Week | Week | Week | Week | Week | Week | Week |
| 1. Planning | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| <ul style="list-style-type: none"> Project identification and selection Project initiation and planning | | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | |
|----|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 2. | Analysis <ul style="list-style-type: none"> • Requirements Determination • Requirements Structuring | | | | | | | | | | | | | | |
| 3. | Design <ul style="list-style-type: none"> • Database • Forms and Reports • Finalizing Design Specifications • Distributed and internet system | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | |
|----|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 4. | Implementation <ul style="list-style-type: none"> • Transfer database coding to the live site • Test the website | | | | | | | | | | | | | | | | |
| 5. | Maintenance <ul style="list-style-type: none"> • Update Information | | | | | | | | | | | | | | | | |

3.2.4.1 Planning Phase of Website Development

In planning phase, the trainee did not involve in this phase as supervisor Jasmine Hor Myn-Li went to meet the client, StartupMalaysia to discuss and plan on how to develop the YSEALI website. As the process designing of the website using the Photoshop started on 1st March 2019, supervisor Jasmine Hor Myn-Li had a meeting with the StartupMalaysia to discuss about the website design and contents. After finish planning and discussing with the StartupMalaysia team, Jasmine Hor Myn-Li call a meeting with the trainee to distribute and explain about the website development. Supervisor Jasmine Hor Myn-Li also provides website design samples and documents material for trainee to use and refer to develop other template website.

3.2.4.2 Analysis Phase of Website Development

For analysis phase, the trainee also did not involve in this phase same as for planning phase as supervisor Jasmine Hor Myn-Li went to meet the StartupMalaysia team to analysis on how to develop the YSEALI website. To develop this website, StartupMalaysia had used free template website as a model to illustrate and get ideas in developing and designing the YSEALI website. From the discussion with StartupMalaysia, company used free template website as website model to them because StartupMalaysia give a short time to develop the website due to the limited time of registration to the workshop of YSEALI and most of the changes request from the client need to be submit on the same time. So, that the reason why using the free template because it to prevent the delay on develop the YSEALI website. At the same time, company also creates the design that suitable for every pages and present to the client for approval. From the analysis process between StartupMalaysia and supervisor Jasmine Hor Myn-Li,

YSEALI website using the animation, icons and layout that suitable with corporate concept can attract the public to visit the website.

3.2.4.3 Design Phase of Website Development

For design phase of YSEALI website, the trainee starts to develop and build the website coding on 26th March 2019 using HTML and CSS language. Firstly, trainee needs to crop all the image, icon, vector that has being design by designer. All the images need to be save for 'save for web' at Photoshop to prevent the image from blur. Secondly, trainee start writes the information to the website to be published at the website. The trainee also attaches all the image at the HTML and save it inside the Filezilla to be read at HTML. Thirdly, trainee needs to edit every section of the layout to follow all the client needs. Then edit the CSS language of every item that needs to be change. Trainee need to update every day to the supervisor to make sure the website follow the criteria that client want. Fourthly, trainee needs to check for mobile responsive and edit the website at mobile if the layouts mess up by using the CSS. Lastly, after the website has been finished developed, trainee need to give all the file to the supervisor to final check and transfer all the data into the live site after client approve it.

