




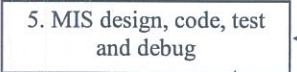
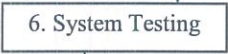



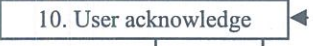
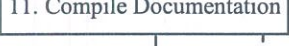
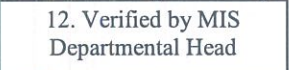

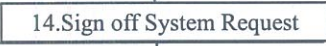
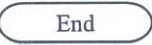


SYSTEM DEVELOPMENT & ENHANCEMENT

Interaction	Control/Activities	Records
	1. User to request on system enhancement or new project.	<ul style="list-style-type: none"> MIS System Request Form
	2. MIS Programmer performs initial study and carries out system analysis with user, to assess and gather user needs and requirements.	
	3. MIS Programmer prepares User Requirement (i.e., would contain proposed screen layouts, proposed system controls and user defined controls, report layouts, etc.)	<ul style="list-style-type: none"> User Requirement
	4. User verifies and confirms the User Requirement according to their requirements.	<ul style="list-style-type: none"> User Requirement
	5. Upon user confirmation, MIS Programmer will proceed to design, code (write), test and debug the program.	
	6. MIS staff performs the system testing to verify if the system works accordance to the user requirement.	<ul style="list-style-type: none"> System Test Plan
	7. Once system testing is carried out successfully, invite user to perform the user acceptance testing (UAT). If user find that system does not work as per user requirement, MIS programmer need to document the user comments and go back to System Design and Coding stage (Step 4) to rectify matters commented by user.	<ul style="list-style-type: none"> User Acceptance Testing Form
	8. If user accepts part of the system and agrees to release system in stages. MIS will document the comments raised by user and proceed to Step 9 to 12.	
	9. If user does not accept the system, MIS will then work on the other requirements that need further enhancement. Go back to Step 4.	
	10. If user accepts the system, the User Acceptance Testing Form will be acknowledged by the user.	<ul style="list-style-type: none"> User Acceptance Testing Form
	11. Compile documentation such as System Request, System Test Plan, User Acceptance Testing and System Release Form.	<ul style="list-style-type: none"> System Request, System Test Plan, User Acceptance Testing, System Release Form
	12. Document to be verified by MIS Departmental Head.	<ul style="list-style-type: none"> MIS System Request Form
	13. Implement the system and advise the user on the release of the program via email. Schedule a system briefing for all staff if deem necessary.	<ul style="list-style-type: none"> Email Attendance list
	14. User to sign-off the System Request Form.	<ul style="list-style-type: none"> MIS System Request Form
	15. Sign off the development by CEO on all forms.	<ul style="list-style-type: none"> Forms
		

Workflow Process

SYSTEM DEVELOPMENT & ENHANCEMENT

Doc No. AIB-WP-MIS-004

Rev. 6

Date 01/08/2019

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Interaction

Control/Activities

Records

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Prepared By:

[Signature]

Verified/Checked By:

[Signature]

Approved By:

[Signature]