Universiti Teknologi MARA

A Development of Online System for Policy and Procedure using Open Architecture Community System (OpenACS)

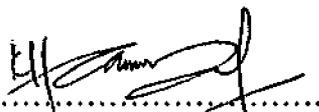**Mohd Khaizul Azhar Bin Mohd Yusof**
2004219623

Thesis submitted in fulfillment of the requirements for
Bachelor of Science (Hons) Information System Engineering
Faculty of Information Technology And
Quantitative Science

April 2006

DECLARATION

I certify that this project to which it refers are the product of my own work and that any ideas or quotation from the work of other people, published or otherwise are fully acknowledged in accordance with the standard referring practices of the discipline.

APRIL, 27 2006

....

MOHD KHAIZUL AZHAR BIN MOHD YUSOF

2004219623

ACKNOWLEDGMENT

With the name of Allah the most Gracious, the most Merciful creator,
I seek His Blessing on His Prophet Muhammad s.a.w

With humanity and faith, I would like to thank Almighty Allah for giving me the strength and patience to complete this project successfully. I owe a debt of gratitude to many people for their kind help at various stages of my thesis work. No words can express adequately my sense of indebtedness yet I feel, I shall be failing in my duty if I do not put on record my gratitude to the following:

Firstly, my honorable supervisor Professor Madya Aminuddin Bin Mohammad for his untiring and inspiring supervision, critical assessment and helpful suggestions in the preparation of the thesis. Secondly to my thesis coordinator, Puan Wan Amalina Binti Wan Hariri for her kind encouragement, whole hearted cooperation and valuable suggestion for improvement of this thesis.

Thirdly, Encik Saharbudin Naim Tahir Shah, for his constant inspiring supervision, critical assessment, valuable advice and fruitful discussions from the very beginning until the completion of the thesis. I would like to extend my deepest appreciation to all my lecturers, my friends and colleagues, who extended help to me whenever it was needed throughout the duration of my study.

Last but not least, I am ever grateful to my beloved parents, Mohd Yusof Bin Din and Zaiton Bte Samsuddin for taking care of me and their blessings and encouragement. I must also thank member of my family and close relatives for their support and encouragement.

TABLE OF CONTENTS

Contents	Page

ABSTRACT

The usage of policy and procedure management system becomes more important in organization. People are realizing that policy can help their organization move on forward better. But unfortunately the way they manage the policy is not suitable.

At the current status, office management especially for handling policy and procedure is using manual system. They are not using proper method and thus a lot of problems arise.

Namely Online System for Policy and Procedure (OSPP), this system was developed to overcome the problems and fulfill the requirement for handling policy in organization. The project was started by considering the problem faced by staff from FTMSK, UiTM and other factor that effecting the environment of system development.

By using Open Architecture Community System (OpenACS) as the development platform, OSPP will provide better and comprehensive approach in managing policy and procedure. From the comparison between OpenACS and other framework, it does give a more advantage and suitable as a system platform based on its useful criteria. OSPP has a lot of features that can help person who are in charge of the policy management.