

## Guide for Activity Report Panduan untuk Laporan Aktiviti

The purpose of this document is to provide a guide on the type of information required in the reports for RDD's newsletter, annual report, and other publications.

Tujuan dokumen ini adalah untuk menyediakan panduan bagi jenis maklumat yang diperlukan dalam laporan untuk bahan berita RDD, laporan tahunan, dan penerbitan lain.


ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA																																	
<b>Name of event Nama acara / program</b>	BENGGEL KDB , DASHBOARD & LITERASI ICT																																		
<b>Date &amp; Time Tarikh &amp; Masa</b>	14 JULAI 2017																																		
<b>Location Lokasi</b>	PI1M JELI, KELANTAN																																		
<b>Purpose Tujuan</b>	MENINGKATKAN ILMU PENGETAHUAN TENTANG PERISIAN KAWALAN IBU BAPA & FUNGSI DASHBOARD																																		
<b>Details of recipients Butiran Penerima</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">BIL</th> <th style="text-align: center;">NAMA</th> <th style="text-align: center;">NO IC</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>MUHD HAMIZAN B ERAM</td> <td style="text-align: center;">040908030311</td> </tr> <tr> <td style="text-align: center;">2</td> <td>MUHD HAMIZAN AZWAN AB HALIM</td> <td style="text-align: center;">010121030599</td> </tr> <tr> <td style="text-align: center;">3</td> <td>UMI KALSUM BT MAMAT</td> <td style="text-align: center;">010201030150</td> </tr> <tr> <td style="text-align: center;">4</td> <td>WAN SHAFIKAH BT WAN ALI</td> <td style="text-align: center;">011212030230</td> </tr> <tr> <td style="text-align: center;">5</td> <td>NURUL ILYA BALQIS BT MOHD IRWAN</td> <td style="text-align: center;">040827030336</td> </tr> <tr> <td style="text-align: center;">6</td> <td>NIK AISHAH BT NIK HASSAN</td> <td style="text-align: center;">040224110572</td> </tr> <tr> <td style="text-align: center;">7</td> <td>NUR HASHURAH BT HAMZAH</td> <td style="text-align: center;">040309030328</td> </tr> <tr> <td style="text-align: center;">8</td> <td>NURUL SHAHIRAH BT MAT ZAIDIN</td> <td style="text-align: center;">041121030128</td> </tr> <tr> <td style="text-align: center;">9</td> <td>AHMAD AMIRUL BADRISAL B BAKRI</td> <td style="text-align: center;">040826030563</td> </tr> <tr> <td style="text-align: center;">10</td> <td>MUHD MUSTAQIM B ZULKEFLI</td> <td style="text-align: center;">041129030755</td> </tr> </tbody> </table>	BIL	NAMA	NO IC	1	MUHD HAMIZAN B ERAM	040908030311	2	MUHD HAMIZAN AZWAN AB HALIM	010121030599	3	UMI KALSUM BT MAMAT	010201030150	4	WAN SHAFIKAH BT WAN ALI	011212030230	5	NURUL ILYA BALQIS BT MOHD IRWAN	040827030336	6	NIK AISHAH BT NIK HASSAN	040224110572	7	NUR HASHURAH BT HAMZAH	040309030328	8	NURUL SHAHIRAH BT MAT ZAIDIN	041121030128	9	AHMAD AMIRUL BADRISAL B BAKRI	040826030563	10	MUHD MUSTAQIM B ZULKEFLI	041129030755	
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<b>Details of contribution Butir-butir berkaitan dengan</b>	Amount in RM, cash, in kind (ie. netbook, training), distribution method et																																		

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aktiviti	<i>BENGGEL KDB, TEORI DAN APLIKASI DASHBOARD DAN LITERASI ICT</i>	
Benefits of the contribution Kebaikan / kelebihan aktiviti	<i>How it will help, increase penetration rate, literacy</i>  <i>BENGGEL YANG DIADAKAN MEMBERI ILMU PENGETAHUAN DAN DIDIKAN TERHADAP LANGKAH-LANGKAH KESELAMATAN DALAM INTERNET, MENINGKATKAN KEMAHIRAN PENGGUNAAN KOMPUTER KEPADA GOLONGAN PELAJAR.</i>	
Name of VIP Nama VIP	<i>Title, designation, organisation</i>  <i>TIADA</i>	
Name of guest VIP Nama tetamu daripada VIP	<i>Title, designation, relationship with SKMM or beneficiary</i>  <i>TIADA</i>	
Main execution Pelaksanaan aktiviti utama	<i>Describe how the main activity was carried out</i>  <i>BENGGEL KDB DAN TEORI SERTA PRAKTIKAL DASHBOARD SERTA KEMAHIRAN KOMPUTER</i>	
Supporting activities Aktiviti Sokongan	<i>Example - Kenduri, face painting, health checks etc</i>  <i>KUIZ DASHBOARD</i>	
Other participants Peserta Lain	<i>Service providers, government agencies, village heads, NGO, police etc</i>	
Photo caption Keterangan gambar	<i>Describe activity in every photo provided</i>	<i>Make sure to match photos with caption</i> <i>Pastikan gambar sepadan dengan keterangan</i>

**ITEM  
JENIS****INFORMATION  
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NOTA**

AKTIVITI 1: KLIK DENGAN BIJAK

AKTIVITI 2: PRAKTIS APLIKASI MY SHOP – MUAT NAIK  
PRODUK/IMAGE

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	<p>AKTIVITI 3: AKTIVITI MENCIPTA RISALAH</p>  <p>AKTIVITI 4: CLOSING</p> 	
<p>Photo caption names Keterangan gambar berserta nama</p>	<p>Names of significant people in the photo (from left to right)</p> <p>TIADA</p>	

<b>ITEM JENIS</b>	<b>INFORMATION MAKLUMAT</b>	<b>NOTES NOTA</b>
<b>Translation Terjemahan</b>	<i>English or BM version of special names/titles Versi Bahasa Melayu dan Inggeris bagi nama khas / gelaran</i>	
<b>Supporting documents Dokumen Sokongan</b>	<i>Include speeches, souvenir programme, agenda etc Termasuk ucapan, cenderamata, aturcara dan lain-lain.</i>	<i>Enclose as attachment Sebagai lampiran</i>

**PLEASE SUBMIT YOUR WRITTEN REPORT & PHOTOS BASED ON THIS GUIDE TO THE  
CONTENT APPLICATION DEVELOPMENT DEPARTMENT WITHIN ONE WEEK OF THE  
EVENT**

**SILA KEMUKAKAN LAPORAN BERTULIS & GAMBAR-GAMBAR BERLANDASKAN  
PANDUAN YANG DIBERIKAN DAN HANTAR KE JABATAN PEMBANGUNAN APLIKASI  
KANDUNGAN DALAM TEMPOH SEMINGGU SELEPAS ACARA / PROGRAM  
BERLANGSUNG**