1.0 DAILY TASK REPORT

The log book report provided by the Industrial Training Unit (ITU) is used to record daily activities done by the students throughout the industrial training period. It is necessary for students to record all activities that were being conducted every day completely and tidy so that assessment can be done by supervisor together with the final report.

Things that should be recorded are as below:

i. Daily tasks/activities conducted during the industrial training program.
ii. Copies of medical certificate should be pasted in the log book if the student is on leave due to health problem.
iii. A brief comment together with formal stamp by supervisor should be carried out every week.


2.0 FINAL REPORT

The industrial training final report is the key elements that will be accounted to evaluate students' performance that had undergone the industrial training. Through this report, students will be evaluated based on the contents, presentation (objective, language used, sentence structure) and also writing format.

2.1 REPORT CONTENT

The necessary report content are as follows:

Acknowledgement
Executive Summary (Explain the summary of the Industrial Training)
1.0 Introduction
2.0 Company Profile
3.0 Project Details
4.0 Other Project/Task
5.0 Recommendation
6.0 Conclusion
Bibliography
Daily Task Report
Appendices

** The report content above is general. Please refer Appendix D for sample of system/website development report, computer maintenance report and computer networking report.

2.2 BRIEF EXPLANATION ON THE REPORT CONTENTS
a) Acknowledgement
Vote of thanks to individuals or parties that help throughout the industrial training session including the academic and industrial supervisors that does not exceed one (1) page.

b) Executive Summary
An overall explanation on final report and brief conclusion that can be made from the industrial training program. Student also should briefly explain the important contents of the final report.

c) Table of Content
List of contents together with page numbers according to the student report.

d) 1.0 Introduction
Student should define the term of industrial training and describe the objectives of undergoing industrial training. Student also should briefly explain the purpose and needs of the report.

e) 2.0 Company Profile
Introduction to the organization. Student should describe the company background and staff, vision and mission, organization structure, products and services offered by the organization, environment and also organization function.

f) 3.0 Project Details
Main Project/task is the most important content to included in the report. In this part, student have to explain in details the tasks/projects that has been carried out during the industrial training session. The tasks/projects that had been done can be system/website development, upgrading existing system/website, computer maintenance, computer networking, troubleshoot and so on. Student should also explain clearly the work flow of the project work.

The main points are as follows:

- Explanation of the project scope
- Description of the project objectives
- Identified project opportunities
- Selection/application of the appropriate method used in completing the tasks/project
- Selection of tools or techniques used during planning the project
  
  *(Gantt Chart / Data Flow Diagram (DFD) / Entity Relationship Diagram (ERD) / Unified Modeling Language (UML) / Flowchart)*
g) 4.0 Other Project/Task
Student may include other tasks/projects assigned by the industrial supervisor during the industrial training program.

h) 5.0 Recommendation
Student should identify the problems occur in the project and gives appropriate recommendation or contribution of thoughts to solve problems.

i) Conclusion
Summary of the whole industrial training experience.

j) Bibliography
Relevant references used in the report such as books, websites, journals, articles and so on. (Please refer Appendix E)

k) Daily Task Report

l) Appendices
Student can attach forms, user manual, coding or anything that related to the tasks/project and report. Sort different appendices with different names.

2.3 REPORT WRITING FORMAT
i. Report must be typed by using Arial type of font with 11 in size and 1.5 spacing.

ii. The size of margin are as follows:-
   - Top : 1.25”
   - Left: 1.5”
   - Right : 1.5”
   - Bottom : 1.25”

iii. The report must be included with Header. (Please refer Appendix C)

iv. The page number must be located on the right side at the bottom of the page.

v. Page number for Acknowledgement is (i).

vi. Page number for Executive Summary is (ii).
vii. Page number for Table of Content is (iii) and so on.

viii. The texts in the report must be divided into chapters beginning with 1.0 Introduction on page 1 until the last chapter 6.0 Conclusion. If the title of the chapter use distinctive page, it is counted as a page but no need to write the page number. In short, each paper used, even if it is empty, must be counted in page number. Use different chapters for different tasks/projects.

ix. Each appendices should be given appropriate titles.

2.4 PREPARING THE REPORT

i. Use A4 size paper.

ii. Use hard cover binding with BLACK in colour. Coil binding is NOT accepted.

iii. The college name, report title, course name, student name, student ID number and industrial training session must be placed in front of the report cover. Use Arial type of font with the size of 18. (Please refer to Appendix A)

iv. The abbreviation of course name, student name and industrial session must be placed at the side of the report cover. Use Arial type of font with the size of 18. (Please refer to Appendix B)

v. Each student from the organization must prepare a different report.

vi. Report must be written in English with minimum 40 pages excluded appendices.

vii. A copy of the binded report need to be submit directly to Industrial Training Unit. Please make sure that your report submission has been confirmed by the academic supervisor.