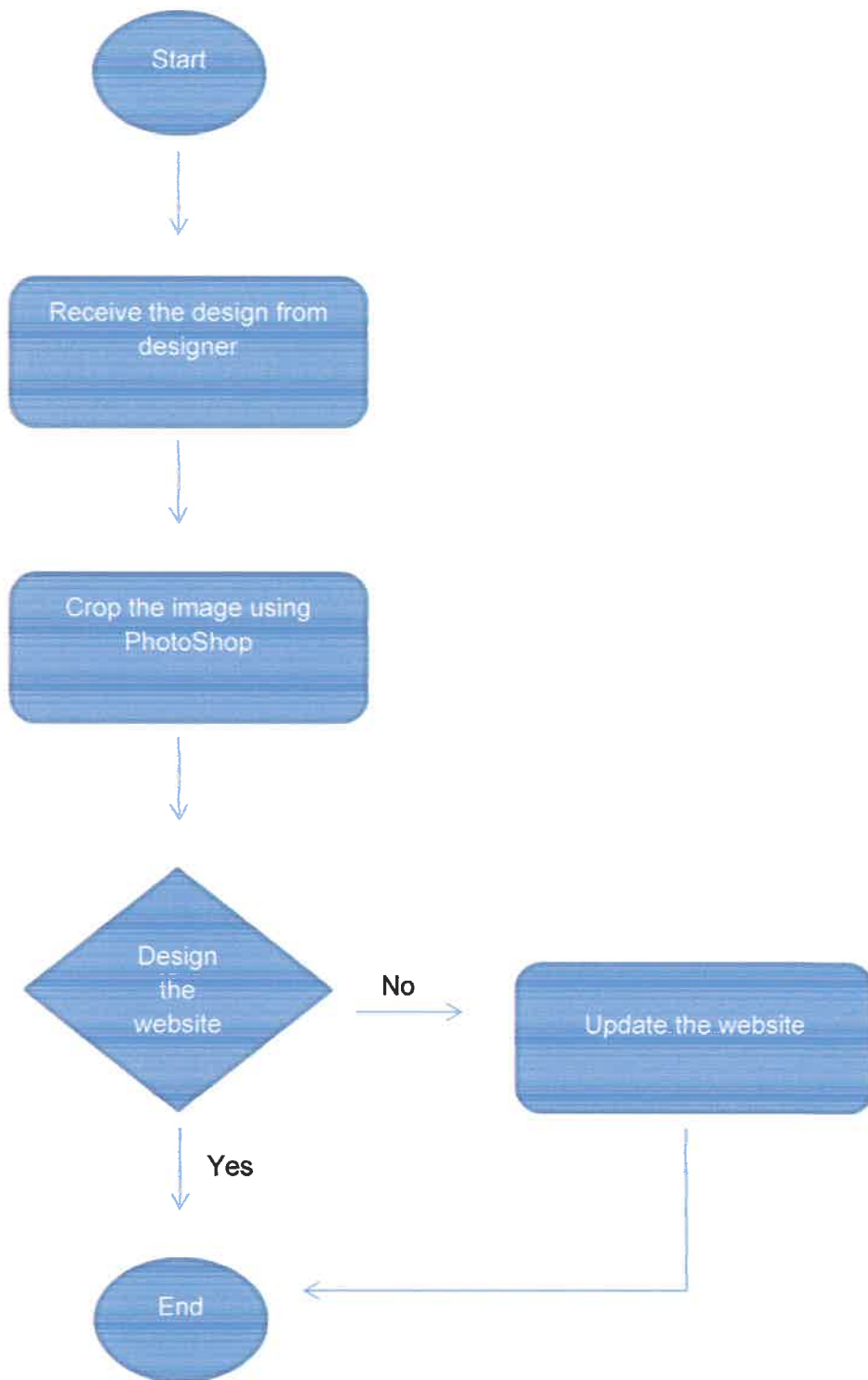


Figure 3. 24: Workflow of Designing the YSEALI Website

3.2.4.4 Implement Phase of Website Development

In implementation phase, the trainee did not involve in this phase as supervisor, Khaw Chin Siong will transfer all the data into the live site. Supervisor will transfer one by one to the live site and after transfer it, supervisor will noticed the trainee to check all data at the live site to find if there is any mistake or the coding did not function. If there is any mistake, trainee needs to inform to the supervisor to easily the supervisor to fix the CSS or HTML. The reason of the coding is not function sometime because the changes of page id when transfer to the live site or missing of the code that accidently not being transfer to the live site.

3.2.4.5 Maintenance Phase of Website Development

For maintenance phase of YSEALI website, the trainee needs to do the maintenance every time StartupMalaysia gives the update to the supervisor. Supervisor will pass all the update to the trainee to update the website at the beta site before transfer to the live site. After all the update is done, supervisor will notice the StartupMalaysia to have a look at the beta site. If the StartupMalaysia approves all the update, supervisor will transfer all the data that has been change to the live site. The duration of the maintenance for the YSEALI website is yearly. StartupMalaysia need to purchase the package if want continue the maintenance for their website every year.

