



UNIVERSITI TEKNOLOGI MARA  
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT:  
JABATAN PELAJARAN NEGERI KELANTAN

SPECIAL PROJECT:  
SISTEM PENGURUSAN ASET

BY  
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(2015140225)

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

1 FEBRUARY 2018 – 30 JUNE 2018

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BANDAR BARU TUNJONG, KOTA BHARU

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

1 FEBRUARY 2018 – 30 JUNE 2018

## **DECLARATION**

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Wan Mohd Syahrul Akmal Bin Wan Sudeh

2015140225

Date of submission: 9<sup>th</sup> July 2018

## ABSTRACT

*This special project is based on the period from 1<sup>st</sup> February to 30<sup>th</sup> June 2018 in Information and Technology (ICT) department in Jabatan Pelajaran Negeri (JPN). During the first day the trainee reporting duty to the organization, trainee was assigned to ICT department. The trainee was given special project which is to develop asset management system. The system was completed successfully with the help of my supervisor, Mrs. Yusmariza binti Yaacob. During the industrial training, there are lot of experience to be benefit such as time management, teamwork, communication skills and so on. Throughout the 5-month duration, there lot of advantages and disadvantage can be seen during the involvement. Until the last day of internship, the trainee were given a lot of support and all the staff give full cooperation until the end*

**Keywords:** *Jabatan Pelajaran Negeri Kelantan, system, asset, ict department.*

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## CHAPTER 1: INTRODUCTION

### 1.1) General background



**Figure 1 : Main Building**

#### **Jabatan Pelajaran Negeri Kelantan**

Address : Bandar Baru Tunjong, 16010, Kota Bharu, Kelantan

Phone : 09-741 8000

Website : [jpnkelantan.moe.gov.my](http://jpnkelantan.moe.gov.my)

Email : [webmaster.kel@moe.gov.my](mailto:webmaster.kel@moe.gov.my)

Sector : Management and Development Services Sector

School Management Sector

Academic Management Sector

Human Development Development Sector

Islamic Education Sector

Evaluation and Exam Sector

Private Education Sector and Special Education

Quality Assurance Sector

Psychology and Counseling Sector

ICT sector

Current Director : Muhammad Zahari bin Othman

### **1.1.1 History**

The history of the Kelantan State Education Department begins when the first Director (formerly known as the Superintendent of Education), Mr Ghazali B. Mohd Ariffin was appointed in 1922. He was later awarded the title of Dato 'Bentara Luar and served until 1930. The first Kelantan Education Department is located in a building known as "Office Panjang", a building near the Istana Kota Lama. Then in 1930, the Kelantan State Education Department moved to a building known as the "Office Pohon Celagi" in the building of the State Secretary of Kelantan. From 1922 until now, the Kelantan Education Department was led by thirty-four (34) Directors comprising thirteen (22) Malay nationals, ten (10) English nationals and two (2) Chinese.

Since colonial times to this day, the Kelantan State Education Department has been trying to improve the quality of education of the state in line with the National Education Philosophy Policy. In order to support this policy, five (5) District Education Offices were established, then seven (7) and subsequently in 2007, District Education Office became ten (10) District Education Offices namely Kota Bharu District Education Office, Pasir Mas District Education Office, Tumpat District Education Office, Bachok District Education Office, Kuala Krai District Education Office, Pasir Puteh District Education Office, Machang District Education Office, Tanah Merah District Education Office, Jeli District Education Office and Gua Musang District Education Office.

On June 5, 2014, the Kelantan State Education Department officially received the key of the new Kelantan State Education Department. On June 15, 2014, the Kelantan State Education Department has moved and operated fully at new buildings of Jabatan Pendidikan Negeri Kelantan at Bandar Baru Tunjong. This migration involves six (6) sectors namely Management and Development Services Sector, School Management Sector, Academic Management School, Human Development Sector, Quality Assurance Sector and ICT Sector. Four more (4) sectors are still in federal buildings in the city of Kota Bharu, Examination Assessment Sectors, Private Education Sector and Special Education, Islamic Education Sectors and Psychological and Counseling Sectors. On January 15, 2018, the Private Education and Special Education Sector officially moved to JPN Complex in Tunjong.

### 1.1.5 Top Management Profile



**Figure 3: Education Director of Kelantan**

**Muhammad Zahari bin Othman**  
Education Director of Kelantan  
Date of Birth 2 August 1959  
Birthplace : Pasir Mas, Kelantan

#### **Experience:**

**Table 1: Head of Director Timeline**

<b>Position</b>	<b>Date</b>
Teacher at S.M. Gua Musang	(1983)
Senior Assistant (Co - Curriculum) at SM Gua Musang	(01.08.1990-15.05.1993)
Senior Assistant (Administration) at SM Gua Musang	(16.05.1990-01.08.1995)
Senior Assistant (Administration) at SMK Paloh	(01.08.1995-01.10.1996)
Evening Supervisor at SMK Tengku Indra Petra	(01.01.1997-01.01.1999)
Senior Assistant (Pentadbiran) at SMK Tengku Indra Petra	(01.01.1999-15.10.2000)
District Education Officer, Gua Musang District Education Office, Kelantan	(01.11.2006-21.1.2017)
Deputy Education Director of Kelantan	(22.1.2017-20.12.2017)
Education Director of Kelantan	(21.12.2017 - present)

## **1.1.2 Mission, Vision and Motto**

### **Mission**

Melestarikan Sistem Pendidikan Yang Berkualiti Untuk Membangunkan Potensi Individu Bagi Memenuhi Aspirasi Negara

### **Vision**

Pendidikan Berkualiti Insan Terdidik Negara Sejahtera

### **Moto**

Tiada Hasil Kecuali Kecemerlangan

## **1.1.3 Objective**

- Implementing the education policy through the National Education Philosophy and implementing the Development Plan Malaysian Education (2013 - 2025)
- Produce dynamic, progressive and proactive leadership to implement holistic education development
- Improve academic achievement through public examinations.
- Providing adequate learning infrastructure so that the teaching and learning atmosphere becomes more conducive
- Increase the expertise of education service officers by providing professional courses
- Maintain the well-being of officers and staff and provide effective service to customers
- Provides an ICT-based administrative system
- Strengthen sports management and co-curriculum
- Nurturing a caring culture among Kelantan educators

### 1.1.4 Organizational Chart

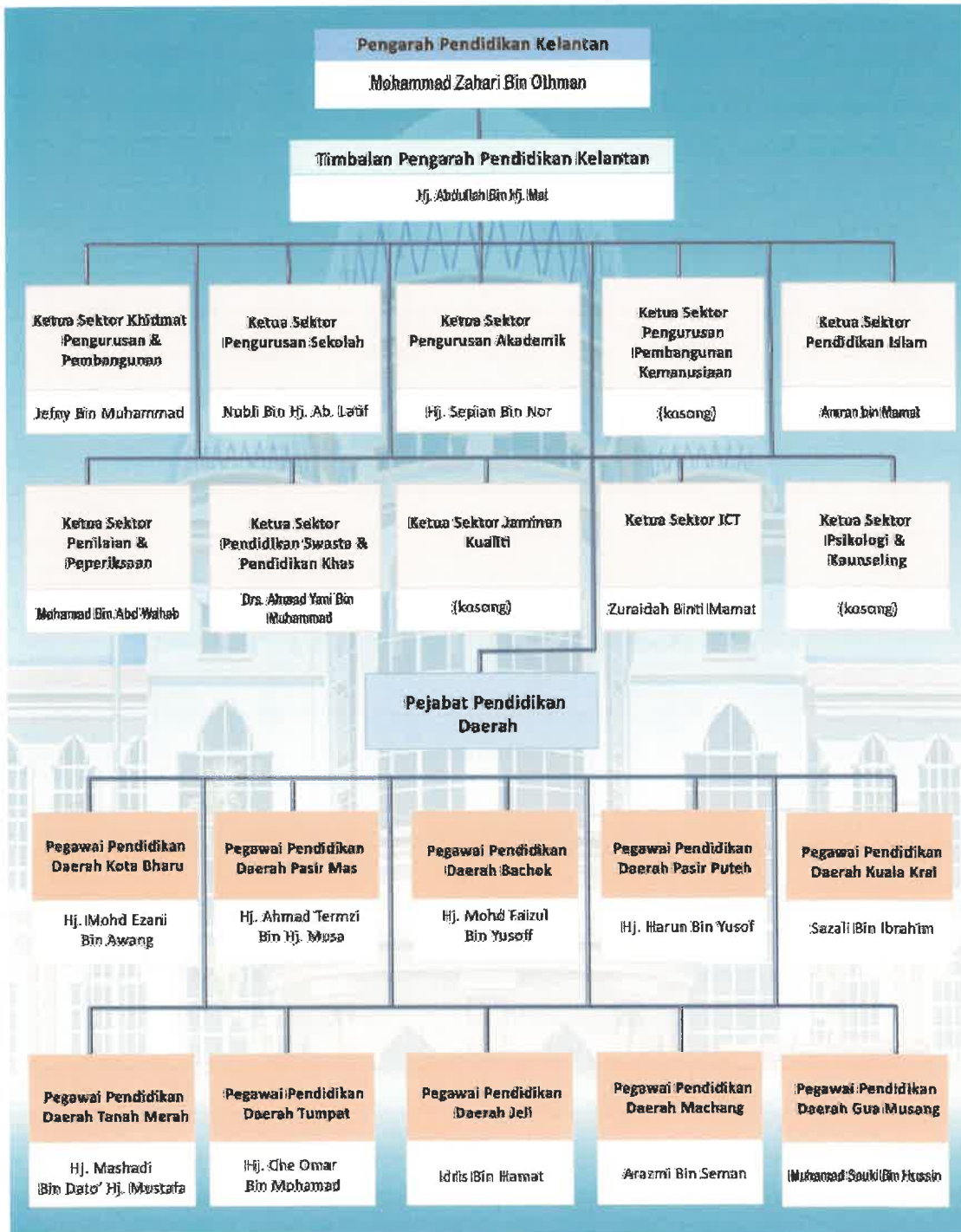


Figure 2 : Organizational Chart



**Figure 4: Deputy Director of Education**

Hj. Abdullah bin Hj. Mat  
 Deputy Director of Education  
 Date of Birth : 21 April 1960  
 Birthplace : Machang, Kelantan

**Experience:**

**Table 2 : Deputy Director Timeline**

<b>Position</b>	<b>Date</b>
Assistant Teachers at SMK Seri Intan, Machang, Kelantan	(1.7 1985 - 30.3.1996)
Full-time Counselor at SMK Seri Intan, Machang, Kelantan	(1.4.1996-31.12.2002)
Co-curriculum Senior Assistant at SMK Seri Intan, Machang, Kelantan	(1.1.2003-31.12.2003)
Senior Assistant Student Affairs at SMK Seri Intan, Machang, Kelantan	(1.1.2004-15.9.2008)
Assistant District Education Officer, Machang District Education Office (School Management and Human Development)	(16.11.2008 - 16.2.2009)
Principal of SMK Keroh, Kuala Krai, Kelantan	(16.2.2009 - 16.8.2012)
Principal of SMK Hamzah 2, Machang, Kelantan	(17.8.2012 - 15.11.2014)
District Education Officer, Machang District Education Office, Kelantan	(16.11.2014-1.3.2016)
Head of Quality Assurance Sector	(1.3.2016-8.4.2017)
Head of Human Development Development Sector	(9.4.2017-11.6.2018)
Deputy Director of Education	(12.6.2018 - present)



**Figure 5: Head of School Management**

**Nubli bin Hj. Ab. Latif**  
**Head of School Management Sector**  
**Date of Birth: 01 January 1964**  
**Birthplace : Tanah Merah, Kelantan**

**Experience:**

**Table 3 : Head of School Management Timeline**

<b>Position</b>	<b>Date</b>
Teacher Attach at SMT Kuala Krai	(01.01.1986 - 16.11.1994)
Teachers at SMT Tanah Merah	(16.11.1994 - 01.01.2003)
Senior Assistant (KO) at SMK Dato Mahmud Paduka Raja 2, Tanah Merah	(01.01.2003 - 01.10.2008)
Senior Assistant (HEM) at SMK Dato Mahmud Paduka Raja 2, Tanah Merah	(01.10.2008- 01.05.2011)
Senior Assistant Administration at SMK Belimbing	(01.05.2011 - 16.12.2011)
Principal at SMK Alor Pasisr	(16.12.2011 - 16.05.2016)
District Education Officer at Tanah Merah District Education Office (PPD)	(16.05.2016 - 14.09.2016)
Head of School Management Sector	(14.09.2016 - present)





**Figure 6 : Head of Islamic Sector**

**Hj. Sepian bin Nor**  
**Head of Sector in Islamic Education Sector**  
**Date of Birth: 09 September 1958**  
**Birthplace : Pasir Mas, Kelantan**

**Experience:**

**Table 4 : Head of Islamic Sector Timeline**

<b>Position</b>	<b>Date</b>
Principal Assistant Director of Islamic Education Sector, JPN Kelantan	(25.02.2018)
Head of Sector in Islamic Education Sector, Kelantan	(26.02.2018 - present)



**Figure 7: Head of Examination Sector**

**Mohamad bin Abd Wahab**  
 Head of Sector in Evaluation and Examination Sector  
 Date of Birth: 5 October 1964  
 Birthplace : Bachok, Kelantan

