



**KOLEJ SYNERGY**  
**NO 32, 34 JALAN PERAI JAYA 4,**  
**BANDAR PERAI JAYA,**  
**13600 PULAU PINANG.**

## **KERTAS KERJA** **(WORK SHEET)**

<b>KOD DAN NAMA PROGRAM /</b> <i>PROGRAM'S CODE &amp; NAME</i>	IT-010-3:2016 APPLICATION DEVELOPMENT	
<b>TAHAP / LEVEL</b>	L3	
<b>NO. DAN TAJUK UNIT KOMPETENSI /</b> <i>COMPETENCY UNIT NO. AND TITLE</i>	C02 APPLICATIONMODULES DEVELOPMENT	
<b>NO. DAN PENYATAAN AKTIVITI KERJA / WORK</b> <i>ACTIVITIES NO. AND STATEMENT</i>	1 <b>INTERPRET APPLICATION MODULE DEVELOPMENT REQUIREMENT</b> 2 <b>SETUP LOCAL ENVIRONMENT</b> 3 PLAN MODULE EXPECTED BEHAVIOUR 4 WRITEMODULE CODE 5 COMMIT MODULE SOURCE CODE	
<b>ID UNIT KOMPETENSI /</b> <i>COMPETENCY UNIT ID</i>	IT-010-3:2016-C02/K (1/2)	Page:1 of 6

**TITLE :DETERMINE APPLICATION PROGRAMMING MANUAL**

### **INSTRUCTIONAL AIMS:**

Traineesmust be able to:

1. Create a new variable.
2. Sets up a reference to the Data Adapter.
3. Create SQL commands.

**INSTRUCTIONS:**

Trainees have to create a new variable and SQLcommon with reference to the information sheet **IT-010-3:2016-C02/P (1/2)**

**DRAWINGS, DATA AND TABLE:**

None

**EQUIPMENT/HARDWARE/MATERIALS:**

- 1.Computer
2. Microsoft Office Word

**Question**

You are required to create a new variable and sql common to call data from dataset.

WORK STEP	SCOPE OF WORK																																
1. Create a Task List for the Microsoft Project Timeline	<p>1.1 Open Microsoft Project and click Blank Project.</p> <p>1.2 Add the list of tasks for the project to the Task Name Column.</p> <table><tr><th>Task Mode ▾</th><th>Task Name ▾</th></tr><tr><td>★?</td><td>Draft RFP</td></tr><tr><td>★?</td><td>Research Requirements</td></tr><tr><td>★?</td><td>RFP Approval</td></tr><tr><td>★?</td><td>Send RFPs to Vendors</td></tr><tr><td>★?</td><td>Vendor 1</td></tr><tr><td>★?</td><td>Vendor 2</td></tr><tr><td>★?</td><td>Vendor 3</td></tr><tr><td>★?</td><td>Choose a Vendor</td></tr><tr><td>★?</td><td>Review RFPs</td></tr><tr><td>★?</td><td>Select Vendor</td></tr><tr><td>★?</td><td>Vendor Approval</td></tr><tr><td>★?</td><td>Project Manager Sign-Off</td></tr><tr><td>★?</td><td>VP Sign-Off</td></tr><tr><td>★?</td><td>Send Contract to Selected Vendor</td></tr><tr><td></td><td></td></tr></table>	Task Mode ▾	Task Name ▾	★?	Draft RFP	★?	Research Requirements	★?	RFP Approval	★?	Send RFPs to Vendors	★?	Vendor 1	★?	Vendor 2	★?	Vendor 3	★?	Choose a Vendor	★?	Review RFPs	★?	Select Vendor	★?	Vendor Approval	★?	Project Manager Sign-Off	★?	VP Sign-Off	★?	Send Contract to Selected Vendor		
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2. Provide Start and Finish Dates for Your Timeline	<p>2.1 Click on the Start cell for the first task.</p> <p>2.2 Enter the start date by clicking on the arrow in the box and selecting it from the calendar or enter the dates manually.</p> <p>2.3 Enter the end date for the task by clicking on the corresponding <i>Finish</i> cell. Click the arrow in the box to select a date from the calendar or enter the dates manually.</p> <p>2.4 Leave the Duration cell empty, Microsoft Project will automatically populate the amount of days the task will take.</p> <p>2.5 Complete Start and Finish dates for all other tasks in the project.</p>																																

## WORK STEP

## SCOPE OF WORK

3. Group To-Dos  
Together that  
Pertain to a Single  
Task

- 3.1 Create a sub-task by clicking on the rows of tasks that are related to a specific phase of the project. These tasks should be listed under the project phase. In this example, click and highlight Research Requirements and RFP approvals. To add multiple rows, hold down the Shift key as you click each row.

	Task Mode ▾	Task Name ▾	Duration ▾	Start ▾	Finish ▾	Predecessors ▾
1		Draft RFP	13 days	Mon 2/2/15	Wed 2/18/15	
2		Research Requirements	6 days	Mon 2/2/15	Mon 2/9/15	
3		RFP Approval	4 days	Tue 2/10/15	Fri 2/13/15	2
4		Send RFPs to	7 days	Thu 2/19/15	Fri 2/27/15	

- 3.2 Once the rows are highlighted, click the right indent icon in the ribbon bar. Once you click the indent icon in the ribbon bar, Research Requirements and RFP Approval will become sub-tasks of Draft RFP.

