

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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---------------|---------|---------------------|----------------|------------------------|----------------|-------------------------|----------------|----------------------|----------------|------------------|----------------|---------------------|----------------|--------------------------|----------------|------------------------|----------------|-------------------------|----------------|-------------------------|----------------|--------------------|----------------|-----------------|----------------|----------------------------|----------------|---------------------|----------------|---------------------------|----------------|------------------------------|----------------|--------------------------|----------------|-----------------------------|----------------|-------------------------------|----------------|--|
| Name of event Nama acara / program | PROGRAM DASHBOARD MY SHOP & MY HEALTH BERSAMA USAHAWAN Pi1M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date & Time Tarikh & Masa | 27 Oktober 2016 (9.00 – 1.00 petang) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Location Lokasi | <i>Venue, district, town, state</i> Pusat Internet 1Malaysia Felda Keratong 10 26700 Muadzam Shah Pahang. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Purpose Tujuan | <i>Launch of tower, netbooks distribution etc</i> Memperkenalkan My Shop kepada Usahawan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Details of recipients Butiran Penerima | <p><i>Name, age, hardcore poor, old folks etc</i> <i>Nama, umur, miskin tegar, orang tua dan lain-lain.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">NAMA</th> <th style="text-align: center;">NO. K/P</th> </tr> </thead> <tbody> <tr><td>SHAHIDAH BTE ISMAIL</td><td>681113-03-5020</td></tr> <tr><td>ROHANI BTE MOHD HADDRI</td><td>650520-10-5610</td></tr> <tr><td>SITI FAZILAH BTE SHAFEI</td><td>700810-08-6190</td></tr> <tr><td>NOR LELA BTE ZAKARIA</td><td>870418-06-5338</td></tr> <tr><td>SANIAH BTE MAHAT</td><td>740729-01-6554</td></tr> <tr><td>NOR LIZA BTE SHARIP</td><td>850427-14-5948</td></tr> <tr><td>SITI ZUBAIDAH BTE KASMAN</td><td>630608-10-7196</td></tr> <tr><td>NURUL HUDA BTE GHAZALI</td><td>840403-06-5346</td></tr> <tr><td>NURZILATUSIMA BTE MANAP</td><td>900613-01-5314</td></tr> <tr><td>AIN NAZIRA BT AHMAD RUN</td><td>990510-06-5804</td></tr> <tr><td>ZALINA BTE MAKHZIN</td><td>800130-03-5638</td></tr> <tr><td>HANIDA BTE OMAR</td><td>790809-06-5490</td></tr> <tr><td>NOR HASLINA BTE MOHD AKHIR</td><td>800423-10-5230</td></tr> <tr><td>SURIYATI BTE SAHLAN</td><td>800518-06-5534</td></tr> <tr><td>AFZAIZATUL AFIZA BTE ABAS</td><td>820525-08-6614</td></tr> <tr><td>SHAHIRA AMIRA BTE SHAHRUDDIN</td><td>901110-06-5250</td></tr> <tr><td>WIDAYATI BTE ABDUL WAHAB</td><td>831109-02-5816</td></tr> <tr><td>NOR HASANAWATI BTE CHE OMAR</td><td>900710-06-5698</td></tr> <tr><td>NOR SUZILINAYATI BTE MOHD NOR</td><td>890303-06-5686</td></tr> </tbody> </table> | NAMA | NO. K/P | SHAHIDAH BTE ISMAIL | 681113-03-5020 | ROHANI BTE MOHD HADDRI | 650520-10-5610 | SITI FAZILAH BTE SHAFEI | 700810-08-6190 | NOR LELA BTE ZAKARIA | 870418-06-5338 | SANIAH BTE MAHAT | 740729-01-6554 | NOR LIZA BTE SHARIP | 850427-14-5948 | SITI ZUBAIDAH BTE KASMAN | 630608-10-7196 | NURUL HUDA BTE GHAZALI | 840403-06-5346 | NURZILATUSIMA BTE MANAP | 900613-01-5314 | AIN NAZIRA BT AHMAD RUN | 990510-06-5804 | ZALINA BTE MAKHZIN | 800130-03-5638 | HANIDA BTE OMAR | 790809-06-5490 | NOR HASLINA BTE MOHD AKHIR | 800423-10-5230 | SURIYATI BTE SAHLAN | 800518-06-5534 | AFZAIZATUL AFIZA BTE ABAS | 820525-08-6614 | SHAHIRA AMIRA BTE SHAHRUDDIN | 901110-06-5250 | WIDAYATI BTE ABDUL WAHAB | 831109-02-5816 | NOR HASANAWATI BTE CHE OMAR | 900710-06-5698 | NOR SUZILINAYATI BTE MOHD NOR | 890303-06-5686 | |