**Experience:**

**Table 5: Head of Examination Sector Timeline**

<b>Position</b>	<b>Date</b>
Teachers at SMK Three Rivers, Mukah, Sarawak	(16.05.1989 - 16.07.1992)
Senior Assistant (HEM) at SMK Three Rivers, Mukah, Serawak	(17.07.1992 - 01.08.1995)
Senior Assistant Administration (PKP) at SMK Three Rivers, Mukah, Serawak	(02.08.1995 - 31.05.1996)
Teachers at SMK Zainab 1, Kota Bharu, Kelantan	(01.06.1996 - 31.12.2002)
Senior Language Teachers at SMK Zainab 1, Kota Bharu, Kelantan	(01.01.2003 - 15.10.2005)
Senior Assistant (HEM) at SMK Kampong Laut, Tumpat, Kelantan	(16.10.2005 - 15.01.2007)
Senior Assistant Administration (PKP) at Maktab Sultan Ismail, Kota Bharu	(16.01.2007 - 15.2.2009)
Principal Assistant Director in Evaluation and Examination Sector, Kelantan JPN	(16.2.2009 - 01.04.2017)
Head of Sector in Evaluation and Examination Sector, JPN Kelantan	(02.04.2017 - present)



**Figure 8: Head of Private and Special Education Sector**

**Drs. Ahmad Yani bin Mohammad**  
**Head of Sector in Private Education & Special Education Sector**  
**Date of Birth: 24 April 1966**  
**Birthplace : Kota Bharu, Kelantan**

**Experience:**

**Table 6: Head of Private and Special Education Timeline**

<b>Position</b>	<b>Date</b>
Assistant Teachers at SMK Keteleh, Kota Bharu, Kelantan	(01.09.1993 - 31.12.1994)
Student Counselor at SMK Keteleh, Kota Bharu, Kelantan	(01.01.1995 - 30.06.1999)
Special Assistant in Curriculum Unit, Academic Management Sector, Kelantan NRD	(01.07.1999 - 15.09.2001)
Special Officer at Training Unit, Management and Development Services Sector, Kelantan NRD	(16.09.2001 - 31.07.2003)
Head of Unit at Unit HEM, Human Development Management Sector, Kelantan NRD	(01.08.2003 - 15.04.2009)
Assistant Director of Discipline at Humanitarian Development Management Sector, Kelantan NRD	(16.04.2009 - 30.04.2011)
Assistant Director at State Co-Curriculum Center, Human Development Development Sector, Kelantan NRD	(01.05.2011 - 15.07.2013)
Principal Assistant Director of the Humanitarian Development Management Sector, Kelantan NRD	(16.07.2013 - 15.08.2017)
Head of Sector in Private Education & Special Education Sector, Kelantan JPN	(16.08.2017 - present)



**Figure 9: Head of ICT Sector**

**Pn. Zuraidah bt Mamat**  
**Head of ICT Sector**  
**Date of Birth :27 August 1970**  
**Birthplace : Kota Bharu, Kelantan**

**Experience:**

**Table 7: Head of ICT sector timeline**

<b>Position</b>	<b>Date</b>
Information System Officer at Information Technology Division, Royal Malaysian Customs and Excise Department Headquarters, Kuala Lumpur	(1997-2002)
Information Technology Officer at Information Technology Division, Kuala Lumpur Public Works Department Headquarters	(2002 -2009)
Principal Assistant Secretary at Information Technology Division, Ministry of Housing and Local Government Well-being, Putrajaya	(2009 -2014)
Deputy Director of ICT Application Section, Interactive Digital Media Division of Broadcasting Malaysia (RTM), Angkasapuri Kuala Lumpur	(2014-2016)
Head of ICT Sector, Kelantan Education Department	(June 27, 2016 - present)

## **CHAPTER 2: ORGANIZATION INFORMATION**

### **2.2 Department Introduction**

#### **2.2.1 ICT Department**

The trainee was assigned to the ICT department at the organization. This department has 10 employees. In this department, it was established to ensure that all the IT equipment are managed properly in the department. This department consist of two section which is information technology and technical support section. IT section was responsible to manage and maintain all the system used in the department. The staff are responsible in ensuring that all problems related to the system are functioning and to provide access to the user. They also responsible in developing a new system if it was required by the organization in consideration by the higher officers, maintaining the servers for the organization and also managing internet connection for the entire building. Technical support is responsible to ensuring that all the computers and related facility are functioning in the organization such as repairing, reformatting, troubleshoot and other related task. If there are any problems in their equipment, they can send a report and details of the error or damage of their computers and the staff in charge will take an action to solve the problems. They also take care of network connection in the organization to ensure that each computer is connected properly and have access to the internet.

## 2.2.2 ICT Organizational Chart

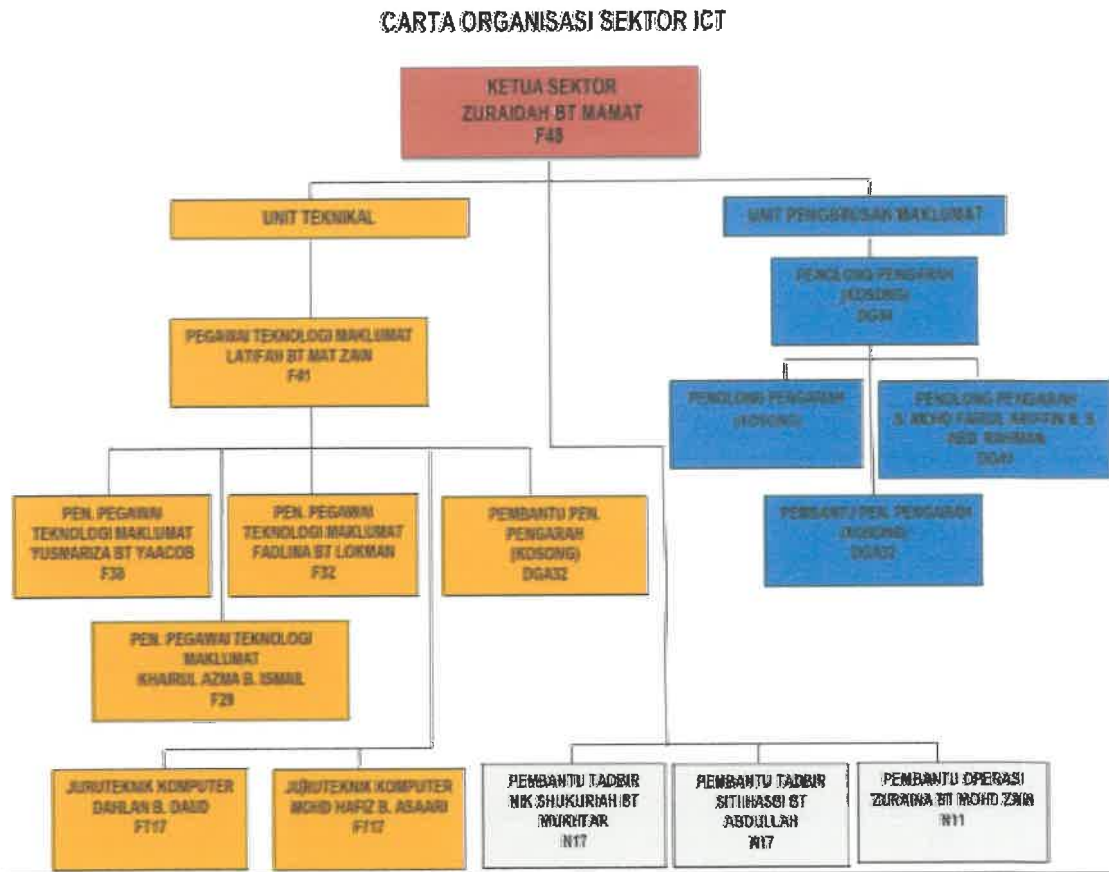


Figure 10: ICT Department Chart

### **2.2.3 Objective**

- Plan and implement effective and efficient ICT and Information Technology (ICT) programs at the departmental level
  
- Ensuring the implementation of Information and Communication Technology (ICT) applications and systems in line with the Ministry of Information Technology and Communications (ICT) security policy

### **2.2.4 Function**

#### **1. Technical**

- Handling / maintenance of application system hardware and software.
- Exercises for application system usage
- Review and review of acquisition applications.
- Computer hardware.

#### **2. Application system processing**

- Application system processing
- Management and data analysis
- Coordinate SMS, EMIS, Front End and other support systems.

## **CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES**

### **3.1 Training Activities**

#### **3.1.1 Deal with Letter**

One of the task given by the clerk is to distribute notice mail for every department in the organization. The letter requires the trainee to be send out the notice for meeting or information letter for every department in the organization and get their stamp and signature as a proof in the registrar book. Next the trainee being asked to photostat the letter and then faxing to every school in stated by the staff, then call the school whether they have received the letter or not for confirmation. The trainee also receiving the incoming letter sometimes and then stamping the registrar book as a proof of receive and then giving the letter to the staff in charge.

#### **3.1.2 Answering Phone Calls**

The trainees sometimes being put to charge at the position require them to answer the phone call. Sometimes trainee need to call the school for confirmation when sending out letter. Trainee also need to answer the call either from staff to look for someone or from the school or people who have a question they want to ask. Furthermore, phone calls need to be made when to call for staff on another sector or informing them regarding somethings important.

#### **3.1.3 Event Assistance**

The trainee involves in the event which required trainee to be at the front desk. The trainee has to be a registrar where every attendance of the event will report themselves ate the registrar first by fill in their information and sign the attendance as a proof. The trainees then will sort all the record and recheck if there is anyone on the list did not attend the meeting or event.



### 3.1.4 Part of Committee

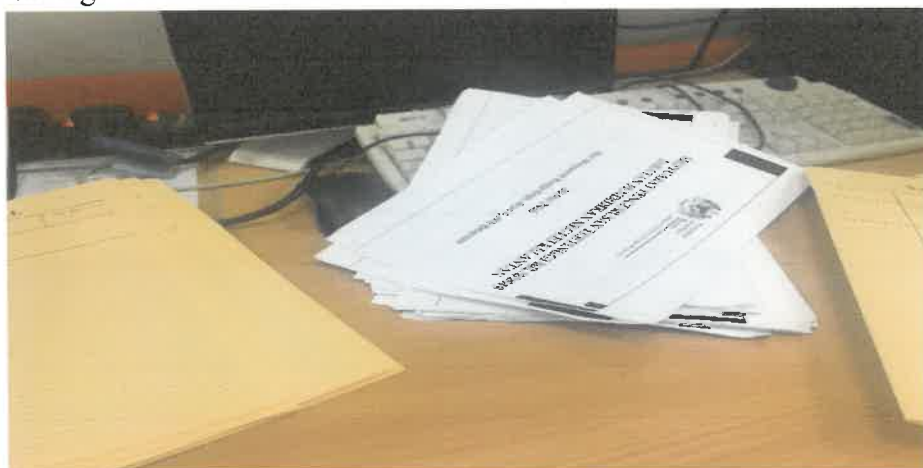
The trainee was being asked by the officer to be part of the event as a referee assistant. The trainee was called for a meeting and were given a brief explanation about the event, the schedule, the task and the workflow of the program. Trainee being given a jersey and a cap as a signature for the event and be a referee assistant. The event is on going for two days. Trainees receive some gift for the two days spent at the event, some hamper and RM 50 as a gift.



**Figure 11: Karnival Sepakan Penalti Jersey**    **Figure 12: Reward of involvement**

### 3.1.5 Preparing Document

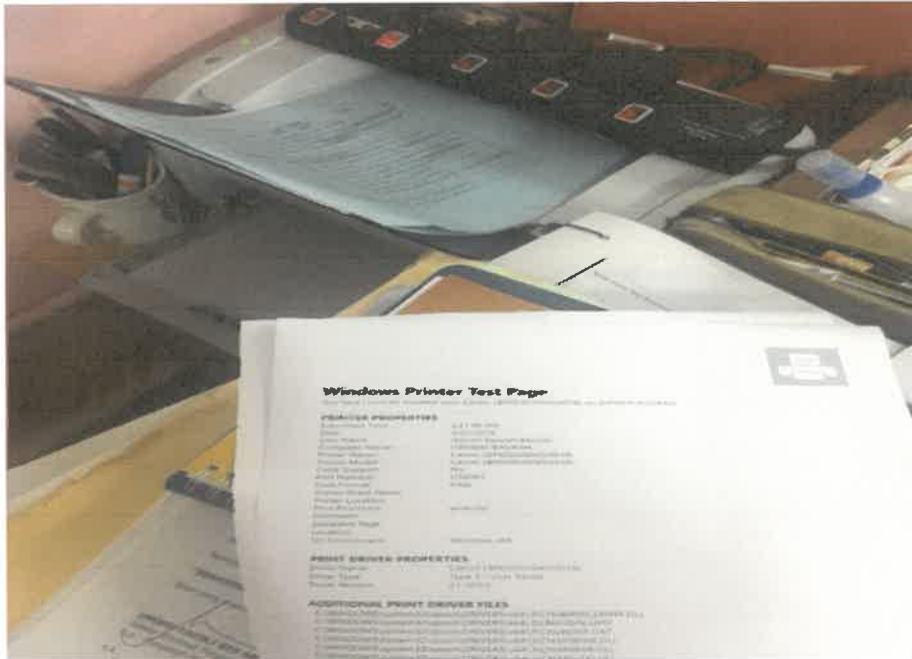
The trainees required to photostat document and then put in the file jacket. Then trainee to create a label to be pasted on the front page of the file. Arranging the file and then bring it to the staff on the 4<sup>th</sup> floor to be used in the meeting. Sometimes the trainee need to arrange the document in the record rooms.



**Figure 13: Sorting Meeting File**

### 3.1.6 Repairing and Restore

Staff sometimes asked for help to repair their computer or printer that has a problem. They either call the sector to ask for help or come by him/herself to the unit and ask for help. They have the report system if there is some error in their computer or equipment and send the form to ICT unit. The staff then give the report to the trainee and the trainee will go to their place to help them. Sometimes the staff ask the trainee to format their computer or laptop.



**Figure 14: Fixing Staff Printer**

### 3.1.7 Setup meeting room

Trainee need to prepare meeting room, open up all computer and make sure that all the computer can be used by the person involve in the meeting. Setup projector and open the slide for the user. At the end of the meeting, trained need to tidy up the meeting room and closing up all the computer and arrange them at original places. The trainees then need to put back the projector back in the bag and put it in the office.