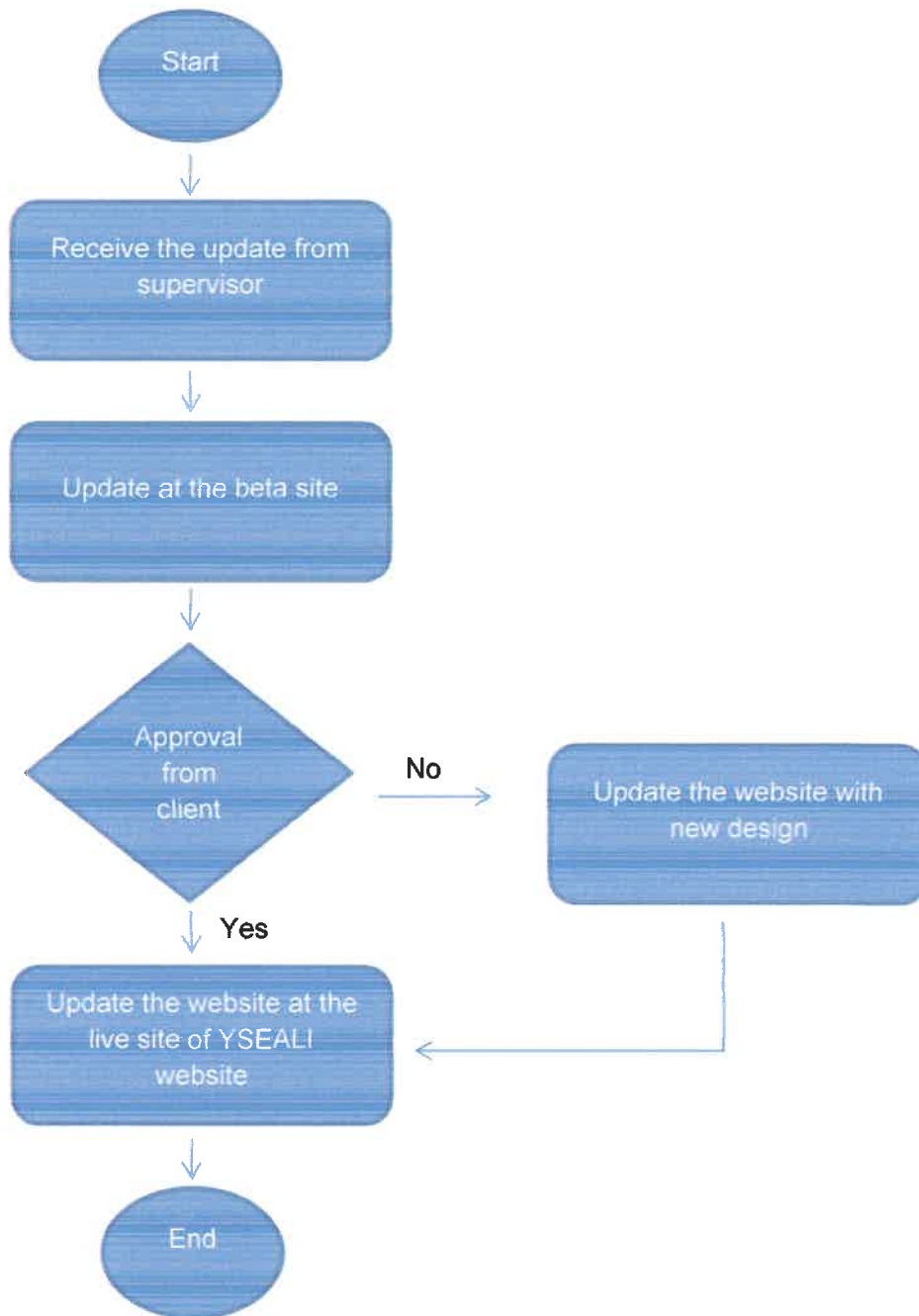


Figure 3. 25: Flowchart of Maintaining the YSEALI Website

3.2.5 Site Map of Startup School Asia (SSA) website

According to Technopedia (2019), site map is a model of a website's content designed to help both users and search engines navigate the site (Technopedia, 2019). Below is the site map of YSEALI website.

