PUSAT LATIHAN DAN AKADEMI MARITIM MALAYSIA

INTEGRATED CAMPUS MANAGEMENT SYSTEM PROJECT

(ICMS)

USER ACCEPTANCE TEST

28th & 29th MAY 2012

MODULE 1.0 - ADMINISTRATION SYSTEM

PREPARED BY

TEKNIK PADU SDN BHD

ICMS USER ACCEPTANCE TEST SCHEDULE

DAY 1 – MONDAY - 28th MAY 2012

10.00am – Briefing & Short Break

On Completion - Start of ICMS User Acceptance Test

MODULE 1.O ADMINISTRATION SYSTEM

NO.	SUB-MODULE	TIME
1.1	**Staff Registry & Time Management**	**10.30am - 1.00pm**
1.1.1	Staff Information	
1.1.2	Staff Attendance	
1.1.3	Lecturer Appraisal	
1.1.4	Instructor Appraisal	
1.1.5	Staff Task & Responsibilities	
	Lunch	**1.00pm – 2.00pm**
1.1.6	Staff Claims Submission	**2.00pm – 4.30pm**
	i) Reservation Office Vehicle	
	ii) Travel Request	
	iii) Claim Submission	

1.1.7	Professional Development	
1.2	**Assets & Facilities Management**	
1.2.1	Office Supplies	
1.2.2	Stock Application	
	Break	**4.30pm**

DAY 2 – TUESDAY - 29ᵗʰ MAY 2012

9.30am - Break

NO.	SUB-MODULE	TIME
1.3	**Hostels Quarters & Catering Management**	**10.00AM – 1.00PM**
1.3.1	Location Management	
1.3.3	Facility Reservations	
	Break	**1.00pm – 2.00pm**
1.4	**E-Filing & Document Management**	**2.00pm – 4.30pm**
1.4.1	Campus Event Management	
1.4.2	Electronics Bulletin Board	
1.4.3	File Registry	
1.4.4	Document Management	
	Break	**4.30pm**

LIST OF DOCUMENTS

 A.   ACCEPTANCE TEST PROCEDURES

 B.   SYSTEM SPECIFICATIONS

 C.   PROCESS FLOW