### **3.1.8 Monitoring server room**

Sometimes the unit receiving the reports that they cannot connect to the network. Their pc cannot connect to the internet and make a report to the staff in ICT sector. The trainees will be asking to check the server whether there is a switch that being on downtime and need to check the connection cable.



**Figure 15: Checking server**

### **3.1.9 Preparing meeting document**

The trainee required to prepare meeting document. They need to key in all the details in the document and then printout to be glued to file. Then trainee will print all the required document to be included in the file. Trainee then will sort the document before sending back to the staff. The document was used for meeting or seminar by distributing it to the guest or the people attending the meetings.

### 3.1.10 Electronic design

The trainee asks the staff to design a poster. The poster was used to be as a proof to be put into yearly activity books. the poster is about the meeting details, venue, time and date and event title. The poster then will be glued on the yearly activity book as a proof and reminder of the activity that has been happen this year.



**Figure 16: Designing Meeting Poster**

## 3.2 Special Projects Introduction

### 3.2.1 Project Summary

Sistem Pengurusan Aset is a system that used to store the new facility such as computer, laptop, scanner, printer and projector. The function is that to ensure that all the facility details and information are stored in the system and easy for the ICT officer to keep track of the facility. They already have the system to store the asset but they can't mix the new facility details into the old system to avoid any redundancy of the data. The new facility will replace the oldest facility in the organization that require a new one and will be replaced from time to time. The system will then generate the report details with the information in the form and then will be signed by the receiver of the new computer. ICT department are responsible in managing the facility in the organization such as maintenance, repairing, distributing and managing the facility in the

organization. The system is required for them to keep track of the new facility and to avoid mixing it with the old facility. This is to ensure that the new equipment is being given to the staff which their computer is really need for changes. The new computer is very limited and only chosen staff will have their computer being replaced. The system is only to be used internally and for the ICT staff only. There are two level of user which is admin and user. Admin privilege allowing them to register the id for the user of the system. Admin is responsible to register the user of the system and can give them to whoever responsible in managing the system and can delete the id if necessary. They also can view list of users registered for the system can. User that have been registered can be view and be deleted by the admin. For the user, they have the privilege to register the asset in the system. They can register all the detail required in the form provided in the system and keep them in the database. They also can view all the registered information about the asset in the system and can delete of edit them if necessary. Furthermore, they can click the system id and view it in form then can printout them to be given to the staff that has receive their new equipment. They required to sign the form after they have received the new computer.

### **3.2.2 Problem Statement**

Jabatan Pelajaran Negeri Kelantan already have their own previous system with the purpose of keeping the record of all asset in the organization. The system has currently still been used in the organization. The problem is the system cannot be being used to store information on new facility since they can't mix the new data with the old system. The purpose of the system being developed is to store the information of the newly arrive asset. The system then will store the data of the new asset. Then, the staff computer that require a change for a new computer will be entered their detail in the system upon receiving the new equipment and then the form will be printed then signed by the receiver. The data will be kept in the system easy for keep track and maintenance purpose. The system was only being used for internal purpose which is only for ICT staff to keep track of their new asset. The main problem is they can't mix the new asset with the oldest asset on previous system which requires them to develop this system.

### **3.2.3 Objective**

- To store the information on new asset in the organization
- To ease the process of tracking and maintenance of the new asset
- To ensure that the asset was not being mixed with the older asset.

### **3.2.4 Scope of the Project**

The purpose of the project of Sistem Pengurusan Aset is to store the newly arrived computer, laptop, printer, scanner and projector information in the database. The purpose of the system is to store the information of which staff has already received the new equipment. This is to ensure that the equipment will be easy to keep track and easy for maintenance in the future. The system was made only for the use of the ICT department in the organization. The asset system has already existed in the company but the system stores the detail of all previous assets in the organization and they cannot mix it since there are some computers still being used. The system is to separate the previous asset and the new asset so that when there is a replacement of the new computer, they have to ensure that the computer was being replaced for which really needs a replacement beside the one that still can be fixed to operate normally again.

### **3.2.5 Target User**

The target user of the system is only for internal staff which is for ICT department staff and the one given the authority to get access to the system. There are only two levels of user access on the system which are admin and staff. Admins are responsible for registering the user accounts. The account then will be given to the one who will have the responsibility to manage and key in the data in the database. They can also delete the user data if necessary and add new users to access the system.

Next, user privilege is that the user can register the asset into the system and keep the record in the database. They also can view all the data that they have been key in before in the viewing section. Then they can either delete or edit the data if there are no longer used for them or there have been any changes to be made on the data. They also can view the full detail of the data in form view and then print it out to be signed by the staff that has received the new computer.

### 3.2.6 Tools for Development

- Laptop

Laptop is the tool to open the system, develop the system and access to the database. Besides, the laptop also being used to understand the language of system and be used for create and managing the report of the system. Next, it is used to create a user manual, transform the context diagram, data flow diagram and entity relationship diagram into a softcopy.

- Wampserver

The server is a database platform used to store, retrieve, manage and dispose the data from the system. The system can be error if the database is not linked to the system because once the system cannot retrieve the data.

- PHP (Hypertext Preprocessor)

Php is a scripting language which being used as a coding language of the system and their entire interface. Developer used the language to develop the system and connect the system to the database using PHP language.

- JAVA

Java script being used for more advance option of the system and for interactivity so that the user can be easily familiar with the system. JavaScript, implemented as part of a web browser in order to enhance user interfaces and dynamic websites (McFarland, 2008).

### **3.2.7 Significant of the Project**

- Ease of use

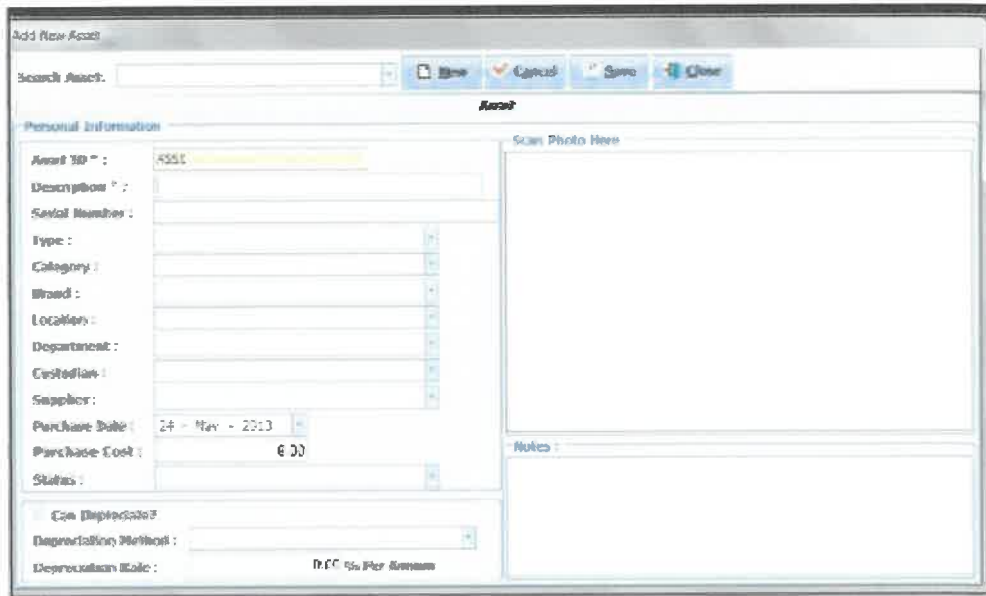
The organization already have a system that store the information about the asset but it was for whole organization. The purpose of the system is to ensure that the data are not being mix with the older asset and to ensure that the new asset being kept separately for easy maintenance of the system regularly.

### **3.2.8 Literature Review**

There are few studies has been conducted related to the Asset Management System. I have read a few articles related to the system. There are one written by Vhance V. about asset management: a systems perspective. Asset management is often viewed as a framework to facilitate more informed decision making. There are many ways the term asset management can be defines as for example, in U.S. department of transportation defines asset management as a systematic process of maintaining and operating physical assets cost effective through combining of engineering principles. According to Brint and Strbac, describe asset management as activities for the upkeep of a given infrastructure system such as inspection, maintenance, repair and replacements of part of the infrastructure all at minimum cost. While the others researcher, Griggs simplify asset management as an information-based process used for lifecycle facility management across organization. In common ways to get the overall ideas from what has been discussed in this article and the definition being said by the researchers is “asset management is a holistic management of given system infrastructure using lifecycle approach based on the data for the purpose of optimally managing the physical asset. In term of the need of the system for managing the asset has been discussed by many researcher and practitioners stating that traditional infrastructure management approaches are no longer effective. The needs of use of latest technology parallel with



what has been said by the Robinson, Woodard and Vernado that the need of change as infrastructure system now interconnected than ever. In term of lifecycle approach, it is a basis process that involve the maintenance process of the asset and infrastructure from beginning until the end. According to Abu Elamien, the lifecycle process of storing the data on the infrastructure and being in kept regularly to ensure the condition of the system and its whereabouts can be review regularly. There are few systems that has been created similarly with this system.



**Figure 17: Existing System Example**

The most important of asset system is the unique serial number code for each asset usually already being assigned by the supplier. This to ensure the originality of the infrastructure and as a unique identifier for each item. This is to ensure the item can be easily identify by their unique identifier.

### **3.2.9 Methodology**

In developing the system, we are using PADIM for System Development Life Cycle concept which are consist of Planning, Analysis, Design, Implementation and Maintenance. Below is the explanation for each of life cycle concept. We choose to use a PADIM for planning and developing the system because this is one of the method to approach for solving a problem in developing the system, there will be a problem is we not referring any process method before developing the system. It is because some of the group member and even the project manager will not easily identify the problem or any lack in their management in developing the system. Besides, they also will do not have good time management in developing the system because they will not follow the timeline. Next, the project will extend their period of time because they will not have enough time to develop the system because they do not manage their time effectively.

### **3.2.10 Planning**

#### **3.2.10.1 Introduction for Planning**

The Planning phase is the most crucial step in creating a successful system, during this phase you decide exactly what you want to do and the problems you're trying to solve. First you need to define the problems, objective and resources such as personnel and cost and study on how to develop your product better and have a significant for the target user. After this process, you can decide whether to develop new system, improve existing system or leave as it is. In planning stage, I decided to plan for development of system which is similar to existing system but with different purpose. The system serves as similar purpose with the previous system but with different reason. There is reason why the system is being developed which is to store new asset and to distribute asset accordingly to the staff that require a change. The collection of data has been conducted within the ICT department and the feature of the system and information required to be included in the system has been successfully acquired in a few days. The discussion between the client has been done and all the data required has been collected.

#### **3.2.10.2 Existing System**

There is already existing system that manage the asset in the Jabatan Pelajaran Negeri Kelantan (JPN) which is Sistem Pengurusan Aset (SPA) which being maintained under Ministry of Education. The system can be accessed by every Jabatan Pelajaran Negeri all over Malaysia. The system was used to keep track of all asset and facility that has been allocate by the government. Any data about asset, borrowing, lost report and so on can be made in the system. The system was being used as a reference for the system being develop.

#### **3.2.11 Analysis**

The end-user's requirements should be determined and documented, what their expectations are for the system, and how it will perform. The feasibility of the software should be measure in term of economically and technologically feasibility. My supervisor has asked me to develop a simple system which the purpose of only to store the new asset arrived from the supplier. They purpose of the system were only to be used internally

