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1. Project Title

* BORROWING IT EQUIPMENT SYSTEM (BITES)

1. Start & End Project

* 22.01.2019 – 26.04.2019

1. Introduction

Borrowing IT Equipment System (BITES) is a system that can booking, borrowing and update process, which is use by three user, student, staff and administrator. IT Department’s staff can updated and reserved IT equipment while student and staff can booking in this booking system. BITES is easy to handle. This system is useful for both staff and students equally. Students can booking IT equipment early than usual. Students can book projector without wasting time to come out to queue up and booking at IT department. Staff can inform to student about availability of projector or LCD on this system. Administrator in the project can view add, delete or modify the data.

* 1. Project Description

Before we starting to create our system, we have been interviewing several IT Department Staff to collect data to improve our system in efficiency and effectiveness. From our interviewer with the IT Staff, we can conclude that there were several problem that the IT Department Staff have been facing for a while in borrowing the equipment to student & KUPTM Staff:

* From the previous method, the borrowing in the IT Department have been using the traditional method like fill in the form by hand to borrowing the equipment.
* There also have been issues of time consuming such as the student have to wait for the other student to return the equipment before they can borrow it. Because of that, the lecture have been delayed because of this matter.
* Using this traditional method also have been wasting paper usage. The IT Department Staff need to print out form every day to student fill out the form so that the student can borrow equipment from IT Department.
  1. Aim Of Project
* Insertion to Database Module— User friendly input screen
* Extracting from Database module —Attractive Output Screen
* Report Generation module— borrowed book list & Available book list
* Search Facility system — search for books and members
* Add / Delete / Update Facility system — Add / Delete / Update member and books and also admin
  1. Objective

The objective and scope of BITES is to changing the method of the borrowing system from the traditional method like manually fill the form to borrowing the equipment in IT Department to the online borrowing that can easier the user and the staff in IT department.

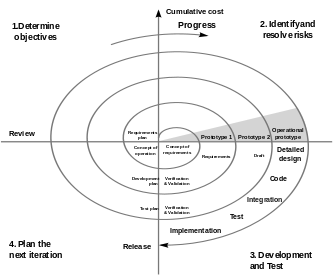
* Faster the management of borrowing
* Reduce paperwork
* Alertness the student avaibility of equipment

1. Scope Of Project

In order to achieve the objective of the project, several scopes have been outlined. The main scope of this project is to verify in and out equipment information for IT Department. It also includes database, monitoring and interface. Other scopes of this project are:

* This borrowing system was developed for the purpose useful for student and lecture to easy their process of borrowing.
* Users of this system are student, KUPTM Staff & Administrator of IT Department only.
* Administrators can update, add or delete students and lecturer’s data, view attendance record, and can block the use of the system.
* Analyse equipment transferred data for each day to check if there are any losses.
  1. Approach Of Project

Spiral Model Methodology



Based on the customer evaluation, the software development process enters the next iteration and subsequently follows the linear approach to implement the feedback suggested by the customer. The process of iterations along the spiral continues throughout the life of the software.

