

BORANG PENGESAHAN STATUS TESIS

JUDUL: NEW INCUMBENT MENTORING REPORT SYSTEM (NIMR System)

SESI PENGAJIAN: 2007/2008

Saya NURNAJIHAR BT HJ A RANI

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(TANDATANGAN PENULIS)

Alamat tetap: No. 940-3 Jln Teratai,
Kg Baru Kerteh, 24300 Kerteh,
Kemaman, Terengganu.
Tarikh: 12/11/07



(TANDATANGAN PENYELIA)

ENCIK MOHD SUFFIAN SULAIMAN

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NEW INCUMBENT MENTORING REPORT SYSTEM

NURNAJIHAR BT HJ A RANI

**This report is submitted in partial fulfillment of the requirements for the Bachelor of
Computer Science (Software Development)**

FACULTY OF INFORMATION AND COMMUNICATIONS TECHNOLOGY

UNIVERSITI TEKNIKAL MALAYSIA MELAKA

2007


DECLARATION

I hereby declare that this project report entitled

NEW INCUMBENT MENTORING REPORT SYSTEM

is written by me and is my effort and that no part has been plagiarized
without citations

STUDENT :  _____ Date : 12/11/07
(NURNAJIHAR BT HJ A RANI)

SUPERVISOR :  _____ Date : 12/11/07
(MOHD SUFFIAN BIN SULAIMAN)

DEDICATION

To my God, Allah S.W.T.

To my beloved parent, Hj A Rani b. Mohdand Hjh Hasmah bt Ali

To my supervisor, En. Mohd Suffian b. Sulaiman

ACKNOWLEDGEMENT

Alhamdulillah, praise to ALLAH s.w.t., I am very pleased and grateful of being able to finish my PSM 2. I'm taking this opportunity to give my gratitude to a couple of parties for their help. First and foremost, I would like to thanks my supervisor Encik Mohd Suffian bin Sulaiman, whose expertise, understanding, and patience, added considerably to my success of completing this PSM 1. I appreciate him vast knowledge and skills in many areas and him assistance in writing and completing this report. I would also like to thanks my friends in and outside from UTeM for their exchanges of knowledge and skills while completing my PSM 1 which helped enrich the experience. Also thanks to Ethylene Polyethylene (M) Sdn. Bhd (EPEMSB) for their cooperation to supporting. Although many people have contributed to this project and have helped to complete it, I take sole responsible for any errors. Wassalam.

ABSTRACT

The primary purpose of preparing this Projek Sarjana Muda 1 (PSM 1) is to fulfil Bachelor of Science Computer (Software Development) in Universiti Teknikal Malaysia Melaka (UTeM). The New Incumbent Mentoring Report System is a web-based application that allows users to access the web to assign mentoring program and get information and make to help user to complete their session successfully. Beside that NIMRS also help administrator to get report about this program. This system is hope that can fulfill currently desire where it can prevent potential user from making the wrong activity on complete their mentoring session. Besides that, this system can increase the utilization of ICT technology in the society of Malaysia. Some literature review has been done to determine the scope, technologies and approaches used in this project. Object Oriented (OO) model has been chosen as a methodology for this project and will be implemented along the system development process to ensure the objectives of the project can be fulfilled. The use of chosen methodology has helped to produce a better quality product, in term of software. With the implementation of the latest technology such as web services, the system was not only expected to be workable, but also efficient in terms of execution speed and response time. The design of the system was dynamic and was able to support concurrent users to interact with the system over the internet.

ABSTRAK

Tujuan utama dalam penghasilan Projek Sarjana Muda 1 (PSM 1) adalah untuk memenuhi program Ijazah Sains Komputer (Pembangunan Perisian Komputer) di Universiti Teknikal Malaysia Melaka (UTeM). New Incumbent Mentoring Report System (NIMRS) adalah system berdasarkan laman web yang member maklumat kepada pengguna dan membantu pengguna dalam habiskan satu sesi program tersebut. System ini diharapkn dapat memenuhi kehendak semasa di mana ia dapat mengelakkan pengguna daripada membuat kesilapan sepanjang proses program tersebut berjalan. Selain itu, system ini diharapkan dapat meningkatkan penggunaan teknologi ICT di kalangan syarikat Malaysia. Di dalam ulasan kuliah, telah diterangkan tentang skop, teknologi dan pendekatan yg digunakan dalam system ini. Bagi memenuhi objektif projek ini, Model Object Oreinted (OO) telah digunakan sebagai sebuah kaedah kerana model atau cara sebegini dapat menolong pembangun system untuk mengeluarkan system yang berkualiti. Dengan pelaksanaan teknologi terbaru seperti perkhidmatan web, system ini akan lebih pantas dari segi tindak balas dan paparan. Rekabentuk system ini adalah dinamik dan menyokong pengguna untuk menggunakan system ini melalui internet.