### 3.2.11.2 Context Diagram

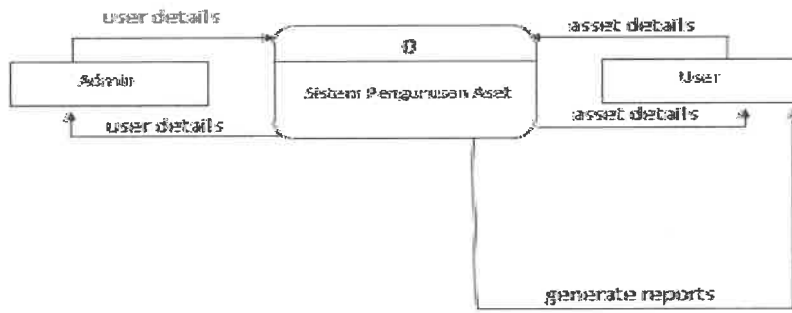


Figure 18: Context Diagram

### 3.2.11.3 DFD

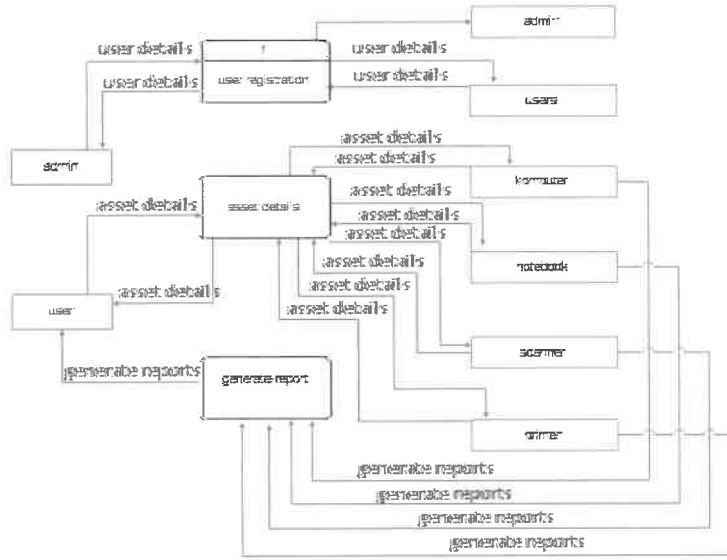


Figure 19: Data Flow Diagram

### 3.2.11.4 ERD

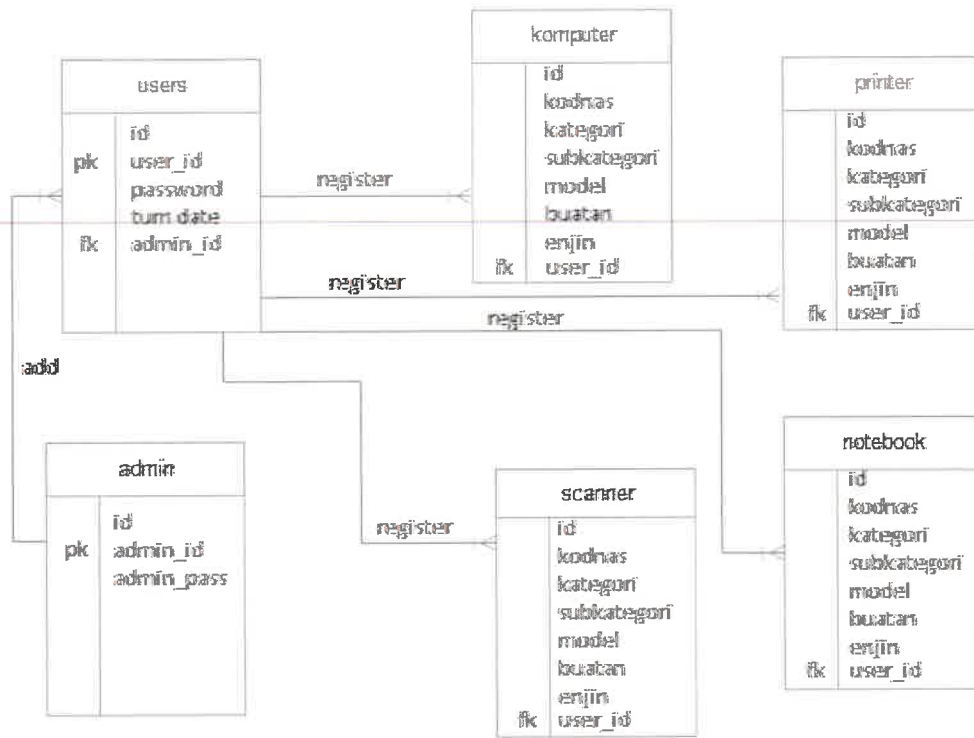


Figure 20: ER Diagram

### 3.2.11.5 Project Timeline

Table 8: Gantt Chart of the System

ID	Task Mode	Task Name	Duration	Start	End
1		Planning	7 days	Mon 06/04/08	
2		Describe Project Scope	1 day	Mon 07/04/08	
3		Set Timeline, Schedule & Checkpoint	1 day	Tue 07/04/08	
4		Discuss & Describe Timeline, Schedule, Checkpoint	2 days	Wed 08/04/08	
5		Survey System Requirement	1 day	Sun 22/04/08	
6		Discuss Project Planning & Describe The Product	1 day	Mon 23/04/08	
7		Backup Plan For Planning Phase	1 day	Tue 24/04/08	
8		Analysis	66 days	Wed 25/04/08	
9		Analyze Supervisor's Needs	1 day	Wed 25/04/08	
10		Identify System Requirement	2 days	Thu 26/04/08	
11		Discuss System Requirement	1 day	Mon 01/05/08	
12		Identify Software Needs	2 days	Wed 03/05/08	
13		Describe Software Needs	2 days	Sun 07/05/08	
14		Collect Data	1 day	Tue 09/05/08	
15		Evaluate Data	1 day	Wed 10/05/08	
16		Design	49 days	Thu 10/05/08	
17		Discuss System Layout	2 days	Fri 12/05/08	
18		System Flowchart	2 days	Mon 14/05/08	
19		Insert Metadata	1 day	Wed 16/05/08	
20		System Output	1 day	Mon 21/05/08	
21		Fast Plan	2 days	Thu 24/05/08	
22		Design Interface	7 days	Mon 29/05/08	
23		Implementation	6 days	Sun 05/06/08	
24		Install The System	1 day	Sun 07/06/08	
25		Testing The System	1 day	Mon 10/06/08	
26		Evaluate The System	2 days	Tue 12/06/08	
27		Prepare System Documentation	2 days	Thu 14/06/08	
28		Maintenance	5 days	Tue 19/06/08	
29		Monitor The System	2 days	Tue 03/07/08	
30		Fixed & Repair System	2 days	Thu 24/07/08	
31		Upgrade System, Design Interface	1 day	Mon 25/07/08	

### 3.2.12 Data Dictionary

(Semones, 2017) described data dictionary which provide lists of all the database tables and fields. In SPA, there are data dictionary such as admin

**Table 9: Admin Data store**

- **Admin**

Table	Attribute	Content	PK or FK	Data type
admin	id	ID		Int
	admin_id	ID	PK	Varchar
	admin_pass	password		varchar

**Table 10: User Data store**

- **User**

Table	Attribute	Content	PK or FK	Data type
user	Id	ID		Int
	user_id	ID	PK	Varchar
	password	Password		Varchar
	tm_date	Date		datetime
	admin_id	ID	FK	Varchar

**Table 11: Computer Data store**

- **Komputer**

Table	Attribute	Content	PK or FK	Data type
komputer	id	ID	PK	Int
	kodnas	Unique Code		Varchar
	kategori	category		Text
	subkategori	User faculty		Text
	model	Model		Text
	buatan	Made from		Text
	enjin	Engine number		Text
	nosiri	Serial number		Text
	nopendaftaran	Number		Text
	specs	Details		Text
	hargaperolehan	Price		Text
	tarikhterima	Date		Text
	nopesanan	Number		Text
	tjaminan	Date		Text
	pembekal	Supplier		Text
	nama1	Name		Text
	jawatan	Level		Text
	tarikh3	Date		Text
	lokasi	Location		Text
	tarikh1	Date		Text
	pegawai	Officer		Text
	tarikh2	Date		Text
	status			Text
	pemeriksa			Text

**Table 12: Notebook Data store**

- **Notebook**

<b>Table</b>	<b>Attribute</b>	<b>Content</b>	<b>PK or FK</b>	<b>Data type</b>
notebook	id	ID	PK	Int
	kodnas	Unique Code		Varchar
	kategori	category		Text
	subkategori	User faculty		Text
	model	Model		Text
	buatan	Made from		Text
	enjin	Engine number		Text
	nosiri	Serial number		Text
	nopendaftaran	Number		Text
	specs	Details		Text
	hargaperolehan	Price		Text
	tarikhterima	Date		Text
	nopesanan	Number		Text
	tjaminan	Date		Text
	pembekal	Supplier		Text
	nama1	Name		Text
	jawatan	Level		Text
	tarikh3	Date		Text
	lokasi	Location		Text
	tarikh1	Date		Text
	pegawai	Officer		Text
	tarikh2	Date		Text
	status			Text
	pemeriksa			Text



**Table 13: Printer Data store**

- **Printer**

Table	Attribute	Content	PK or FK	Data type
Printer	id	ID	PK	Int
	kodnas	Unique Code		Varchar
	kategori	category		Text
	subkategori	User faculty		Text
	model	Model		Text
	buatan	Made from		Text
	enjin	Engine number		Text
	nosiri	Serial number		Text
	nopendaftaran	Number		Text
	specs	Details		Text
	hargaperolehan	Price		Text
	tarikhterima	Date		Text
	nopesanan	Number		Text
	tjaminan	Date		Text
	pembekal	Supplier		Text
	nama1	Name		Text
	jawatan	Level		Text
	tarikh3	Date		Text
	lokasi	Location		Text
	tarikh1	Date		Text
	pegawai	Officer		Text
	tarikh2	Date		Text
	status			Text
	pemeriksa			Text

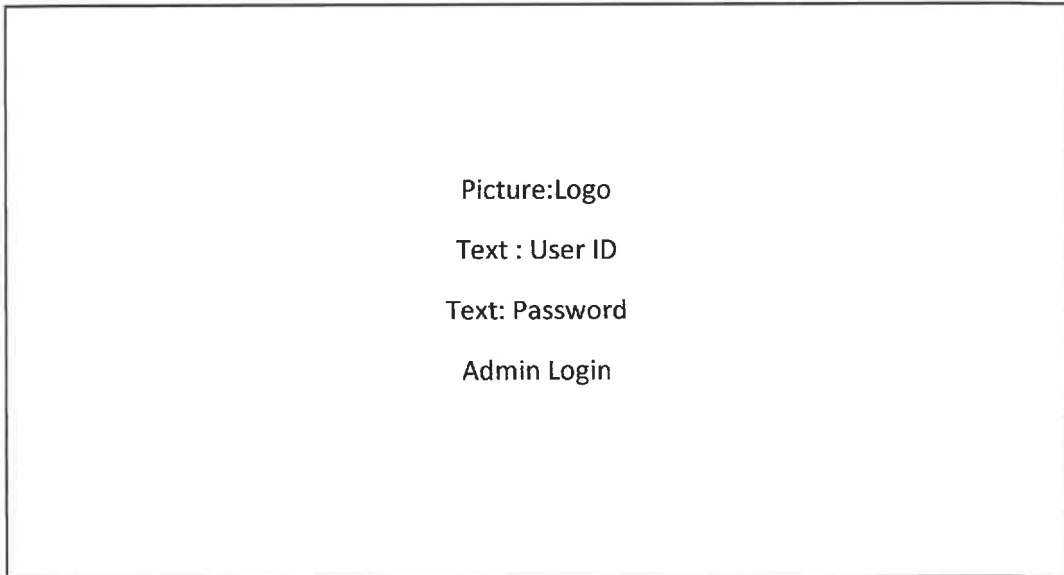
**Table 14: Scanner Data store**

- **Scanner**

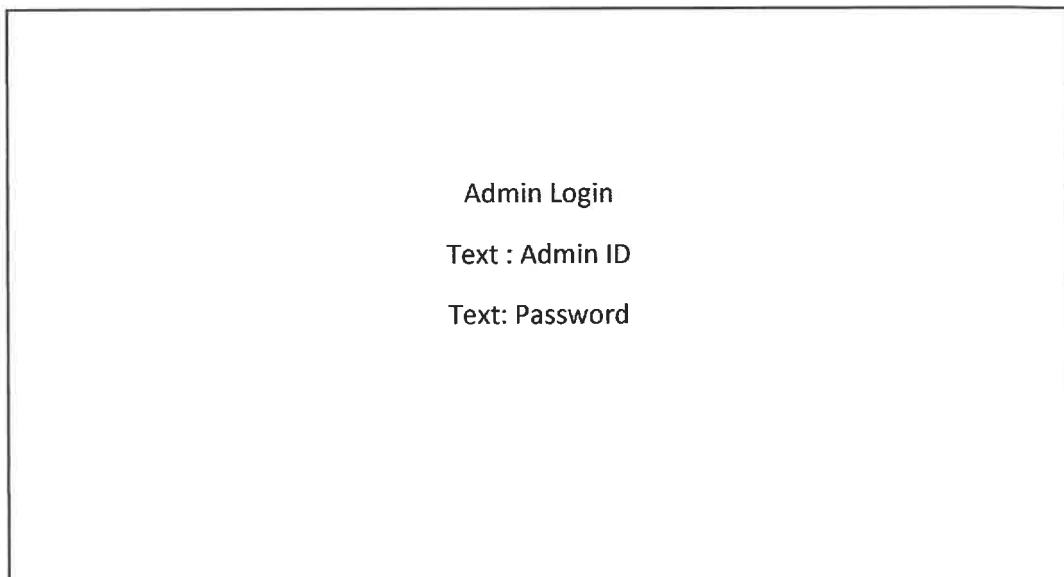
Table	Attribute	Content	PK or FK	Data type
Printer	id	ID	PK	Int
	kodnas	Unique Code		Varchar
	kategori	category		Text
	subkategori	User faculty		Text
	model	Model		Text
	buatan	Made from		Text
	enjin	Engine number		Text
	nosiri	Serial number		Text
	nopendaftaran	Number		Text
	specs	Details		Text
	hargaperolehan	Price		Text
	tarikhterima	Date		Text
	nopesanan	Number		Text
	tjaminan	Date		Text
	pembekal	Supplier		Text
	nama1	Name		Text
	jawatan	Level		Text
	tarikh3	Date		Text
	lokasi	Location		Text
	tarikh1	Date		Text
	pegawai	Officer		Text
	tarikh2	Date		Text
	status			Text
	pemeriksa			Text