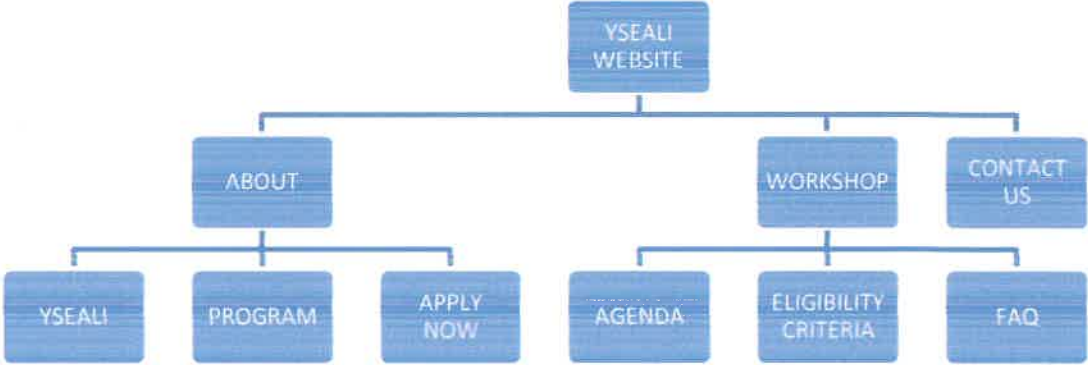


Figure 3. 26: Site map of YSEALI Website

CHAPTER 4

CONCLUSION

4.1 Application of knowledge, skill and experience

The trainee had applied the knowledge and skills learnt from advance web design subject in order to develop the website for the StartupMalaysia. The trainee applied the using of HTML while develop the website. The trainee also has explore more on creating coding by using HTML by referring other sources such as Youtube, other website article and refer the supervisor. Supervisor also gives a lot of Youtube link that can be play after work to improve the skill of using the HTML to develop the website to follow the UI/UX of the website.

Next, the trainee also applied the knowledge and skill that learnt from diploma in Information Management which is Adobe Photoshop. Trainee need to crop the entire image vector, icon that has been design by designer to be attaches in the website. All the image, vector and icon that need to crop must be save in 'save for web' to prevent the image from blur, or too big to reload when refresh the page of the website.

Other than that is trainee also applied the knowledge and skill that learnt from advance web design subject which is CSS. CSS only learn the basic one which is trainee no need to change the CSS. When in industrial training, trainee need to adjust and edit the CSS to make sure the website not to messy and follow to rules and regulation of UI/UX of the website. Supervisor give a lot of practical to the trainee to edit the CSS such as make a class to the trainee to learn how to edit the CSS. Other than that, supervisor also gives a lot of video about CSS to be seen after working hour to improve the CSS editing. Trainee received a lot of experience on editing the CSS at the office.

Furthermore, is trainee also applied the knowledge and skill that learnt from classification and filing which is teamwork. At gizwiz studio Sdn. Bhd., trainee does a lot of website project in team. For example, Startup School Asia website being develops by seven staffs including the trainee. Four staff from programmer and three staff from designer department needed to complete develop the Startup School Asia website because it has many pages that need to be create and it totally start from the scratch.

Lastly, trainee also applies the knowledge and skill that learnt from system analyst which is documentation. At the Gizwiz Studio Sdn. Bhd., trainee need to do a lot of documentation to give instruction to the client on how to use the website and editing the website by using the WordPress. It give a lot advantages to the client to learn more about their website and can edit anytime and anywhere without the programmer from Gizwiz Studio Sdn. Bhd.

4.2 Personal thoughts and Opinion

The trainee feels that the organization provides an opportunities and supportive environment. Firstly, the environment at the workplace is comfortable is which all the necessary completely have. For example, stationary to use to do design the website and measure the website, pantry to keep all the food and drink of trainee, facilities such table, chair, air-conditioner and more that give comfort to the trainee. Secondly, trainee using the Skype application as a platform to communicate with Supervisor which is Jasmine to talk about work that being given but trainee can face to face with other supervisor which is Khaw Chin Siong for the practical skill. It quite complicated because it take time to finish the work when the supervisor, Jasmine did not read the notification on Skype because she was the only one that approve all the design before sent to the client.