| NAMA | NO. K/P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SHAHIDAH BTE ISMAIL | 681113-03-5020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ROHANI BTE MOHD HADDRI | 650520-10-5610 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SITI FAZILAH BTE SHAFEI | 700810-08-6190 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NOR LELA BTE ZAKARIA | 870418-06-5338 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SANIAH BTE MAHAT | 740729-01-6554 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NOR LIZA BTE SHARIP | 850427-14-5948 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SITI ZUBAIDAH BTE KASMAN | 630608-10-7196 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NURUL HUDA BTE GHAZALI | 840403-06-5346 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NURZILATUSIMA BTE MANAP | 900613-01-5314 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AIN NAZIRA BT AHMAD RUN | 990510-06-5804 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ZALINA BTE MAKHZIN | 800130-03-5638 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HANIDA BTE OMAR | 790809-06-5490 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NOR HASLINA BTE MOHD AKHIR | 800423-10-5230 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SURIYATI BTE SAHLAN | 800518-06-5534 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AFZAIZATUL AFIZA BTE ABAS | 820525-08-6614 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SHAHIRA AMIRA BTE SHAHRUDDIN | 901110-06-5250 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WIDAYATI BTE ABDUL WAHAB | 831109-02-5816 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NOR HASANAWATI BTE CHE OMAR | 900710-06-5698 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NOR SUZILINAYATI BTE MOHD NOR | 890303-06-5686 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Details of contribution Butir-butir berkaitan dengan aktiviti | <i>Amount in RM, cash, in kind (ie. netbook, training), distribution method etc</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| ITEM JENIS | INFORMATION MAKLUMAT | NOTES NOTA |
|---|---|---|
| Benefits of the contribution Kebaikan / kelebihan aktiviti | <i>How it will help, increase penetration rate, literacy etc</i> <i>Bagaimana ianya dapat membantu, meningkatkan kadar penembusan, celik huruf dan lain-lain</i> <i>mengetahui cara mengendalikan komputer, mempelajari cara-cara menggunakan Dashboard My Shop</i> | |
| Name of VIP Nama VIP | <i>Title, designation, organisation</i> <i>Gelaran, jawatan, organisasi</i> | |
| Name of guest VIP Nama tetamu daripada VIP | <i>Title, designation, relationship with SKMM or beneficiary</i> <i>Gelaran, jawatan, hubungan dengan SKMM atau benefisiari</i> | |
| Main execution Pelaksanaan aktiviti utama | <i>Describe how the main activity was carried out</i> <i>Huraikan bagaimana aktiviti utama telah dijalankan</i> | |
| Supporting activities Aktiviti Sokongan | <i>Example - Kenduri, face painting, health checks etc</i> <i>Contoh - Kenduri, lukisan muka, pemeriksaan kesihatan dan lain2.</i> <i>Pemeriksaan Kesihatan.</i> | |
| Other participants Peserta Lain | <i>Service providers, government agencies, village heads, NGO, police etc</i> <i>Pemberi perkhidmatan, agensi-agensi kerajaan, ketua kampung, NGO, polis dan lain-lain</i> | |
| Photo caption Keterangan gambar | <i>Describe activity in every photo provided</i> <i>Jelaskan aktiviti dalam setiap gambar yang telah disediakan</i> | <i>Make sure to match photos with caption</i> <i>Pastikan gambar sepadan dengan keterangan</i> |
| Photo caption names Keterangan gambar berserta nama | <i>Names of significant people in the photo (from left to right)</i> <i>Nama-nama orang yang berkepentingan di dalam gambar (dari kiri ke kanan)</i> | |

**ITEM
JENIS**

**INFORMATION
MAKLUMAT**

**NOTES
NOTA**



| ITEM JENIS | INFORMATION MAKLUMAT | NOTES NOTA |
|--|---|---|
| |   | |
| Translation Terjemahan | <i>English or BM version of special names/titles Versi Bahasa Melayu dan Inggeris bagi nama khas / gelaran</i> | |
| Supporting documents Dokumen Sokongan | <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 EVENT 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**