### 3.2.13 Storyboard

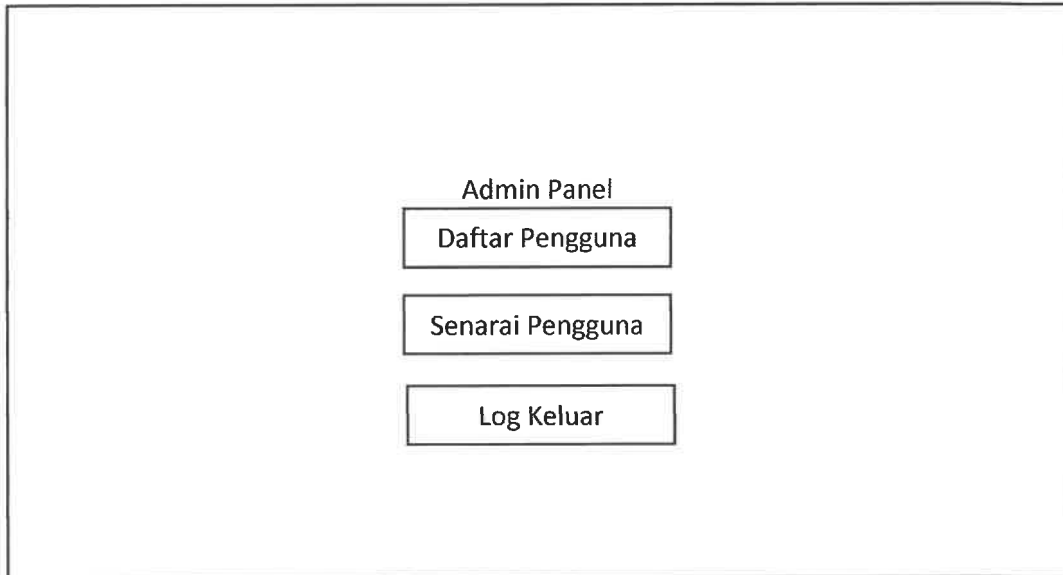
#### 3.2.13.1 Interface



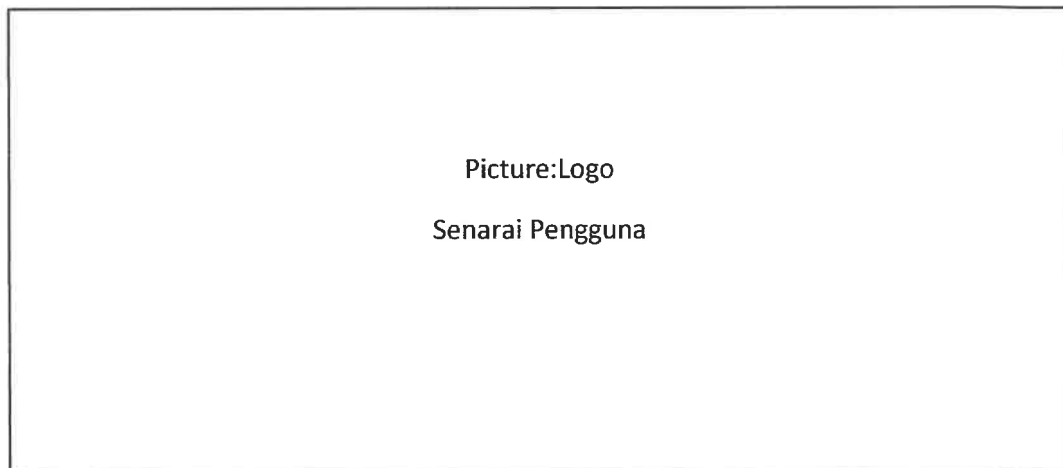
**Figure 21: Main Page Interface**



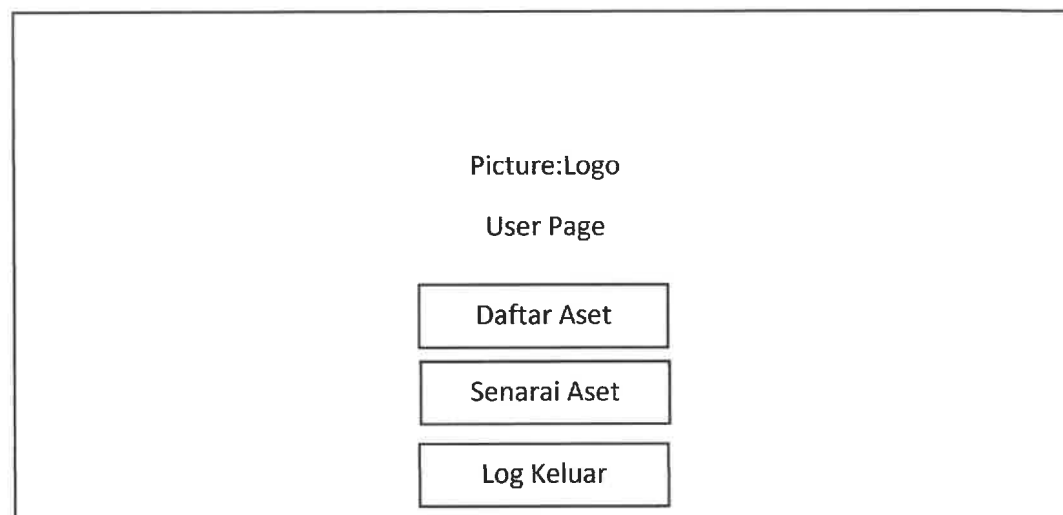
**Figure 22: Admin Login Page**



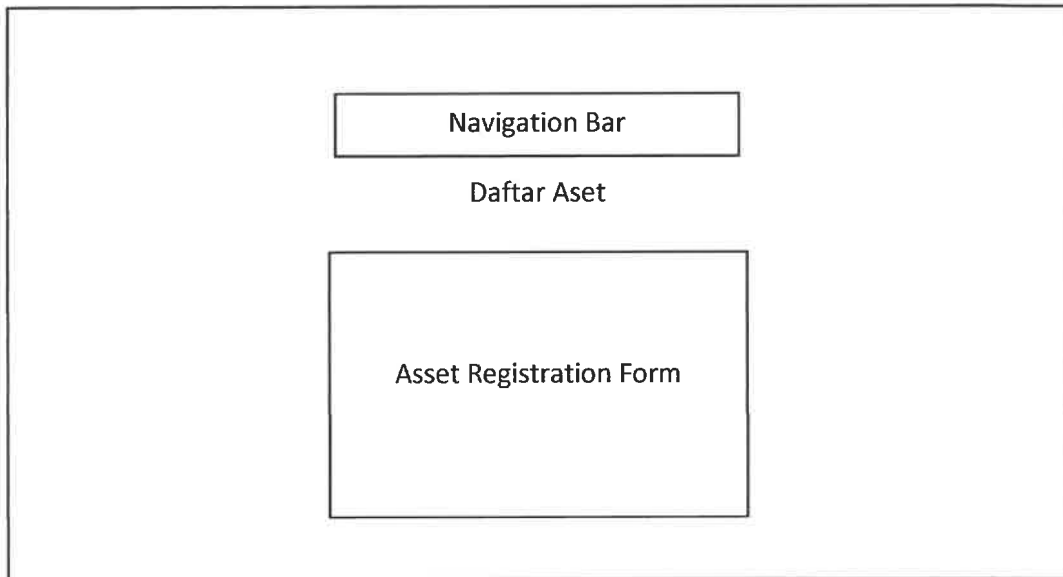
**Figure 23: Admin Main Page**



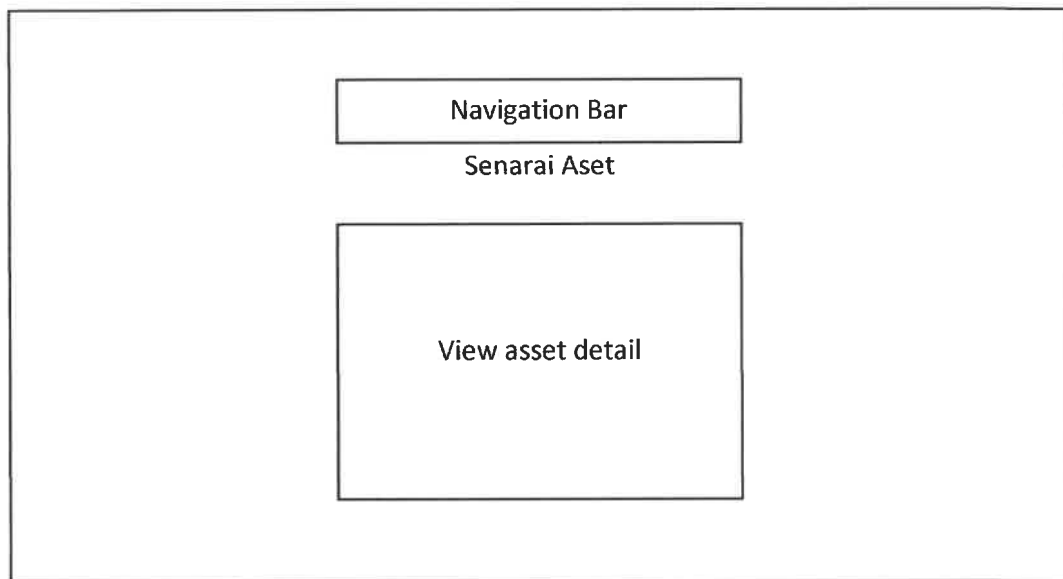
**Figure 24: List of Users**



**Figure 25: User Mainpage**



**Figure 26: Asset register form**



**Figure 27: View Asset details**

### **3.2.14 Database Design**

#### **3.2.14.1 Database**

The user can login into the system by using their id and password. The account for the login will be provide by the admin. Only admin can register for user account and delete them. Only the admin has the privilege to register user account. The user who will given the access will have their account specially created for them.

#### **3.2.14.2 Interface Design**

- **Input**

According to (Merriam-Webster, 1828), input is something that is put in such as an information fed into a data processing system or computer. This is the overview of the main interface of the system. It required a login by the user first before he or she can register the asset detail and print out full information to be signed by the user.

- **Output**

According to (Computer Hope, 2017), output is any information that has been processed by and sent out from a computer or similar device is consider as output. The system was only meant to be used to store the information on IT asset and facility. The system was only used internally by the ICT sector only. Only the staff responsible in the department will used the system. The main reason why the system was required by the staff is to keep the information of new asset from the supplier. The new asset cannot be mix with the older asset in the existing system since the system only keep the asset of the facility for whole organization. This system was only to keep the asset information for the new one before they go for replacement for staff computer that required a change and the process will be conducted from time to time.

### 3.2.15 User Manual



Figure 28: Main page system

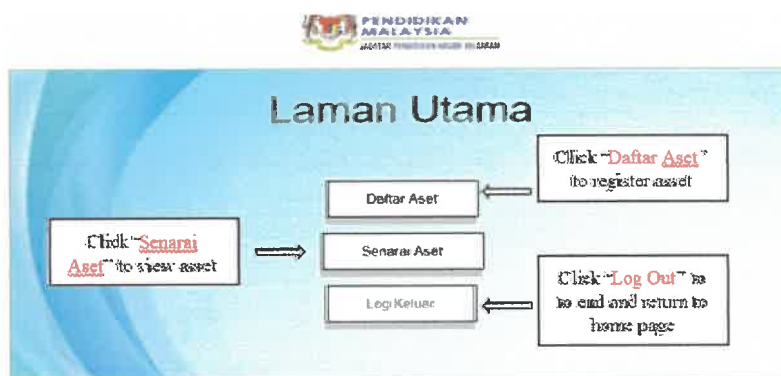


Figure 29: User main interface

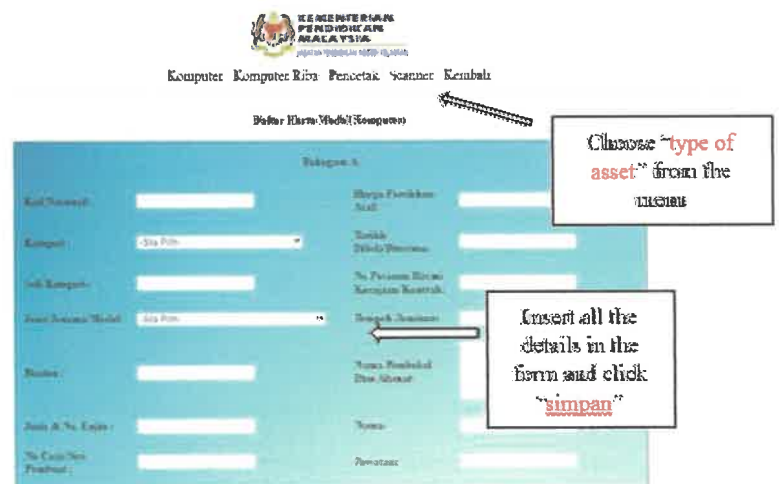


Figure 30: Register asset form


**KEMENTERIAN PENDIDIKAN MALAYSIA**  
 JABATAN PENDIDIKAN NEGERI KELANTAN


Komputer Komputer Ribs Pemecetak Scanner Kembali

Click Here to view asset details

SENARAI KOMPUTER				
No	Kod Aset	Nama	Lokasi	Tindakan
1	DEF4367	gvr	vhrvhr	Hapus Edit

Click "hapus" to delete or "edit" to edit asset info

Figure 31: List of Asset


**KEMENTERIAN PENDIDIKAN MALAYSIA**  
 JABATAN PENDIDIKAN NEGERI KELANTAN

## Panel Admin

Click "senarai pengguna" to view user

Daftar Pengguna

Click "daftar pengguna" to register new user

Senarai Pengguna

Log Keluar

Click "log keluar" to back to homepage

Figure 32: Admin Panel


**KEMENTERIAN PENDIDIKAN MALAYSIA**  
 JABATAN PENDIDIKAN NEGERI KELANTAN

**Senarai Pengguna**

Click "Hapus" to delete user

No	Nama Pengguna	Kata Laluan	Tarikh Dibuat	Tindakan
1	user01	user01	2018-07-04 04:21:22	Hapus
2	gvr	gvr	2018-06-28 02:26:51	Hapus
3	admin	admin	0000-00-00 00:00:00	Hapus

Figure 33: List of User



### **3.2.16 Maintenance**

Maintenance is the final phase in the PADIM lifecycle. Maintenance is important in order to ensure the system is able to be used for the long-time of period after the developing process. This is to ensure the system is worth to be used as after the effort of the developer in developing the system. There are many maintenance methods however we decide to maintain the system for perfective perspective. Perfective mean the implementation to be taken after the system been develop in order to make it global. Global is something that become use widely not in the certain organization. For example, the system can be global into other organization and another department. Besides, some new feature might be able to be added in the future where it can be used by other department such Pejabat Pelajaran Daerah to manage their personal asset. Furthermore, maintenance is a must to ensure that the system to keep the system updated and to repair any malfunction or bug or even adding new feature if required to keep the system relevant from time to time.