* **Planning Phase**: Requirements are gathered during the planning phase. Requirements like ‘BRS’ that is ‘Bussiness Requirement Specifications’ and ‘SRS’ that is ‘System Requirement specifications’.
* **Risk Analysis**: In the risk analysis phase, a process is undertaken to identify risk and alternate solutions. A prototype is produced at the end of the risk analysis phase. If any risk is found during the risk analysis then alternate solutions are suggested and implemented.
* **Engineering Phase**: In this phase software is developed, along with testing at the end of the phase. Hence in this phase the development and testing is done.
* **Evaluation phase**: This phase allows the customer to evaluate the output of the project to date before the project continues to the next spiral.
  1. Deliverable
* User Observation
* User observation is used to collect information on how a certain stakeholder fulfills his/her duties and tasks. I think this method is good for requirement specification to a product that already exists, when the people who use it cannot or don’t want to state their requirements.
* Questionnaires
* Questionnaires are written sets of questions designed to quickly collect info from a large number of respondents. Questionnaires are best suited for situations when the time is limited and the respondents are territorially distributed, or when the budget for data collection is limited.
* Interview
* An interview is a way of getting data from stakeholders in the form of a dialogue. Both prepared and ‘on the spot’ questions are being asked, the answers are noted down. As the interview goes on, the interviewer gets a chance to get additional info from facial expressions and gestures and to ask qualifying questions.
* Process Modelling
* Process modeling is a method used to gather process (or any activity) execution requirements. Graphical models used give a chance to adjust the structure of project operations that are responsible for separate actions and scope transformations. Interviews, questionnaires and focus groups are frequently used for process modeling.
* Document Analysis
* Document analysis is used to identify the requirements by analysing the existing documentation and finding the information that is somehow related to the requirements. Such documents are quite numerous.
* Brainstorming
* Brainstorming is an approach used to generate and gather different ideas connected with project deliverables. It’s commonly used along with other approaches that presuppose some prioritization of the gathered requirements.
* Borrowing IT Equipment System
* The deliverable of our system or we can say outcome from this project is the system itself.
  1. Cost Involved
* **Research and Development**
* Research and Development must be conducted before starting a system. This we will know how flow our system. Some business owners choose to hire market research firms to aid them in the assessment process. For business owners who choose to follow this route, the expense of hiring these experts must be included in the business plan.
* **Promotional Materials**
* A new system will never succeed without promoting itself. Promotional materials might include physical materials like banner, business card. We might also consider paid advertisement, as well as more creative options, like video and giveaways that might require us to hire consultant to make our system more efficient.
* **Software**
* Software that we use is xampp, dreamviever and phpmyadmin. For the dreamviewver we need to buy. The price is about RM 93 a month. For xampp and phpMyadmin are open source that means free. We can install it to our computer.
* **Design Work**
* Design work is important in our system development because it can more responsive to our interface of system to meet the needs of requirement. At this work we need to know HTML to make a form and CSS to styles the interface and javascripts to make our system more responsive and user friendly.
* **Hosting setup and domain**
* Hosting and domain is also important in our system because the system that we are going to develop is online borrowing equipment system in KUPTM. In order to our system actually be online we need a domain. This system will be available for students staff and admin to serve our system.

1. Project Management Role

|  |  |  |
| --- | --- | --- |
| Name | Roles | Responsibles |
| Syahid | Project Manager | * Responsibility to handle the project until finish and assist members . * Handle plan and programming. |
| Hafiz Irfan | Assistant Manager | * Assist project manager in handling Borrowing IT Equipment System project. * Handle programing and design. |
| Hafiz Muhaimin | Interface Designer | * Plan interface design * Make sure design and system are suitable. |
| Haziq | System Analyst | * Test, check and error of the system. * Make sure the system running well. |
| Amirul | Resources Manager | * planning to ensure resource fulfillment to project demands. * responsible for skills management, continually assessing the training needs of the employees working on different projects. |

1. Project Organization

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | Date | | | | | | | | | |
|  | 13  F  E  B | 22  F  E  B | 22  F  E  B | 27  F  E  B | 4  M  A  R  C | 4  M  A  R  C | 4  M  A  R  C | 4  M  A  R  C | 2  A  P  R | 2  A  P  R |
| PLANNING |  |  |  |  |  |  |  |  |  |  |
| PROPOSAL |  |  |  |  |  |  |  |  |  |  |
| DESIGN INTERFACE |  |  |  |  |  |  |  |  |  |  |
| DEVELOPMENT |  |  |  |  |  |  |  |  |  |  |
| TESTING |  |  |  |  |  |  |  |  |  |  |
| FINAL PRESENTATION |  |  |  |  |  |  |  |  |  |  |
| FINAL DOCUMENTATION |  |  |  |  |  |  |  |  |  |  |

1. Risk Management

Risk Management Process is the tool through which we can protect our project from the loss, harm, injury, adverse effect etc. so that we can sorted and mitigated or eliminated that risk if necessary

* Risk assessment: Risk Assessment is the process of identifying the project specific risk involved. Risk identification, risk analysis, risk prioritization and risk resolution are the process involved. It includes the controls required to eliminate, reduce or minimize the risks.
* Risk identification: It is a process which begins after the Risk Management Plan is constructed and continues iteratively throughout the project execution. Its objective is to identify all possible risks to the project in a timely and proactive manner.
* Risk Analysis: It is used to identify the high risk elements of a project & provides detail impact of risk mitigation strategies. It is important in software design phase to evaluate criticality of the system, where risks are analysed.

1. Conclusion

The project has been developed successfully and the performance of the system has been found satisfactory. The security has been incorporated as required by any placement firm. Use of computer helps the user in reducing the time wasted in non-productive work. It further helps the user in having immediate access to the information as well as to share the limited resources effectively. User friendly menu driven interface has been provided to the user to interact with the system. The system make the user less hand work and make it simple.

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