2.5 LIST OF APPENDICES

- Appendix A – Example of Report Cover (Front)
- Appendix B – Example of Report Cover (Side)
- Appendix C – Example of Header and page number
- Appendix D – Example of Table Of Content
- Appendix E – Standard Bibliography Format
Appendix A – Example of Report Cover (Front)

KOLEJ POLY-TECH MARA
KAMPUS CAWANGAN BATU PAHAT

INDUSTRIAL TRAINING REPORT
DIPLOMA IN INFORMATION TECHNOLOGY

ANIS FARISHA BINTI FARISS
PTM080600677
JANUARY – JUNE 2011

COLLEGE NAME
COURSE NAME
STUDENT NAME
STUDENT ID NUMBER
INDUSTRIAL TRAINING SESSION
Appendix B – Example of Report Cover (Side)

DIT

ANIS FARISHA BINTI FARISS

JANUARY – JUNE 2011

COURSE NAME

STUDENT NAME

INDUSTRIAL TRAINING SESSION

Appendix C – Example of Header and page number
**KPTMBP's new logo must be placed on the left side of the header.**

**Title of chapter should be placed on the right side of the header.**

---

**Page number must be located on the right side at the bottom of the page.**
## Appendix D – Example of Table Of Content

### A. FORMAT EXAMPLE OF TABLE OF CONTENT (MAINTENANCE)

#### TABLE OF CONTENT

- i
- ii
- iii

1.0 INTRODUCTION

- 1.1 Definition of Industrial Training 1
- 1.2 Objectives of Industrial Training 2
- 1.3 Objectives of the report 3

2.0 COMPANY PROFILE

- 2.1 ABC Technology Sdn Bhd Background 4
- 2.2 History of ABC Technology Sdn. Bhd. 5
- 2.3 Location 6
- 2.4 Vision and Mission 6
- 2.5 ABC Technology Sdn Bhd Organization Chart 8
- 2.6 ABC Technology Products and Services 9

3.0 PROJECT DETAILS

- 3.1 Introduction of the Project 11
- 3.2 Scope of the Project 13
- 3.3 Objective of the Project 14
- 3.4 Project Details 15
  - 3.4.1 Project Progress 15
  - 3.4.2 Project Planning 17
    - 3.4.2.1 List of the Project Equipment and Price 20
    - 3.4.2.2 Method Applied in the Project 22
  - 3.4.3 Project Description 25
    - 3.4.3.1 Diagnosing Computer Problems 25
      - 3.4.3.1.1 Disk Integrity 28
      - 3.4.3.1.2 System Files Integrity 30
    - 3.4.3.2 Eliminate Equipment Problems 33
      - 3.4.3.2.1 Getting System Information 34
      - 3.4.3.2.2 Eliminating Device Problems 36
    - 3.4.3.3 Freeing up Computer Memory 39
    - 3.4.3.4 Clean the System 44
      - 3.4.3.4.1 Disk Cleanup 47
      - 3.4.3.4.2 Remove Malicious Software 49
### B. FORMAT EXAMPLE OF TABLE OF CONTENT (NETWORKING)

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TABLE OF CONTENT</td>
<td>i</td>
</tr>
<tr>
<td>ACKNOWLEDGEMENT</td>
<td>ii</td>
</tr>
<tr>
<td>EXECUTIVE SUMMARY</td>
<td>iii-iv</td>
</tr>
</tbody>
</table>

#### 1.0 INTRODUCTION
- 1.1 Definition of Industrial Training | 1 |
- 1.2 Objectives of Industrial Training | 2 |
- 1.3 Objectives of the report | 3 |

#### 2.0 COMPANY PROFILE
- 2.1 ABC Network Sdn Bhd Background | 4 |
- 2.2 History of ABC Network Sdn. Bhd. | 5 |
- 2.3 Location | 5 |
- 2.4 Vision and Mission | 6 |
- 2.5 ABC Network Sdn Bhd Organization Structure | 7 |
- 2.6 ABC Network Sdn Bhd Products and Services | 8 |
- 2.7 ABC Network Sdn Bhd Functions and Roles | 9 |
- 2.8 Network Environment at ABC Network Sdn Bhd | 11 |

#### 3.0 PROJECT DETAILS
- 3.1 Introduction of the Project | 13 |
- 3.2 Scope of the Project | 14 |
- 3.3 Objective of the Project | 14 |
- 3.4 Project Details | 15 |
  - 3.4.1 Overview on the Existing Network Infrastructure at ABC Network Sdn Bhd | 15 |
  - 3.4.2 ABC Network Sdn Bhd Existing Network Diagrams | 16 |
  - 3.4.3 Hardware Supported at ABC Network Sdn Bhd | 18 |
    - 3.4.3.1 Computers | 18 |
    - 3.4.3.2 Network Adapters | 19 |
    - 3.4.3.3 Switches and Hubs | 20 |
    - 3.4.3.4 Servers | 22 |
    - 3.4.3.5 Modems | 23 |
    - 3.4.3.6 Cabelings | 25 |
    - 3.4.3.7 Printer and Scanner | 26 |
  - 3.4.4 Project Description | 28 |
    - 3.4.4.1 Differences between LAN and WAN | 30 |
    - 3.4.4.2 Building up A Small Office with LAN Network | 33 |
      - 3.4.4.2.1 Project Planning | 34 |
C. FORMAT EXAMPLE OF TABLE OF CONTENT (SYSTEM/WEBSITE DEVELOPMENT)