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CHAPTER I

INTRODUCTION

1.1 Project Background

New Incumbent Mentoring Report System (NIMR System) is a one of the most visible example of the way in which information communication technology can contribute to online knowledge in our life activities. NIMR System will develop base on web base system. NIMR System will be developing for PETRONAS's Human Resource Management Department

Start in 1995, PETRONAS Carigali drilling group to help improve technical skills and knowledge transfer from expatriate to local employees. Success led to mentoring being considered for Carigali groupwide and PETRONAS. Mentoring is now a Human Resource (HR) strategy implemented throughout PETRONAS. Mentoring Program now is an enchanted program design to fill in gaps. Mentoring cycle is two (2) years. To-date, more than 200 mentees have 'graduated' from the program.

These ideas to develop NIMR System come out form Mentoring Program. In Petronas, mentoring is a formalize relationship with a set of structure activities. According existing system, all information about mentor and mentee will be fulfilling by HRM Staff. Among HRM staff task in mentoring program are:-

- i) Selection of mentees and mentors pairing for Mentoring Program
- ii) Facilitated first meetings for mentor and mentee pairing
- iii) Conduct formal and informal meeting for mentor and mentee pairing
- iv) make management support for mentees end of Mentoring Program session

I'm make a result to develop this system because a few of factor. Firstly, to develop computerize system replace existing system. The Current system requires user come to HRM Department to assign this program and find out their task. . If we talk about manual system, it not secure for data, data redundancy will be ensuring, and difficult to data achieve. Second, from the research I have three type of user involve in this system. First, I named it as a mentor, second mentee and the last one I named it as admin. So, here I have three different type of access level. Through this system, the ends of every session this system will be provide or generate report for mentee as a guide in their performance in this company. From that report generate many advantages in HR development like staff planning and promotion and many more tasks relate with staff development and planning.

All data from Mentor, Mentee and Admin can store in database. It also allows businesses and entrepreneurs to become more competitive. HRM Department committed to use this system to easier Mentors, Mentees and Admin task. The ultimate in consultation, skills diversity and adaptability to make a good system are the very strengths of our work.

1.2 Problem Statement

HRM Department proposed to develop NIMR System in many cause. As we know, HRM department take many responsibility in every company especially. This system will provide latest mentors and mentees form for submit to HRM Department, registration only as a mentors and mentees, online appointment with mentor. For an admin site, they no need to make a result to mentors and mentees pairing because this system can make a result for them. List below are the problem statement that we found as a reason to develops a new system:

- i) Objective mentoring program not clear when used current system.
Along research, objective this program not clear because no more specified people to conduct this program. Its also not have specified flow to followed.
- ii) Still used paper-base form to keep in data from mentoring program
As we all know, the use of a paper-based form will require a big area for filing the document. This means that there will be a vast of wasted area. Each of the form must be printed before can be used.
- iii) Security level of data very low
The security level of all data, documents and anything that related to the activity of the storing is very low.
- iv) Waste time and cost management
Current system also is not efficient and effective. Time and cost to manage the program are very high and also used a lot of staff to manage and control the program. User need to go to HRM department to get information or other. If we know, one place and other places are too far. So it can take much more time to solve small problem. So with this web

base system, users only click this system at HRM website to solve their problem.

1.3 Project Objective

This project is carried out with the following objectives. There are three fundamental objectives of this project:

- i) To create computerize and web base system for Mentoring Program
Until now this program not has specified system to control, manage, and store data relate to Mentoring Program. Current system just collects data from mentor and mentee and put it in file. By use this system the record can be keep more secure and also can make easy to use for the next time.
- ii) To reduce the time and cost of management.
Beside that, an objective to develop this system is to reduce time and cost in order to control and manage the mentoring system.
- iii) To provide a useful searching function to search data in database.
If user still used current system, searching process very difficult to them because it must search one by one in file. Through the NIMRS System searching process become easier.