- 3.3 Use the same steps to create sub-tasks for the entire project.

4. Add Milestones to  
the Timeline

- 4.1 Create a Milestone by adding a new row, putting it where you want it to appear in the timeline. Click the row to add a Milestone.

- 4.2 In the Task tab, click the Milestone button in the ribbon bar.



- 4.3 Click in the cell that has New Milestone and type a name for the Milestone. The Milestone will appear as a diamond on the Gantt chart.

	Task Mode ▾	Task Name ▾	Duration ▾	Start ▾	Finish ▾	Predecessors ▾
		▲ Draft RFP	10 days	Mon 2/2/15	Fri 2/13/15	
		Research Requirements	6 days	Mon 2/2/15	Mon 2/9/15	
		RFP Approval	4 days	Tue 2/10/15	Fri 2/13/15	2
		▲ Send RFPs to Vendors	7 days	Thu 2/19/15	Fri 2/27/15	
		Vendor 1	7 days	Thu 2/19/15	Fri 2/27/15	
		Vendor 2	7 days	Thu 2/19/15	Fri 2/27/15	
		Vendor 3	7 days	Thu 2/19/15	Fri 2/27/15	
		RFPs Received	0 days			
		▷ Choose a Vendor	15 days	Mon 3/2/15	Fri 3/20/15	
		Send Contract to Selected Vendor	1 day	Fri 3/20/15	Fri 3/20/15	

**WORK STEP**

5. Link Related Tasks to the Milestone

6. Turn on the Microsoft Project Timeline Feature

**SCOPE OF WORK**

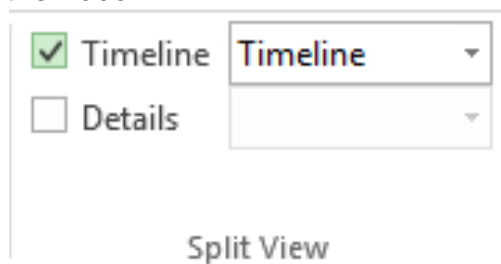
5.1 Click on the Milestone in one row and hold the Shift key down while clicking on the task(s) you want to link it to. The rows will be highlighted.

Task Mode ▾	Task Name ▾	Duration ▾	Start ▾	Finish ▾	Predecessors ▾
✦	Draft RFP	13 days	Mon 2/2/15	Wed 2/18/15	
✦	Research Requirements	6 days	Mon 2/2/15	Mon 2/9/15	
✦	RFP Approval	4 days	Tue 2/10/15	Fri 2/13/15	2
✦	Send RFPs to Vendors	7 days	Thu 2/19/15	Fri 2/27/15	
✦	Vendor 1	7 days	Thu 2/19/15	Fri 2/27/15	
✦	Vendor 2	7 days	Thu 2/19/15	Fri 2/27/15	
✦	Vendor 3	7 days	Thu 2/19/15	Fri 2/27/15	
✦	RFPs Received	0 days	Mon 3/2/15	Mon 3/2/15	7
✦	Choose a Vendor	15 days	Mon 3/2/15	Fri 3/20/15	
✦	Review RFPs	6 days	Mon 3/2/15	Mon 3/9/15	
✦	Select Vendor	5 days	Tue 3/10/15	Mon 3/16/15	
✦	Vendor Approval	5 days	Mon 3/16/15	Fri 3/20/15	
✦	Project Manager Sign-Off	3 days	Mon 3/16/15	Wed 3/18/15	
✦	VP Sign-Off	3 days	Wed 3/18/15	Fri 3/20/15	
✦	Send Contract to Selected Vendor	1 day	Fri 3/20/15	Fri 3/20/15	

5.2 Click the link icon in the ribbon bar to link the tasks. You can also link other Tasks together by following the same steps.

6.1 If the timeline feature isn't automatically turned on, you'll need to manually turn it on.

6.2 Click on the View Tab. Then click the box next to Timeline in the ribbon.



**WORK CHECKLIST**

NO	LEVEL OFACHIEVEMENT	RECEIVE	NOT RECEIVE	NOTES
<b>A. WORK PROCESS</b>				
1.	The use ofproper equipment	<input type="checkbox"/>	<input type="checkbox"/>	_____
2.	Work procedures	<input type="checkbox"/>	<input type="checkbox"/>	_____
3.	Duration	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>B. WORK RESULTS</b>				
1.	Create a new variable	<input type="checkbox"/>	<input type="checkbox"/>	_____
2.	Sets up a reference	<input type="checkbox"/>	<input type="checkbox"/>	_____
3.	Create SQL commands	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>C. ATTITUDE</b>				
1.	Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	_____
2.	Well-timed	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>D SAFETY</b>				
1	Proper work methods and Emphasize safety	<input type="checkbox"/>	<input type="checkbox"/>	_____

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(Signature of candidate)-----  
Date-----  
(Signature &Name ofPP)-----  
Date