Thirdly, the supervisor give a lot of training to the trainee which is on February and March trainee has a class from 5.00 p.m. until 7.00 p.m. about programming. The topic that trainee learn more focus on front-end developer which are WordPress, HTML, CSS and JavaScripts. Trainee learns on how to edit the CSS including the JavaScripts to make animation at the website and more. Other than that, the other supervisor, Jasmine Hor Myn-Li give a class about designing which is including User Experience (UX) and User Interface (UI), Photoshop, Search Engine Optimization (SEO) and more. From the training classes, it gives a lot of knowledge to trainee to develop the website that follows the best criteria of develop the quality website.

Fourthly, trainee has given a deadline to complete the task that being given by supervisor. Based on my experience create a website cannot being done by one or two days in a working hour from 9.00 a.m. to 5.00 p.m. that being given by supervisor because there are a lot of changes and implementation need to do at the website. So sometime trainee need to overtime at office or bring back all the task at home to make sure all the task complete before the deadline given. If the website involve with back-end it take a lot of time to finish the website because all the staff is industrial training student that do not have a lot of experience to complete the work. Staff needs to wait the supervisor came to the office to ask about programming if trainee and other staff cannot complete the certain task given.

The trainee also thinks that knowledge and skills provided by faculty is necessary and useful. However, some improvement can be done such as learn more about CSS and Javascripts. It is because, when trainee develops the system by using the PHP, trainee also needs to make the interface more friendly user, and ease of use. Other than that, faculty also needs to improve more about learning PHP because basic PHP that trainee learn too basic that not meet the requirement of the company.

4.3 Lesson learnt

The trainee has learnt to be more discipline, punctual and has improved in communication skills. Firstly, being in working environment, the trainee has learnt how to commit with time which is trainee need to do the schedule to manage the trainee's time to finish the work on time. For example, trainee need to state in the morning which task that need to be do same goes at evening also. But trainee must prioritize the important job that reaches the dateline first than others. Secondly, trainee also improved the communication skill which is trainee need communicate with supervisor and other staff always such as present to the supervisor about the website when have a class or meeting. By that, trainee improves the communication skill by doing industrial training at Gizwiz Studio Sdn, Bhd.

Thirdly, trainee also learn on how to do the work multiple task because the supervisor give a lot of work to the trainee every day and need to complete all the work on the date that supervisor give to the trainee. Fourthly, supervisor, Jasmine Hor Myn-Li teaches us on how to make the website follow the SEO. SEO can be defining as search engine optimization, which is the practice of increasing the quality and quantity of traffic to your site through the organic search engine. For example, do not duplicate content at the other page of the website, update the content regularly which is weekly or monthly so the website will be up to date, each page must have 250 – 500 words of quality content to prevent the page full of text and mess up, put H1 at every pages and more.

Fifthly, the trainee also learns how to implement User Interface (UI) and User Experience (UX) in the website. UI can be define as how people interact with the website and while UX can be define as how people fell while using the website. Both elements are important for products and work closely together which it is by following the UI and IX can fully follow the criteria of quality website. But even their professional relationship, their roles are quite different, refers to parts that are very different from the design discipline

and process. For example of UI is the color of the website, content, button, layout and other not mess up at the computer or mobile responsive. Then the example of UX is the satisfaction of the user when using the website either eases of use or not.

Sixthly, the trainee also learn on how to using the WordPress to develop the website. WordPress is a free content management system that is used to maintain and build websites. It is features a unique blog and easy to use has helped it become the most common blog tool on the web. WordPress provides a web-based user interface to design, update and publish the website. Instead of writing HTML, trainee can simply choose one of the different web Page templates that many or ' themes ' that have a design that client like. But there is several thing that trainee learn which is when trainee and team create the website from scratch, after finish develop supervisor will transfer all the website into the WordPress so easily the client to handle the website by using the WordPress only.

Seventhly, trainee learns on how to do the website for mobile responsive or can be access in any size width of the computer or mobile phone from size 320px unti 2000px of width the computer. All the skill had been teach by Khaw Chin Siong to the entire trainee at the Gizwiz Studio Sdn. Bhd.