## **CHAPTER 4: CONCLUSION**

### **4.1 Application of knowledge, skills and experience**

The trainee has applied the knowledge and skills learnt in System Analyst and Design I and II to develop the system for the organization. The trainee also has make own research and explore beyond what have been learn in the course in order to get new knowledge and skills to build a more comprehensive system that function accordingly with the requirement of the organization. The trainee also gathered experience from by involving in an event and benefited the trainee get involve with community and handle such event.

### **4.2 Personal Thought**

The trainee has successfully completed the industrial training for 5-month duration at Jabatan Pelajaran Negeri. There is so much to be remembered, to be learn and to be missed at the organization. There's lot of experience and lesson learnt at the organization. Industrial training course really give the students to feel the real working experience in organization and gaining their confidence. The trainee also gets to develop their communication skills and know how to communicate with staff with different level of position. Through industrial training also help the trainee to build confident and have a connection with the staff and might be really helpful in the future.

### **4.3 Lesson Learnt**

Lesson learn from industrial training is the trainee learn how to be good in time management, more disciplined, communication skills and how to work around professional staff. The trainee also learnt how to work on multitasking and to handle pressure from working overload.

### **4.4 Limitations and Recommendation**

During 5 month the trainee have been undergo the internship training in Jabatan Pelajaran Negeri Kelantan (JPN), beside conducting special project and doing some routine task in the office, the trainee has been observing the overall management of the organization. There some flaws the can be improved that need to be take an action involving this issue to ensure that the organization will be more efficient in their management. First is It has been stated in the acceptance letter saying that there is no

allowance will be provided for the trainees. This will reduce their enthusiasm to work better and efficient. The money factor really gives a big motivation for the trainees as it can be a great booster to the trainees to work in with full will and the job done will be more precise and improve productivity of the end result of their works. Next the supervisors including the staff in the sector does not give many tasks to be completed by the trainees. The task provided are quite limited as the sector it self is not too busy. Most of the times the trainees spent on their personal space completing their special project. The trainees only focus on the special project that were given by the supervisors. This which have the trainees having hard time to fill up their log book thus completing their report is quite hard. Even when being ask the staff itself there is no a lot of work to do and only simple task which only can be completed by a certain officer. Third is the trainees were being expose too much in an important task. Most of it just a typical task that most of the organization give to their practical students. Such as sending an invitation letters to every sector to call for meetings, printing, photostats and faxing letters and document, repairing staff pc and printers, and so on. The trainees were not being given an opportunity to get involve in special task or events. This quite hard for the trainees to gain a valuable experience from the industrial training. Recommendation for the organization where they did not expose the trainees on more important task to be complete. There should be a specific guideline or procedure for the trainees who go for their industrial training in the company to have their own specific job. Giving them a chance to handle an important or critical task, guiding them and expose them to real working experience. Next, sometimes monetary value plays a great role in motivating the trainees to go for industrial training in the organization. Sometimes the trainees will apply the training for which company that offer allowance for their internship and most government sector does not offer this so rather go to private sector as most of them offered allowance for the trainees and more expose to working environment.

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(n.d.). Retrieved from <http://aset.mohe.gov.my/portalSpa>

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JPN KELANTAN  
BULAN FEBRUARI 2018**

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5				2100		
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TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T KET
1						
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3						
4	5 757			1702		
5	5 000			1700		
6	5 757			1702		
7						
8						
9						
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11	5 000			1700		
12						
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**AMARAN**

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.



9 555304 603217 PUC-1015

**AMARAN**

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

B. NO:

B No.

NAMA:



**WAN MOHD SYAHRUL  
AKMAL B. WAN SUDEN  
SEKTOR ICT (WP2)  
JPN KELANTAN  
BULAN MAC 2018**



**WAN MOHD SYAHRUL  
AKMAL B. WAN SUDEN  
SEKTOR ICT (WP2)  
JPN KELANTAN  
BULAN FEBRUARI 2018**

TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16						
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TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T KET
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### AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

### AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

B. NO:

B. NO:



**WAN MOHD SYAHRUL  
AKMAL B.WAN SUDEN  
SEKTOR ICT (WP2)  
JPN KELANTAN  
BULAN MEI 2018**



**WAN MOHD SYAHRUL  
AKMAL B.WAN SUDEN  
SEKTOR ICT (WP2)  
JPN KELANTAN  
BULAN APRIL 2018**

TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	KETUA
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TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	K
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**AMARAN**

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

**AMARAN**

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.



A. NO:

A. NO:



**WAN MOHD SYAHRUL  
AKMAL B.WAN SUDEN  
SEKTOR ICT (WP2)  
JPN KELANTAN  
BULAN MEI 2018**



**WAN MOHD SYAHRUL  
AKMAL B.WAN SUDEN  
SEKTOR ICT (WP2)  
JPN KELANTAN  
BULAN APRIL 2018**

TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	TIT KETUA	TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN
1							1					
2							2					
3							3					
4							4					
5							5					
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9							9					
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13							13					
14							14					
15							15					

**AMARAN**

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.



9 1555304603217 PUC-1015

**AMARAN**


Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.




9 1555304603217 PUC-1

A. NO:

B. NO:

 **WAN MOHD SYAHRUL  
AKMAL B.WAN SUDEN  
SEKTOR ICT (WP2)  
JPN KELANTAN  
BULAN APRIL 2018**

 **WAN MOHD SYAHRUL  
AKMAL B.WAN SUDEN  
SEKTOR ICT (WP2)  
JPN KELANTAN  
BULAN MAC 2018**

TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	TIT KETUA
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TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN
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**AMARAN**  
Sebarang pekerja yang menolong stemkan  
kad seseorang pekerja lain akan dikenakan tindakan  
tatatertib ke atasnya.

**AMARAN**  
Sebarang pekerja yang menolong stemkan  
kad seseorang pekerja lain akan dikenakan tindakan  
tatatertib ke atasnya.



A. NO:

A. NO:



**WAN MOHD SYAHRUL  
AKMAL B.WAN SUDEN  
SEKTOR ICT (WP2)  
JPN KELANTAN  
BULAN MEI 2018**



**WAN MOHD SYAHRUL  
AKMAL B.WAN SUDEN  
SEKTOR ICT (WP2)  
JPN KELANTAN  
BULAN APRIL 2018**

TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	TIT KETUA
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TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	KE
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**AMARAN**

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.



9 555304 603217 PUC-1015

**AMARAN**

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.



9 555304 603217 PUC-10

A. NO:



**WAN MOHD SYAHRUL  
AKMAL B.WAN SUDEN  
SEKTOR ICT (WP2)  
JPN KELANTAN  
BULAN JUN 2018**

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN
1					
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## AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.



9 555304 603217

PUC-10

B. NO:



**WAN MOHD SYAHRUL  
AKMAL B. WAN SUDEN  
SEKTOR ICT (WP2)  
JPN KELANTAN  
BULAN JUN 2018**

TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	K
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## **AMARAN**

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

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## PERSONAL DETAIL

1. Name : W. MOHD SYAHKUL AKMAL BIN W. SUDEN
2. Student ID : 2015140225
3. Programme : IM245
4. Semester : 6
5. Home Address : PT 7454, TAMAN SU PERMATA, 17500  
TANAH MERAU, KELANTAN
6. Tel No (HP) : 014-544151
7. Email : syahrubak@gmail.com

## ORGANISATION INFORMATION

1. Full Name & Address : \_\_\_\_\_  
\_\_\_\_\_
2. Department : \_\_\_\_\_
3. Supervisor : \_\_\_\_\_
4. Position : \_\_\_\_\_
5. Tel : \_\_\_\_\_ HP : \_\_\_\_\_
6. Email : \_\_\_\_\_

## FOR OFFICE ONLY

Remarks :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE: 1/2/18

Khamis

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Intern start	
1. = first day at JPN, being introduced by the staff.	
2. Go to meet staff at every different sector, get to know each other.	
3. Meeting up with officer from different sector.	
4. Being get to know every sector; their function, staff, etc.	
5. Being introduced to supervisor, clerk sector officer.	
6. Assigned workspace, (computer lab).	



DATE: 4/2/2018

9/1/01

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 2	
1. Meeting up with the rest of clerk in the sector.	
2. Supervisor briefly explain the function of the sector	
3. Technical staff show the room for repairing job of computer (after being reported by staff)	
4. Preparing the new workspace, aligning table, tidy up desk.	
5. Show Supervisor show the room for document and room for server.	

DATE: 3/2/2018

3/2/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Day 3	
1. Being given slide for meeting	
2. Staff were asking to check for spelling error, arrangement, numbering and content.	
3. Sending back the slide after going through all slide.	
4. Setting up the PC for the workspace (to be used by me).	

DATE: 6/2/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 4	
1. The staff from the Quality Unit sent	
his PC for repair	
it cannot be open, stuck at loading	
2. Checking up the PC, cleaning the PC,	
checking disk, defragmenting, scan	
for virus.	
3. Backup important file in the pendrive	
4. PC require formatting	

DATE: 7/2/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Dayid class hour	
1. Formatting the PC from yesterday	
(it took 2 hours)	
2. Trying up the PC, check if there	
is any more problem	
3. The PC has repairing has done,	
informing the staff about the PC.	
x the staff take the PC back to	
his office	
4. Once up the server, if there	
is any down,	

DATE: 8/2/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 6.	
<del>1- Ben</del>	
1- Maintenance job - checking up the	
server whether there is any downtime	
2- Sending meeting invitation for every	
sector	
3- meeting for chosen staff for every	
department - invitation letter	
4- Getting a stamp for evidence purpose	
in the logbook, signature from the clerk	
5-	
<h1>Week 1</h1>	
<p><b>YUSMAHAT YAACOB</b> Penolong Penasihat Teknologi Maklumat Sektor ICT Jabatan Pendidikan Negeri Kelantan</p>	
<p>28/1/2018</p>	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 7	
1. Setting up the PC for meeting, open up every PC in the lab, setting up the table	
2. Open the slide for staff for presentation (the staff from every department)	
3. Meeting done at 1:00 pm, tidy up the meeting, put back the chair orderly, shut down all PC in the lab.	
4. Closing up all plug and connection before going back	

DATE: 12/21/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 8:	
1. The clerk were asking to photostat	
a letter to be sent into school,	
* notice letter, some school	
2. Faxing up all the letter to the	
school, around ten school receiving	
the letter	
3- Contact the school either, they have	
receiving the letter for confirmation	
4. The staff asked to check their	
pendrive, infected by virus	
* scanning the pendrive, backup document,	
check virus, return back to the	
owner.	

DATE: 13/2/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 9:	
1. The staff asked to check for their printer (The PC cannot detect the printer)	
2. Checking up the printer problem, troubleshooting through computer, checking up the connection between printer.	
3. The problem found, the connection has problem (not connected to the right port (problem settle))	
4. Scanning the PC, changing from time to time, scanning for antivirus.	



DATE: 14/2/2018

10/10

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 10	F. April
1. Checking up PC for the staff, The PCi keep hanging from time to time & hard disk full, deleting some marious stuff.	
2. Creating a CD for the supervisor. copying up all video to be put burn into CD, videos about best teacher for every country.	
3. Creating labelling for the CD, stick up the CD and label and renaming the CD, giving up all the CD to SV.	
<b>WEEK 2</b>	

53  
YUSMAELA B. YAACOB  
Penolong Pegawai Teknologi Maktimat  
Sektor ICT  
Jabatan Pendidikan Negeri Kelantan

28/6/2018

DATE: 15/2/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 11	
1. Staff asked for help at the main Hall (dewan) to setting up the place arranging the chair, stages and desk for the program going to be held soon.	
2. Setting up table outside for the registrar table, signing to table for the guest.	
3. Cleaning up the area, tidy up the place for the program.	

DATE: 18/2/2018

11/2/2018


EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 12	
1. Sorting the letter given by other	
sector, stamping the book for	
evidence (confirmation)	
2. Conducting simple maintenance in the	
lab, checking up power supply; some	
pc cannot open up, does not have	
internet connection	
3. The asked to check for his microsoft	
word, becoming trial. Key in the	
serial key, given by the supplier	
4. Relog in the PC, the microsoft word	
has been activated	

DATE: 9/2/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 12	
1. Entering the record room for the	
first time, being asked to clean	
up some old document and removing	
the dust	
2. Arranging back all file in the file folder,	
Removing and cleaning up the old	
document from dust - Put back	
to original place.	

DATE: 20.2.2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 13	S. J. 1/1/1
1. The meeting from teacher, booking up the meeting room. The staff tell to prepare the meeting room.	OK
2. Setting up the projector, open up all the PC before the meeting. → check if there is unusable PC	OK
3. Arranging the places for the meeting, put up the projector and open up the teachers slide.	OK

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 14	
1. Arranging the PC <del>part</del> in to store. cleaning up the store room, removing unusable equipment from the store room.	
2. Removing the trash, put in the bin and replacing with the bin.	
3. Maintaining the PC part, checking up if the part can be used for sparepart.	
<b>WEEK 3</b>	
 <b>YUSNIZA BT YAACOB</b> <small>Penyelia Projek &amp; Teknologi Maklumat  Lektor I&amp;T  Jabatan Pendidikan Negeri Kelantan</small>	
28/6/2018	



DATE: 25/2/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 116	
1. The staff from other department asked for some help. The PC cannot be started (shutdown automatically).	
2. Picking up the PC from their workspace and bring it to the repair room.	
3. Checking the PC, CPU, finding the problem, checking the setting of the PC, as PC got infected by virus. require format. left at the repair room before formatting.	





DATE: 26.2.2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 17	
1. Formatting the PC from the previous day. (two hours)	
2. Formatting done, installing basic requirement for to work: installing:	
i - microsoft word	
ii - installing antivirus	
iii - put back backup files	
iv - last check up / scan	
3. Sending back the PC after repairing the done.	