<table>
<thead>
<tr>
<th>TABLE OF CONTENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACKNOWLEDGEMENT</td>
<td>ii</td>
</tr>
<tr>
<td>EXECUTIVE SUMMARY</td>
<td>iii-iv</td>
</tr>
</tbody>
</table>

### 1.0 INTRODUCTION
- 1.1 Definition of Industrial Training   1
- 1.2 Objectives of Industrial Training   2
- 1.3 Objectives of the report            3

### 2.0 COMPANY PROFILE
- 2.1 ABC Solution Sdn Bhd Background     4
- 2.2 History of ABC Solution Sdn. Bhd.    5
- 2.3 Location and Environment            7
- 2.4 Vision and Mission                  8
- 2.5 ABC Solution Sdn Bhd Organization Structure 9
- 2.6 ABC Solution Sdn Bhd Products and Services 10
- 2.7 Current Project at ABC Solution Sdn Bhd 11

### 3.0 PROJECT DETAILS
- 3.1 Introduction of the Project         13
- 3.2 Scope of the Project                13
- 3.3 Objective of the Project            14
- 3.4 Project Details                     14
  - 3.4.1 Project Planning                15
    - 3.4.1.1 Feasibility Study            16
    - 3.4.1.2 Data Gathering              18
      - 3.4.1.2.1 Method Carried Out for Data Gathering 18
    - 3.4.1.2.1.1 Questionnaires          19
    - 3.4.1.2.1.2 Surveys                  20
    - 3.4.1.2.1.3 Observations            21
    - 3.4.1.2.1.4 Researches              21
    - 3.4.1.2.2 Analysis of Collected Information 22
    - 3.4.1.4 Gantt Chart                  23
  - 3.4.3 Project Design                   25
    - 3.4.3.1 Data Flow Diagram            26
    - 3.4.3.2 Database Design              28
    - 3.4.3.3 Input Design                  31
    - 3.4.3.4 Output Design                 35
3.4.3.5 Interface Design 42
3.4.4 Project Implementation 46
   3.4.4.1 Requirement Specifications for Project Development 47
   3.4.4.2 System Implementation Process 49
   3.4.4.3 System Testing 53
3.4.5 System Maintenance 54
   3.4.5.1 Identified Possible Risks 54
   3.4.5.2 Suggested Risk Management and Control 56
3.5 Project Opportunities 58
3.6 Conclusion of the Project 59

4.0 OTHER PROJECT/TASK
   4.1 Introduction of Project 61
   4.2 Scope of the Project 61
   4.3 Objective of the Project 62
   4.4 Project Details 62
      4.4.1 Description of Website Maintenance 62
         4.4.1 Website Maintenance Team 63
      4.4.2 Website Feedback Monitoring 64
      4.4.3 Website Performance Monitoring 65
         4.4.3.1 Updating Procedures 66
      4.4.4 Preventing Problems 68
         4.4.4.1 Identified Possible Problems and Attacks 68
         4.4.4.2 Suggested Solutions 69
   4.5 Project Opportunities 70
   4.6 Conclusion of the Project 71

5.0 RECOMMENDATION
   5.1 Problems and Difficulties Faced During Project 72
   5.2 Suggestions for Problem Solutions 74

6.0 CONCLUSION
   6.1 Achieving the Aims of the Programs 76
   6.2 Suggestion 77
   6.3 Future Endeavour in the Project 78

BIBLIOGRAPHY 79
DAILY TASK REPORT 80
APPENDICES 122
Appendix E – Standard Bibliography Format

There are several standards of well-established systems for writing a bibliography such as
- the Harvard System;
- the American Psychological Association System;
- the McGraw–Hill system;
- the Modern Languages Association system; and
- the footnote system.

Below are standard formats and examples for basic bibliographic information recommended by the Modern Language Association (MLA).

**Format Example**

i. Books

Format:
Author's last name, first name. *Book title*. Additional information. City of publication: Publishing company, publication date.

Examples:

ii. Encyclopedia and Dictionary

Format:
Author's last name, first name. "Title of Article." *Title of Encyclopedia*. Date.

*Note: If the dictionary or encyclopedia arranges articles alphabetically, you may omit volume and page numbers.

Examples:

iii. Magazine and Newspaper Articles

Format:
Author's last name, first name. "Article title." *Periodical title* Volume # Date: inclusive pages.

*Note: If an edition is named on the masthead, add a comma after the date and specify the edition.
Examples:

IV. Website or Webpage

Format:
Author's last name, first name (if available). "Title of work within a project or database." Title of site, project, or database. Editor (if available). Electronic publication information (Date of publication or of the latest update, and name of any sponsoring institution or organization). Date of access and <full URL>.

*Note: If you cannot find some of this information, cite what is available.

Examples: