

## APPENDIX C – Requirement Questionnaire

No.	Req.ID	Question	Answer	Remark
1	B.2	Shounitte Task definition	Month View	22 Dec 2020
2	A.4.3	Super Admin role will added into system, is OK? - Full privileges for all module	OK	22 Dec 2020
3	A.4.3	List of Division,Department, & Section for current R&D division	R&D will setup the data	22 Dec 2020
4	A	Data Pull - By default is Auto, for manual pull required? - Data format (JSON,string,byte,etc)	Auto Pull	22 Dec 2020
5	B.1	Create Task > Actual Task - All must get approval from leader?	No	22 Dec 2020
6	B.1	Leader position refer to which role GM,DGM,MGR	- Project Leader (HOD / Department Leader) - Must same section	22 Dec 2020
7	A.4.1	List of Leave Type	Pending	22 Dec 2020
8	B.2 (ii)	If Attendance module have dashboard screen, what about Manhour module?	M3 will propose dashboard for Manhour	22 Dec 2020
11	A.4.1a	“system send daily report to HOD..” Send to email? What is the file format excel?	- Send Email - Automatically preview the report (eg : HTML email type)	22 Dec 2020
12	B.2 (ii) (Month View)	At the bottom have '100%' What definition for '100%'	Working hour	22 Dec 2020
13	B.3	Summary Report – Plan Task Or Actual Task?	- Actual Task - % by working hour (9 hours / day)	22 Dec 2020
14	B.1	System Process Flow - Perodua to confirm with leader if the status of PLAN TASK not APPROVE/ACCEPT. - How/Where to display list of NOT APPROVE/ACCEPT the task. - Does DELETE button = DECLINE the task in PLAN?	Verify Task by Leader	28 Dec 2020
15	NEW	Microsoft Outlook Integration (NEW REQUIREMENT) - Perodua request to include ACCEPTED meeting invite from microsoft outlook to be included/part of the plan task - M3Tech will discuss internally and come back with proposed solution - M3Tech can't do integration direct with Microsoft Outlook.	Pending	28 Dec 2020
16	C	Data Integration (HR & Attendance System)  1. Application programming interface (API) document / specification - Kindly advice if current system provide you with the API so that later you can share with us for our further action. From there we will have further enquiry regarding integration and requirement. It's important to identify the method of connection either PULL or PUSH.	31 Dec 2020 a. Our DB for HR system (currently PeopleSoft) is Oracle 11g, while for Attendance system (currently Matrix) is MS SQL. We recommend to PULL attendance data from PeopleSoft (IN/OUT) instead of Matrix (raw data for staff's	28 Dec 2020

			<p>transactions)</p> <p>b. Currently, we do not have any API for PeopleSoft. Usually for any systems which would like to integrate with PeopleSoft, we only provide VIEW table. But again the data in the VIEW table is depend to R&amp;D user to define what data (eg. staff no, staff name, etc.) they require based on the requirement for this system. (*Aishah, as per informed in yesterday meeting please provide us what data you require specifically)</p> <p>c. We prefer your system to PULL data from our VIEW table</p> <p>d. As per informed by Aishah the system is using SQL DB. May we know MY SQL or MS SQL? Version?</p> <p>e. For better and same understanding, please provide the integration process flow</p>	
	<p>Data Integration (HR &amp; Attendance System)</p> <p>2. Schedule &amp; data availability</p> <p>- We would like to know how frequent is the data can be PULL/PUSH. If you have this mentioned in the API then automatically this question is not valid.</p>	<p>We understand there is 2 set of data:</p> <p>a. R&amp;D staff list (once initial data already in the system, there will be data staff movement new, resign, transfer, etc.) – Frequency to PULL the data is up to R&amp;D requirement (*Aishah to feedback). On IT side we suggest to PULL at night to prevent any impact during day time operation.</p> <p>b. Attendance list for item 2a - Frequency to PULL the data is up to R&amp;D requirement (*Aishah to feedback). On IT side, what we can share is attendance data will be available in PeopleSoft at 7:30 am, 8:30 am, 3:30 pm and 11:30 pm</p>		
	<p>Data Integration (HR &amp; Attendance System)</p> <p>3.Data Type (eg : String / byte / xml) - This is also part of API. We would like to know the data format which we will be getting later on.</p>	<p><b><i>We will feedback once Aishah feedback item 16.1b</i></b></p>		
	<p>Data Integration (HR &amp; Attendance System)</p>	<p><b><i>We will feedback once</i></b></p>		

		<p>4.Sample Data (for HR &amp; Attendance)</p> <ul style="list-style-type: none"> <li>- Best if you can provide the sample of data. However, API normally will explain this part.</li> </ul>	<b><i>Aishah feedback item 1b</i></b>	
		<p>Data Integration (HR &amp; Attendance System)</p> <p>5.Data encryption (Yes / No)</p> <ul style="list-style-type: none"> <li>- We would like to know if the current system keep the data in encrypted format. If yes, please share relevant information.</li> </ul>	<b><i>Currently, no data encryption</i></b>	
17	B.3	<p>Summary Report</p> <p>Manhour &lt;9 = Normal Working Time &gt;10 = Overtime Working Time</p> <p>Question: If task required 12hours to complete, is it consider the whole task is Overtime Working Time?</p> <ul style="list-style-type: none"> <li>- Perodua need to explain Working Time in details:</li> </ul>	<p>31 Dec 2020 :</p> <ul style="list-style-type: none"> <li>- Mon to Thurs = 9 hour</li> <li>- Friday = 8 hour</li> <li>- if xcukup hour = xdpt 100% manhour</li> <li>- Setting - Shift Type (include total hour) : Night Shift, Day Shift, and others type</li> </ul>	28 Dec 2020
18	C	<p>General setting for public holiday (additional setting). Perodua can update yearly calendar.</p>	<p>Perodua will provide calendar event to M3</p>	28 Dec 2020