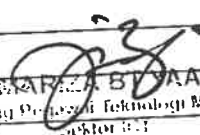
DATE: 27/2/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 18	
1. Checking up the clerk P.S; cannot print out paper - checking up the connection between printer	
2. The connection incorrectly connected, put up into the <del>bad</del> cable to the original connectors, the printer operate back normally.	

DATE: 28/2/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 19	
1. The staff from other department asked for help, regarding microsoft excel. He want to search the data in excel in easy way and to aligning the font (not justify)	
2. Fixing up the <sup>excel</sup> system, aligning the text	
i. Fix all the misspelling	
ii. arranging the text	
iii. teaching the staff how to use search in excel (CTRL+F)	

WEEK 4

  
YUSMARICA BT YAACOB  
Penolong Penyelidik Teknologi Maklumat  
Sektor 111  
Jabatan Pendidikan Negeri Kelantan

28/2/2018

DATE: 1/3/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 20	
- 900	
1. Discussing with the technical staff,	
about latest technology, latest software	
2. How to care the PC without being	
infected by <del>antivirus</del> virus:	
- do not allow cookies:	
- do not click ads website	
might be phishing	
- do not put information on	
any unsecure website	
- cleaning up history, cache of	
the browser periodically	

DATE: 4/3/2018

2018/03/04

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 21	0. null
1. Repairing PC, removing hard disk	
and check if it is still working	
2. Removing computer part (RAM, hardisk)	
for sparepart if it still can be	
used	
3. Removing from older P.C	

DATE: 5/3/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 22	
1. The staff asked for help to buy gift wrap at the bookstore.	
2. Going to the bookstore, buying some oil paper to wrap the gift (gift for teacher).	

DATE: 6/3/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 23	
1. Conducting preventive maintenance - check serial number, date, JPN number for maintenance purpose	
2. Checking up every equipment in the sector and identify any damage equipment and old infrastructure that were still being used.	
3. Checking up all equipment in the lab, serial number, same or not with the record.	

DATE: 7/3/2018

Page No: 218

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 24	
check	
1. Continue the job from the last day:	
checking up the serial number:	
some or not with the system:	
2- Sorting up the equipment by:	
their type (keyboard = keyboard,	
mouse = mouse) etc	
3- Cleaning up some dust from older	
equipment, PC that rarely being used.	

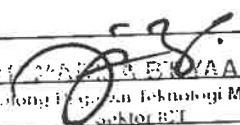


DATE: 8/3/2018

2018/11/7

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 25	
1. Reread back the list of the	
PC. Double check if the information	
are same with the system.	
2. Type all the detail in the	
system, and emailing the list.	
3. Informing the supervisor, the task	
has been completed.	

WEEK 5

  
M. RAZALI BAKA  
Penolong Pegawai Teknologi Maklumat  
Jabatan Pendidikan Negeri Kelantan

28/6/2018

DATE: 11/3/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 26:	
1. Creating certificate for the staff. The staff asked to create a certificate for the school. The staff give all the detail required in the certificate.	
2. Key in the detail in the template: - school name - achievement - name	
3. Printout the detail in the certificate paper. Sorting the certificate for each school.	
# The certificate for excellent achievement in SPM and STPM	

DATE: 12.3.2018

Monday

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 27	
1. Continuing with the previous task - creating the certificate	
2. Put the certificate for every folders Sorting the certificate for different school	
- SPM = SPM	
- STPM = STPM	
3. Put all the complete certificate in the disk separately, giving the complete one to the staff.	

DATE: 13.3.2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 28	
1. Receiving the system from the	
supervisor. The system has been used	
by the Terengganu government.	
2. System Kemajuan Tingkat Satu.	
Receiving the template, all the	
document and file for the system.	
3. Receiving explanation from the supervisor	
system function, purpose, what need to	
be change.	

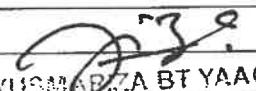


DATE: 14/3/2018

2018/03/14

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 29	
Jurnal sistem baru ppt, video	
1: Preparing the meeting room for meeting	
Meeting from school teacher at the computer lab	
2 The meeting were from teacher of the school only	
The new demo about the system	
* The clerk at the school require to learn the function of the new system	
x system about key in the income to (new method)	

DATE: 15/3/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day: 30	
1. Sending out letter for each sector.	
Notice letter to call up for meeting	
2. The letter were send to every sector.	
and getting a sign and stamp as a	
proof of sending	
3. Meeting up with the officer to ensure	
that they are receiving the notice	
letter. letter about meeting	
<b>WEEK 6</b>	
 YUSMA RIZKA BT YAACOB	
Penolong Pegawai Teknologi Maklumat Lektor ICT	
Jabatan Pendidikan Negeri Kelantan	
28/6/2018	

DATE: 18/3/2018

8/02/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day: 31	18/3/2018
1. The staff asked to check the latest	
old asset	
- checking up - power supply	
- PE	
- keyboard	
- CPU	
- mouse	
2. and make a record for the equipment	
- if the equipment are still working,	
record it in the document	
- if the equipment are need to be	
replaced, look for sparepart	

DATE: 19/3/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 32	
1- Continue checking the PC from the	
previous task. Check whether the	
PC can be still being used.	
2- The one that no longer working	
will be put in the store to	
be dispose better.	
3- The one that still can be used will	
be keep for sparepart.	



DATE: 20/3/2018

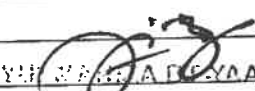
1105/18/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 33	
Analysis	
1. The supervisor asked to take a look at the system. System maintenance. Ting 1. Previously used by Peregangan government.	
2. Take a look at the system. Check all the coding and how it functions. Recheck whether there might be change to be made for the system.	
3. Check all the coding and removing all the file that does not require in the folder.	
4. Trying out the document system to check for its function and how it works.	

DATE: 2/3/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day: 34	
1. The staff told that the system	
cannot be continued yet. Because	
the data from Terengganu department	
has not been sent yet.	
2. The system were sent empty, without	
proper guideline. Need to be identified.	
the main function of the system	
and how it works.	
3. Deleting the do file that not	
required before proceeding to next	
phase.	

DATE: 22/3/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 35	
1. The staff asked to take a look at	
his PC. The windows become trial,	
deactivated	
2. The supervisor asked to repair the	
problem on behalf of her. Getting	
the organization license key	
3. Activating the windows with the key	
and send it back to staff once	
it has been completed.	
WEEK 9	
 YUSOFF A. YUSOFF Encik Yusoff A. Yusoff Sektor ICT Jabatan Pendidikan Negeri Kelantan	
22/6/2018	

DATE: 25/8/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Day 36	
1. Continuing with the system fixing	
any error found	
2. Picking up stuff from the unit	
Net Perolehan at the ground floor	
- Pasted stuff from POSLAJU	
3. Fixing up the system interface, renaming	
and change the system suitable	
for JPN Kelantan	

DATE: 26/3/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 37	not used
1. Fernggana has sent the detail of the system back my supervisor. Starting to recheck the system to start developing	
2. Reporting the printer asked by the staff on the 4th floor. The printer cannot be used, does not detected by the PC	
3. Troubleshooting the PC, to detect the PC don't the printer. The connection were not establish, checking up the connection cable	
4. The problem were fixed.	

DATE: 27/3/2018


EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 38	
1. Continue with the system - checking the main interface and connecting the main page with the functioning php file.	
2. Identifying the function of the main index and try to relating relate with the data.	
3. Creating poster for meeting - meeting at 2 pm on the 4th floor. Staff asked to create meeting poster for weekly report. # Poster detail: - date / time - name - meeting name - venue - location	
4. After that paste it on the meeting book for weekly report	

DATE: 28/3/2016

20160328

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 39 ...	
1. Extract Protostat letter to be sent	
to every PPD, notice from director	
faxing all the letter after the Protostat	
2. Calling the PPD if they have receive	
the letter or not. Reconfirming they	
have receive or not.	
3. Sending out letter for every agency	
in the organization. Notice letter	
Then get their sign and stamp for	
confirmation.	
4. Reviewing the system, checking the	
connection and relationship between	
php file.	

DATE: 29/8/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 40	
1. Supervisor are giving the slide to be checked. They asked to rechecked the slide before the meeting	
- error spelling	
- numbering	
- font clear/not, change alignment	
- check slide order	
- Check the design, make sure that it can be read and display clearly	
2. Done. copied back the new one and give back to the staff.	
<b>WEEK 8</b>	
 YUSOFF YAACOB Pencapaian Teknologi Maklumat Sektor ICT Jabatan Pendidikan Negeri Kelantan	
28/6/2018	



DATE: 1/4/2018

10/1/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 4	
check	
1. The staff from other agency asked	
for help. His pc cannot be connected	
to the network.	
2. Troubleshooting and checking the	
error in the PC. Nothing wrong.	
3. Checking the cable connection, the	
cable in good connection.	
4. Checking up the IP address. Wrong	
value inserted, and then revert back	
to the default. The PC can be connected	
to network again.	
5. Designing the interface of the system	

DATE: 2/4/2018

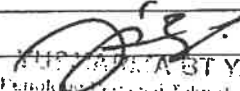
EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 42	
1. Reviewing and discuss the system with	
the supervisor. Getting the data	
required to be inserted into the	
system	
- School detail	
- school information student information	
- requirement	
2. Receiving hamper from organization	
for being support referee during	
event "Karnival Sepakan Penalti"	
x Hamper and some money (RM50)	
3.	

DATE: 3/4/2018

XXXXXXXXXXXXXXXXXXXX

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 43	
1. Supervisor asked to setup the meeting room. Installing projector and open up all PC in the laboratory.	
2. Checking at the PC condition, make sure that all PC are operable. Adjusting the projector and the Lab.	
3. Meeting end at 12 pm. After that tidy up the lab, put the chair on their original place. Reinstalling the projector and put back in the office room.	
4. Fixing some error on the system, system need to be brought for meeting.	

DATE: 5/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 44	
1. Consult the system before being	
brought into meeting, checking up	
function, data etc.	
2. Helping staff from school staff.	
Microsoft word cannot be opened.	
Deleting the old microsoft and	
reinstalling the microsoft word.	
3. Scanning the PC with virus	
to fixed hang and lost site	
problem.	
<b>WEEK 9</b>	
 <b>A. M. YAACOB</b> Penolong Pegawai Teknologi Maklumat Sektor ICT Jabatan Pendidikan Negeri Kelantan	
28/6/2018	

DATE: 8/4/2018

3/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 45	1.01.1908
1. Setup meeting room in the	
laboratory. Installing projector, and	with hardware
open up all PC in the lab	by guest
2. Make sure the laboratory and PC	
can be used and able to operate	by guest
by guest.	
3. Joining the meeting as being asked by	
the guest. Meeting on the launch	
of the new system (E-GIMS).	
4. How to operate the system, how	
to key in the data	

DATE: 2/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day: 46	
1. Checking <del>at</del> the asset in other database. Whether the asset still being used or not.	
2. Formatting the PC as requested by the staff. Reinstalling all the basic software and informing the staff once the PC done.	
3. Sending back the CPU to the staff on the 3rd floor.	

DATE: 10/4/2018

10/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 47	
1. Check slide given by the PE supervisor. Recheck whether the slide have any error:	
- check misspelling	
- check arrangement	
- check font size, clearness	
- change design / color to be clear	
2. Copied and send back to the staff before the meeting (10:am).	

DATE: 11/4/2018

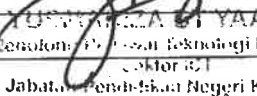
EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 48	
1. The staff asked to pick up some	
bundle of A4 paper from the	
store near hall.	
2. Picking up the paper and send back	
to the sector.	



DATE: 12/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 49	
1. Designing new interface for the system	
- Put some button and edit data	
and added new information	
2. Fixing up coding and identify error	
in the coding, redesign the function,	
database	
3. Finding the document required by the	
clerk in the record room	

WEEK 10

  
YUSWIZA BT YAACOB  
Penolong Pengerusi Teknologi Maklumat  
Doktor IT  
Jabatan Pendidikan Negeri Kelantan

28/6/2018

DATE: / /

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 50	
1. Tidy up record room, removing unused file and separate it. Inserting back the file from its original location.	
2. Arranging the drawer into a new position. Easy to retrieve the record.	
3. Consulting the system with the supervisor, some multifunctioning.	

DATE: 16.4.2018

Page No: 13

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 1	13.4.2018
1. Receiving task from supervisor	to develop new system
to develop new system: System	Pengurusan Aset
2. Reviewing all the document, requirement	for the system
for the system: defining the interface	and the function of the system
3. Requirement to develop the system	
- what platform	
- what coding	

DATE: 17/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<del>Day 52</del>	
Day: 52	
the staff asked for help to get	
some item from the shop, fruit	
and food for some small event.	
2 - Two practical students done	
finish their internship. Organize	
small event to for goodbye	
party.	
3. Cleaning up the pantry and put	
all the rubbish from the table.	

DATE: 18/4/2018


18/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 153	
1. Discussing with the supervisor	
regarding the system	
2. What kind of information to be	
included in the system. Start	
developing storyboard as a	
guide before starting the system.	
3. Sketch up and function of	
every button and data required	

DATE: 19/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
0 Pay & Z	
1. The staff asked to look at their PC checked for some error. The	
PC cannot be opened require format	
2 Bring back the CPU to the	
repair section for formatting process	
3. Formatting the PC - Need to be	
continue, cannot detect open	
PC	

WEEK 11

  
YIP HAN ZIYA BT YAACOB  
Fakulti Teknologi Maklumat  
Sektor IKT  
Jabatan Pendidikan Negeri Kelantan

28/6/2018

DATE: 22/4/2018

2018/04/22

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 55	
1. Continue Formatting the system (2 hours). After that, installing all the basic software.	
2. Scanning for virus and checking the PC condition. Informing the staff that the PC has been repair	
3. Bring the CPU to, and install back at the staff workspace. Connecting monitor and power supply.	