4.4 Limitations and recommendations

There are several limitations that are being provided by the Gizwiz Studio Sdn, Bhd. Company. First the company does not provide the computer to the trainee which is trainee need to bring their own computer to do work at the company. But if the trainee still does not have a computer, company will charge RM100 to the company to use the company's computer. Secondly, company does not provide enough access cards to the trainee which is trainee need to share the access card with other staff to access to the building. If the other staff does not arrive yet at the company, trainee needs to wait the staff at the lobby of the building. Thirdly, company does not have the punch card system to check the check in and check out of the trainee so it quite complicated for the trainee to count their overtime hours which is the supervisor difficult to believe if trainee claim the overtime.

There are several recommendation that trainee like to suggest which are firstly company need to provide all their staff the computer to do their work because computer is an important thing due to the company provide the services about logo and website that 100% using the computer. It easily other staffs that do not have any computer instead need to pay to the company. Secondly, company need to provide access card to every staff in their company to easily them to access the company on-time without delay because need wait other staff. Thirdly, Gizwiz Studio Sdn. Bhd. need to have an punch card system or anything that can take the time for check in and check out at the company. It will easy to the company to calculate the overtime hour without any curious to the staff that claim the overtime for every month.

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APPENDICES

SLIDE PRESENTATION



SITI NURHAFRIZA MOHAMAD HANIFAH
2016718505

Background of Gizwiz Studio

| | |
|----------------|---|
| Organization | Gizwiz Studio Sdn Bhd |
| Address | D-18-03 Sunway Nexis, Jalan PJU 5/10, Dataran Sunway, Kota Damansara, 47810 Petaling Jaya, Selangor |
| Phone/Fax | 03-7887 1101 |
| Email | info@gizwizstudio.com |
| Year Establish | May 2003 |



Organizational structure



Industrial Training Activities

- New Website Development
- Maintaining Existing Website
- Documentation
- Training Classes



New Website Development



| | |
|-----------------|------------------------------------|
| Task | Develop LogoDesignCreation Website |
| Duration | 1 st February – Now |
| Task Supervisor | Jaemine Hor Myn-Li |
| Hardware | Computer |
| Software | WordPress, Photoshop |

5

New Website Development



| | |
|-----------------|---|
| Task | Develop Dash Insights Website |
| Duration | 21 st February 2019 – 5 April 2019 |
| Task Supervisor | Jaemine Hor Myn-Li |
| Hardware | Computer |
| Software | WordPress, Photoshop |

6



| | |
|-----------------|--|
| Task | Maintaining StartupMalaysia/Raft Website |
| Duration | 2 nd May 2019 – Now |
| Task Supervisor | Jaemine Hor Myn-Li |
| Hardware | Computer |
| Software | Sublime Text 3, Filezilla, Photoshop |

7



| | |
|-----------------|---------------------------------------|
| Task | Design and maintaining Rumbia Website |
| Duration | 2 nd May 2019 – Now |
| Task Supervisor | Jaemine Hor Myn-Li |
| Hardware | Computer |
| Software | Sublime Text 3, Filezilla, Photoshop |

8

Maintaining Existing Website

Maintaining Existing Website



| | |
|-----------------|---------------------------------------|
| Task | Design and maintaining Rumbia Website |
| Duration | 8th May 2019 – 9th May 2019 |
| Task Supervisor | Jasmine Hor Myn-Li |
| Hardware | Computer |
| Software | WordPress, Photoshop |

Maintaining Existing Website

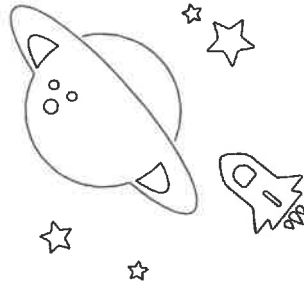
9

| | |
|-----------------|--|
| Task | Collect all NGOs detail at Hati.My Website |
| Duration | 22nd May 2019 – Now |
| Task Supervisor | Jasmine Hor Myn-Li |
| Hardware | Computer |
| Software | Sublime Text 3, Filezilla, Photoshop |



Maintaining Existing Website

10



Special Project

11

YSEALI Website

Young Southeast Asian Leaders Initiative (YSEALI) had been launched in 2013. It is a program under U.S. government's signature to strengthen networking and leadership development in Southeast Asia.