1.4 Project Scope

As we know, every project focusing on certain scope which have its own target user and modules. For New Incumbent Mentoring Report System, its have three target user. They are mentor, mentee and administration. Mentee is a new staff after six month report duty in PETRONAS Company. Mentor is a executive staff form executive level three (E3) and above. Administration is a staff from Human Resource Planning and Development Section get permission to access and login as administration. NIMR System is generally supporting the whole of new staff's information. NIMR system used web base approach where user can access this system anywhere. The scopes of this project are:

There are 6 major modules, which are:

- i) Provide access level (Login)
Ability to define type of user when their login. Its will provides 3 access level of security with different granted. There are administration, mentee and mentor.
- ii) Mentor and Mentee registration (Assign Mentee, Mentor, Mentoring Period and Meeting Schedule)
The New Incumbent Mentoring Report System has a user registration system that is uniquely for New Incumbent Mentoring Report System only. This system will provide levels of security to enter the system. After users have registered, there will have an ID and password
- iii) Selecting the mentoring activity
Along mentoring program session, mentor, mentee and administration involve into mentoring activity. In this activity, it has four phase of activity. To complete one session mentoring program, mentor and mentee mast finish this activity. This activity divides by for sub activity. It is find

partnership, assign the first meeting, continue the partnership and conclude the mentoring session.

iv) Search report and record

User can search information through this system. For view mentoring report, it has a few methods to view. User can view by mentor, by mentee, by full report, and filter by date. For searching it allowed to user access level. If user login as a mentee, only he/she information will be appear. Same to mentor site only information relate to he/she can be appear when using this function.

v) Maintain database

Administrator can view all the record of Mentee, Mentor, Mentoring Period and Meeting Schedule, but the mentees will be viewed their own record only. Administrator is allowed to insert or add any records. Administrator also allowed deleting existing records from database and allowed to make any changes on the existing information from database.

1.5 Project Significance

Each project will develop must have a significance to user. MINR System also has their own significance after development process finish. List below are the project significance that we found as a reason to develops a new system:

i) Provide a computerize system for Mentoring Program

Current system just collects data from mentor and mentee and put it in file. By use this system the record can be keep more secure and also can make easy to use for the next time.

- ii) User can access/user MINR System anywhere
Because MINR System develop base on web base system, MINR System can access by user anywhere and everywhere.
- iii) Distance not become a problem
Mentor and Mentee pairing still can proceed their meeting although mentor and mentee are different place
- iv) Try to apply new technology in MINR System
MINR System provides new technology (SMS and video conferencing) in deliver or distributes information to user.

1.6 Expected Output

The NIMR System is expected to an interactive and informative web base system. It is hoped to attract user to be interested in using web base system. This informative web base system is developed to provide users with a lot of information about the scenario of Mentoring Program activities.

This will help me to upgrade and update the system frequently. Moral, physical and mental support from this company would enhance the development of this system. Without any doubt that the system will strive promote and give publicity for their activities. Using the system, Mentors and Mentees pairing will find that it is to find the latest information about Mentoring Program.

After this system will complete to develop, this system will provide with alarm system function, SMS function and video conferencing. I'm also adding new additional function like print function and search function.

For the main purpose why I'm choose to develop this system because develop a computerize system for replace existing system and also to reduce staff time constrain involve in Mentoring Program.

1.7 Conclusion

The conclusion is New Incumbent Mentoring Report System (NIMR system) can give a lot of advantage to the user. This system is easy to use, user friendly and user can easily get and give information to user. This system also provide a systematic and efficient system. Extra features can be added into this system to improve its quality.

Next chapter.is a literature riview and project methodology. This chaper will be discussing about journal, article dan existing system related with system will be developing. All material and resource are collect by library and internet resource.

CHAPTER II

LITERATURE REVIEW AND PROJECT METHODOLOGY

2.1 Introduction

Mentoring Program is creating a significant impact on the role and work individual and Mentoring Program can help new staff in organization to motivate them. There are many definitions of mentoring in a variety of contexts and meanings in the literature (Monaghan and Lunt, 1992). However, one which is comprehensive is given by Anderson:

“According Anderson and Shannon (1995), Mentoring is a nurturing process in which a more skilled or a more experienced person serving as a role model, teaches, sponsors, encourages, counsels and befriends a less skilled or less experienced person for the purpose of promoting the latter’s professional and/or personal development. Mentoring functions are carried out within the context of an ongoing caring relationship between the mentor and the protégé.”