DATE: 23/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 56	
1. The staff asked for some help. Problem with browser cannot open the system through IE. The system become hang and not responding.	
2. Checking the compatibility, fixing from setting, check for compatibility. The browser need to be upgraded.	
3. IE9 browser not support the system. need to be upgraded to IE10.	



DATE: 24-11-2018

Page No. 10

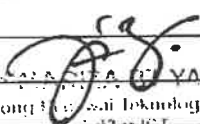
EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 57	
1. Continue fixing up the browser problem.	
updating to IE 10. Checking the	
setting and check for compatibility	
option.	
2. The system can be used again.	
There some hang because window 7	
cannot support IE 10.	
3. Designing system interface, creating	
banner, logo, and login page.	

DATE: 25/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
: Day 58	
1: Developing the system designing interface, put some color, easy to be navigate by the user	
2 Use suitable font and make it user friend friendly. Make sure that user can understand the flow of the system	
3. Creating navigation bar for the system	

DATE: 26/4/2018

2018/04/26

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day: 59	26/4/2018
1. Continue with the system design	completed
2. The staff asked to check ed. for	
the pendrive. got infected by virus	
* Scan for virus and create backup	
* backup send back to the staff	
3. Help staff from sektor sekolah.	
Her microsoft word cannot print	
image	
4. Checking up the setting. Search	
for fix online. Rechecking the setting	
option. Problem solve.	
<b>WEEK 12</b>	
 <b>YUSOFF BIN YAACOB</b> Penolong Pegawai Teknologi Maklumat Jabatan Pendidikan Negeri Kelantan	
28/6/2018	

DATE: 29/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 80	
1. Tidy up the old workspace and move to new workspace. Tidy up the table, remove the dust, arrange the table.	
2. Repairing PC, the staff from unit. Badah asked for help to take a look at the PC. The PC cannot be started, force close after shock electricity shock.	
3. Restarting the PC, open up to the boot up menu, making some changes and save. restart again, the PC back to normal.	

DATE: 30/4/2018

3/2018/20

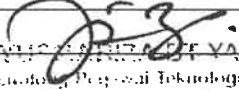
EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 61	08 309
1. Need to hold the first system, it	go 1017
required consultation from higher up	at 1017
2. Continue with the system. Put	at 1017
up some function in the system	
link all the button, creating	at 1017
main page	at 1017
	at 1017
3. Use Supervisor asked to use simple	at 1017
font, to strength make the system	at 1017
clearer, use suitable color and	at 1017
simple user interface	at 1017
	at 1017
	at 1017
	at 1017
	at 1017
	at 1017
	at 1017
	at 1017
	at 1017
	at 1017
	at 1017
	at 1017

DATE: 2/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 63	
1. Setup meeting room for meeting - Open up all PC, <del>set up</del> install the projector in the lab. make sure all PC can be used	
* 2. The guest asked to check their pendrive cannot open slide, pendrive infected by virus, cleaning up the pendrive, scanning virus and return back to the guest person.	
3. Tidy up the room lab, put back the projector in original the office and closing up PC.	



DATE: 3/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 64 - build	
1. Continue with the 2nd system - put new background and button color. change the logo and header	
2. Consult with supervisor, there's changes to be made for the system. Need to add some features	
3. The user can register the asset detail in the database through form.	
<b>WEEK 13</b>	
 <b>YUSOFF YAACOB</b> Penolong Penyelidik Teknologi Maklumat Sektor ICT Jabatan Pendidikan Negeri Kelantan	
28/6/2018	

DATE: 6/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 1650 system	...
System	...
1. Continue with the system. Consult	...
the system with supervisor changes	...
to make:	...
- standardise used of word	...
- Improve font and color	...
- make a form same with	...
the standard	...
- make it more visible, easy	...
to be read by the user	...
2. ending out mail for every sector.	...
notice for meeting for every sector	...
sorting up the mail and get	...
the signature and stamp for approve	...



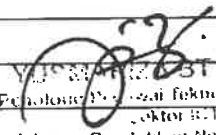
DATE: 7/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 66	
1. Sending Fotostat mail, 5 copy and	
fasting to the school notice from	
organization	
2. Calling the school asking whether they	
have receive the mail or not	
3. Creating form for the system, and	
design color more visible	

DATE: 8.5.2018

8.5.2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 67	
1. Creating new header using photoshop. resizing the logo to make it more smaller, look more simplify	
2. Creating new index background, make it simpler, and user friendly	
3. Use simpler font, make size so that the user can easy have clear view on the font	
28/6/2018	

  
YIP SENG YEE  
Pegawai Penyelidikan Teknologi Maklumat  
Jabatan Pendidikan Negeri Kelantan

DATE: 14-5-2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 88: ...	
1. Develop new form. The older one cannot too-crowded, make it simple. put the option in the form so that they don't type the same data over and over.	
2. Designing form exactly with official one for print out and signed by officer.	
3. Adjusting the button, make more easy simple arrangement.	

DATE: 18.5.2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 69.	
1. Setup meeting room, installing projector, open up all computer and make sure it can operate normally.	
2. Answering phone call at front desk, take care at the and managing front desk, receiving and signing letter.	
3. Tidy up lab, closing all the computer and put back the projector and store in keep it in the office	
4. Faxing letter to PPD, notice letter and call to follow up with the staff there.	

DATE: 16/5/2018

Page: 1/1

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 70	
1. Staff ask for help from IT to look at their computer, cannot open email, forgot password	
2. Creating the forgot password option, recovering the password and create new password. Retrieve the document the staff want	
3. Sending out document to the staff, about new system to be taught to the staff	

!

DATE: 17/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 71 - First Day Puasa.	
1. Pto Creating Photostating label for the meeting file jacket. Putting all the document in the file jacket	
2. Glued the label in front of the file jacket - (20 pieces total). Testing out the file orderly	
3. Take the jacket and put bring all the document to the meeting at 4th floor.	
4. Fixing the system, bug and error function, create dummy data for testing.	
WEEK 15	YUSUF ABU YAACOB Penolong Tadbir dan Teknologi Maklumat Lektor ICT Jabatan Pendidikan Negeri Kelantan
	20/6/2018
1st DAY PUASA	

DATE: 20/5/2018

3107/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 172	
1. Staff ask for help to look at their microsoft word, cannot save, lost their doc change made when saving. fixing the word compatibility, checking for viruses.	
2. Installing latest microsoft word, retry the process, save the file. can save properly now.	





DATE: 22/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day: 73	
1. The staff from sektor jaminan kualiti ask for help. How pc cannot be open after sudden black out.	
2. Check out the connector, power supply reconnect the boot menu, change setting, reboot	
3. Reboot successfully.	
4. System continue, fixing small error with the connection, add coding button.	


DATE: 23/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Pay: 74'	
1. Creating file for new document, photostat the document and put into file jacket. And then store in the record rooms.	
2. Arranging the older record to give space for the new record. Arranging the record from older to the newest; from left to right.	
3. Helping the staff, the PC cannot detect the printer. Check the connection, fixing the USB and recheck.	

DATE: 24/5/2018

SUMMARY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 175	4.5 2018
1. The staff sent her PC to the repair room to be formatted, to many viruses.	1. 175/2018
2. Formatting the computer, installing new software, activate license key.	2. 175/2018
3. Recheck for <del>antivirus</del> and doing full scan. Send back to the owner, installing the CPU.	3. 175/2018

  
 YACOB  
 Lektor KTI  
 Jabatan Pendidikan Negeri Kelantan

28/6/2018  
 WEEK 16

DATE: 27/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day: 26th Nov	
1. Supervisor tasked to check for	
misspell in the document. Send it	
to the Puan Nor on the 4th floor	
2. Take the document back, there some	
error in the document. Recheck	
and fix their content send back	
to Puan Nor	
3. Fixing interface of the system,	
minor repair on the system	

DATE: 28/5/2018

2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 77	
1. System <sup>is</sup> need to hold, before being decided for next addition	
2. Continue with 2nd sistem	
- design new background	
- adding navigation replacing button	
- and some interactivity, animation	
- suitable color, match with the	
main color	
- & design template form down and	
insert background	

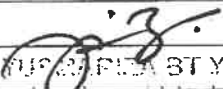


DATE: 30/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 178:	
1. Continue with the system, adding feature, create new button. More user friendly. Fixing error.	
2. Add new background, older one are too fancy. Added more professional look picture, match color.	
3. Adjusting form, and view format. Change view type, adjusting database.	

DATE: 31/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Day 179	
1. Continue with the system (70%)	
2. Staff from sector naik pangkat	
- ask for help. Her PC cannot	
connect to the network	
3. Troubleshoot the problem from PC	
check connection, IPMS. Revert back	
to default	
4. Check LAN connection, repairing,	
troubleshoot. Done!!	

  
YUSOFF BIN YUSOFF  
Pusat Penyelidikan Teknologi Maklumat  
Sektor ICT  
Jabatan Pendidikan Negeri Kelantan  
28/6/2018

WEEK 17

DATE: 4/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 80	
page	
1. Continue with the system, consult,	
need to add admin function,	
- register staff	
- view/delete staff	
2. Create login page for admin, design	
with user page must be parallel	
match with each other	
5/6/18	
Day 81	
1. Continuing the system, create admin	
page, add button to add user	
and delete user	
as only admin can create	
user id and delete id	
- Create background for admin page,	
register user menu, view and	
view user; add navigation for	
each page	



DATE: 7.6.2018

8/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 82	11/8/2018
1. Fixing error on admin page, cannot connect to the page, error coding	11/8/2018
2. Fixing coding error, repair error code, replace with the correct one	11/8/2018
3. Retesting the system, system error fixed, to need to add form, for register user	11/8/2018
4. Creating new database for admin	11/8/2018
8/6/2018	11/8/2018
- Day 83	11/8/2018
1. Recheck admin page, put header to standardize design, fixing error, register user not enter the database.	11/8/2018
2. Fixing coding, retest the user register, error fix.	11/8/2018
3. Change design of the system, standardize with user page.	11/8/2018

DATE: 11/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 84:	
1. Arranging the records in the record	
room - file asset arrange in the	
same section.	
2. Other file were put out and move	
to another section of the drawer.	
removing older document - no longer	
used.	
3. Throwing all the old document	
from the record room and being	
disposed.	
12/6/2018 - Day 85	
1. Setting up meeting room, open	
up all the PC, install projector,	
make sure all PC can be used	
2. meeting by school teacher, join	
along with the seminar and	
gaining some valuable knowledge.	
3. Shutdown all PC, put projector back	
to original place and tidy up desk	
and chair, put to their original places.	

DATE: 13.6.2018

13/6/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 86	
1. Staff asked for help to pick up projector and put into his car to go for seminar	
2. The staff give the slide to check for spelling correction, fonts and give back to staff	
3. Putting up decoration in the sector for Hari Raya. Putting up lamp, decorate the front door	
14/6/2018	
- Day 87	
1. Staff ask for help, cannot extract windows trial, installing other software	
2. ZIP file, extracting the document being done	
3. Uninstalling software. RAR - error replaced with ZIP software	

DATE: 19/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 18 8.00 am to 4.00 pm	
1. Staff on holiday help at the front desk, answering phone from other sector	
2. Receiving letter and sign up the stamp book - sort out the letter on the clerk menu	
3. Notice meeting for Hari Raya Celebration	
20/6/2018 Day 19	
1. Continue with the system, almost done, creating new background, standardize	
2. Fixing up minor error on the system, create system backup	
3. Change font and colour type for ease of user to view the content of the asset	

DATE: 21/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 90	
1. Continue with the system, 90% of	
done. Need to be try for	
the function.	
2. Change navigator bar colour,	
hard to see the text	
3. Staff ask for help to burn data	
from external pen drive computer	
to DVP.	
4. Create labelling for the cd	
and stamp it on the cd	
cover.	
cover	

DATE: 24/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Day 1	
- New PC has arrived, need to	
put the system PC on the room.	
2- Arranging the computer in	
Sector head - Always office,	
3- Removing safes and put it	
outside of the room.	
4- Arranging down the safe for	
the upside store of new asset	

DATE: 26.6.2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. New printer and scanner arrive	
2. Arrange the box in empty places before being installed.	
3. It was simplify the document reset balik.	
4. Among systematically for the document new asset in the room	
5. Checking the serial number for each asset.	

DATE: 27/6/2018

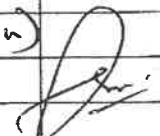
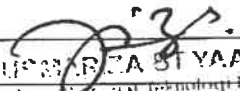
EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Day 93	
1. Finalizing the system with the supervisor	
2. Knowing session with the new	
- practical student in the IGT	
sector	
from unimap	
3. Get to know each other, brought	
them to get to know with	
each other introducing ourselves	
and see working sector visit	
to get to know every staff	
in department	



DATE: 28/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Day 94 - Last Day	
1. Copying the complete system to supervisor.	
2. Getting some <del>to</del> meal to create farewell party - My last Day in JPN.	
3. Farewell all the staff, my supervisor and so on.	
4. Guide the system to supervisor on how it works - And Recheck any error in the coding (100%)	
<b>THE END</b>	

DATE : \_\_\_\_\_

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Visiting & Check Report (Log Room)	
- Attendance, etc	
- Check document	
- Check work progress	
	SITI ARIANI NABIG. GATAPAN Persyacht KODER CITH Modelburg.
<p>           TQ for cooperation &amp;            Good week. my for contact:            call : 013 3375227. or            email:            yulmariza.yacob@mwegov.my         </p> <p>           please send a copy of            the system &amp; database            to the organization.         </p> <p>   <b>YULMARIZA ST YAACOB</b>            Pegawai Tadbir &amp; Penyelidikan Teknologi Maklumat            Sektor ICT            Jabatan Kemajuan Masyarakat, Kuching            28/6/2018         </p>	