12

Scope of YSEALI Website



HARDWARE & SOFTWARE

HARDWARE

Laptop

SOFTWARE

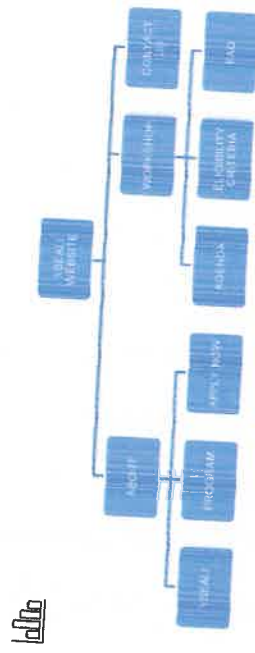
- Adobe
- Photoshop
- Sublime Text 3
- Filezilla



YSEALI Website Project Planning



Sitemap of YSEALI Website



Mobile Responsive



17

Tablet project



18

Desktop project



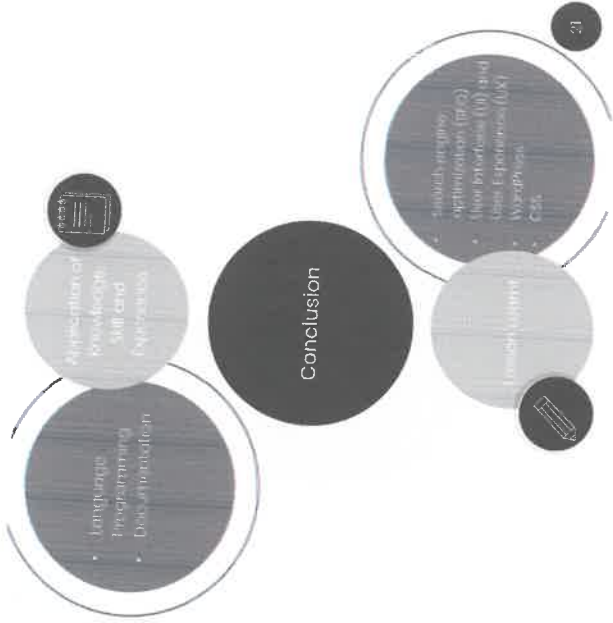
19

CONCLUSION

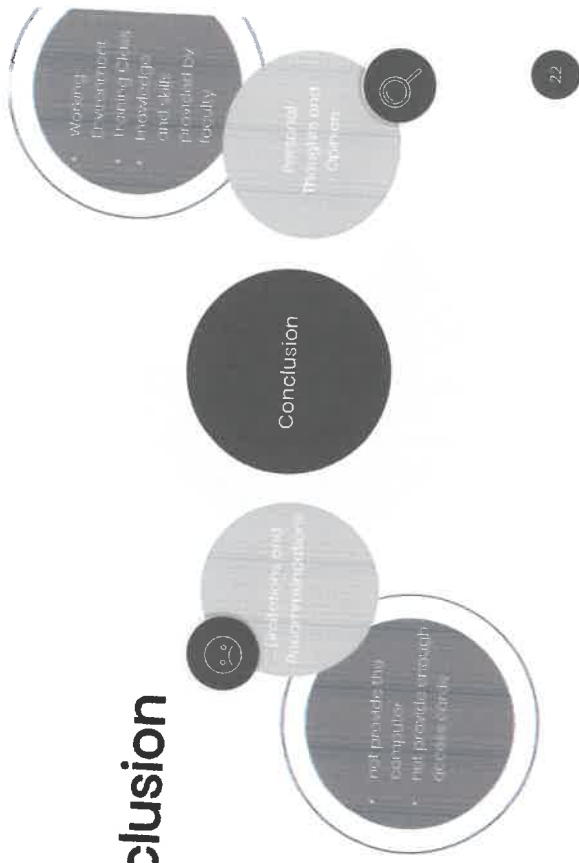


20

Conclusion



Conclusion



Thanks!

Any questions?

ATTENDANCE



REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih _____
No. I/C _____
Nama / Alamat Organisasi : Damansara, 47810 Petaling Jaya, Selangor
Nama Penyelia : Jasmine Hor Myn-Li
Bulan / Tahun : Mei / 2019

| Tarikh | Waktu Masuk | Waktu Keluar | Tandatangan Penyelia | Nota |
|-------------|----------------|----------------|----------------------|----------------------|
| 1 Mei 2019 | Hari Pekerja | Hari Pekerja | | |
| 2 Mei 2019 | 9.00 pagi | 8.00 petang | | |
| 3 Mei 2019 | Temuduga DIGI | Temuduga DIGI | | Ganti Pada Hari Lain |
| 6 Mei 2019 | 9.00 pagi | 6.00 petang | | |
| 7 Mei 2019 | 9.00 pagi | 6.30 petang | | |
| 8 Mei 2019 | 9.00 pagi | 5.30 petang | | |
| 9 Mei 2019 | 9.00 pagi | 5.00 petang | | |
| 10 Mei 2019 | 8.00 pagi | 3.30 petang | | |
| 13 Mei 2019 | 9.00 pagi | 5.00 petang | | |
| 14 Mei 2019 | 9.00 pagi | 5.00 petang | | |
| 15 Mei 2019 | 9.00 pagi | 4.00 petang | | |
| 16 Mei 2019 | 9.00 pagi | 4.00 petang | | |
| 17 Mei 2019 | 8.00 pagi | 3.00 petang | | |
| 20 Mei 2019 | Hari Wesak | Hari Wesak | | |
| 21 Mei 2019 | 9.00 pagi | 4.00 petang | | |
| 22 Mei 2019 | Nuzul Al-Quran | Nuzul Al-Quran | | |
| 23 Mei 2019 | Cuti Sakit | Cuti Sakit | | |
| 24 Mei 2019 | 8.00 pagi | 3.00 petang | | |
| 27 Mei 2019 | 9.00 pagi | 4.00 petang | | |
| 28 Mei 2019 | 9.00 pagi | 4.00 petang | | |
| 29 Mei 2019 | 9.00 pagi | 4.00 petang | | |
| 30 Mei 2019 | 9.00 pagi | 4.00 petang | | |
| 31 Mei 2019 | 8.00 pagi | 3.00 petang | | |
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Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar : _____ Tarikh : 26/5/2019

Tandatangan Penyelia : _____ Tarikh : _____

REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : Siti Nurhafiza Mohamad Hanifah

No. I/C _____

Nama / Alamat Organisasi : Damansara, 47810 Petaling Jaya, Selangor

Nama Penyelia : Jasmine Hor Myn-Li

Bulan / Tahun : Jun / 2019

| Tarikh | Waktu Masuk | Waktu Keluar | Tandatangan Penyelia | Nota |
|-------------|-------------|--------------|----------------------|----------------------|
| 3 Jun 2019 | 9.00 pagi | 4.00 petang | | |
| 4 Jun 2019 | Cuti Raya | Cuti Raya | | Ganti Pada Hari Lain |
| 5 Jun 2019 | Cuti Raya | Cuti Raya | | |
| 6 Jun 2019 | Cuti Raya | Cuti Raya | | |
| 7 Jun 2019 | 9.00 pagi | 5.00 petang | | |
| 10 Jun 2019 | 9.00 pagi | 5.00 petang | | |
| 11 Jun 2019 | 9.00 pagi | 5.00 petang | | |
| 12 Jun 2019 | 9.00 pagi | 5.00 petang | | |
| 13 Jun 2019 | 9.00 pagi | 5.00 petang | | |
| 14 Jun 2019 | Cuti Raya | Cuti Raya | | Ganti Pada Hari Lain |
| 17 Jun 2019 | Cuti Raya | Cuti Raya | | Ganti Pada Hari Lain |
| 18 Jun 2019 | Cuti Raya | Cuti Raya | | Ganti Pada Hari Lain |
| 19 Jun 2019 | Cuti Sakit | Cuti Sakit | | |
| 20 Jun 2019 | 9.00 pagi | 6.00 petang | | |
| 21 Jun 2019 | 9.00 pagi | 6.00 petang | | |
| 24 Jun 2019 | 9.00 pagi | 5.30 petang | | |
| 25 Jun 2019 | 9.00 pagi | 7.00 petang | | |
| 26 Jun 2019 | 9.00 pagi | 7.00 petang | | |
| 27 Jun 2019 | 9.00 pagi | 6.00 petang | | |
| 28 Jun 2019 | 9.00 pagi | 5.00 petang | | |
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Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar : _____ Tarikh : 26/6/2019

Tandatangan Penyelia : _____ Tarikh : _____