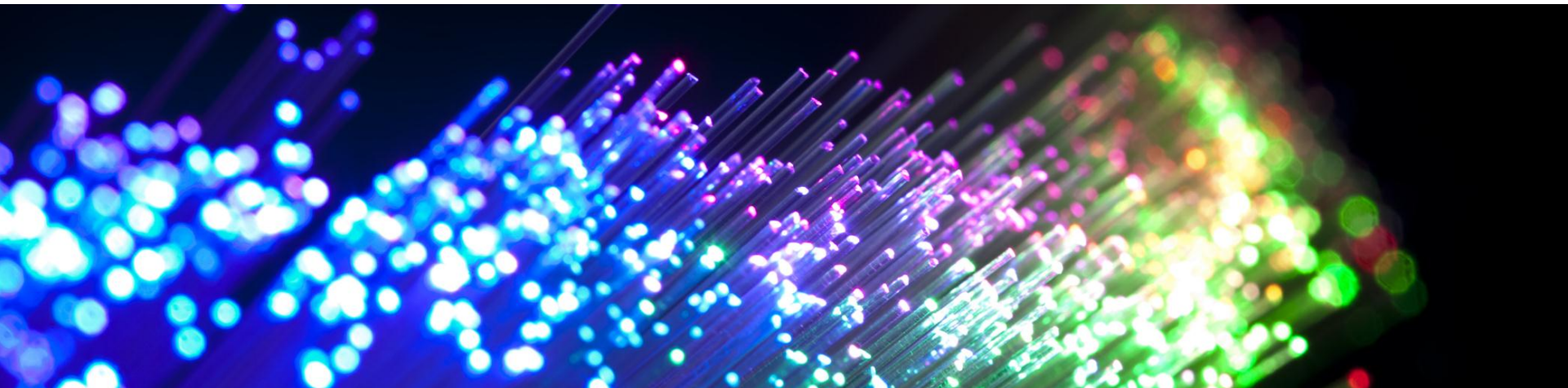




ERM SCENARIO IN MALAYSIA : MODERNISATION AND TRANSFORMATION IN PUBLIC SECTOR



Susie Dorai Raj



- National Transformation Agenda
- Government ICT Initiatives
- Issues and Challenges
- ERMS in Malaysia

NATIONAL TRANSFORMATION AGENDA

VISION 2020



ECONOMIC TRANSFORMATION PROGRAMME (ETP)



12 NKEA

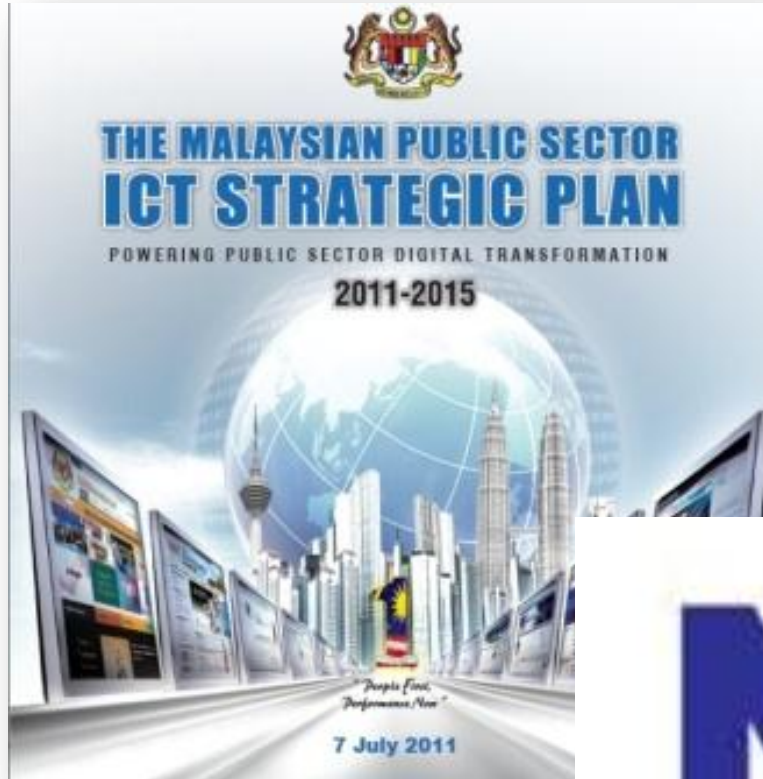


131 EPP



NKEA – National Key Economic Areas
EPP – Entry Point Projects

ICT AGENDA



PUBLIC SECTOR ICT BLUEPRINT

NBOS
STRATEGI LAUTAN BIRU KEBANGSAAN

MALAYSIAN PUBLIC SECTOR ICT BUSINESS MODEL INNOVATION



NBOS
STRATEGI LAUTAN BIRU KEBANGSAAN

ENTERPRISE ARCHITECTURE

Business Architecture

Information Architecture

Application Architecture

Infrastructure Architecture

STRATEGIC COMPONENTS

PROCESSES

SERVICES

INFRASTRUCTURE

COMPETENCY & CAPACITY

GOVERNANCE & COMPLIANCE

COLLABORATION & CONSOLIDATION

CREATE

**BUSINESS VALUES,
OPPORTUNITIES,
NEW CAPABILITIES
COST SAVINGS AND
EXCELLENT SERVICE
DELIVERY**

**20%-30%
Potentially Cost
Saving**

**90% Services
Available
Online**

**Towards
Paperless
Government**

**Seamless and
Lean Civil
Service**



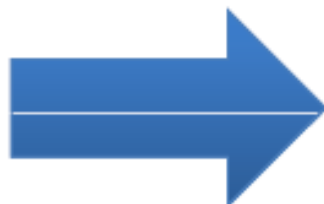
MOVING TOWARDS PROACTIVE APPROACH

Reactive Approach



ICT STRATEGIC PLAN (ISP)

AGENCY ISP



Proactive Approach



ENTERPRISE ARCHITECTURE (EA)

PUBLIC SECTOR INFORMATION
ARCHITECTURE

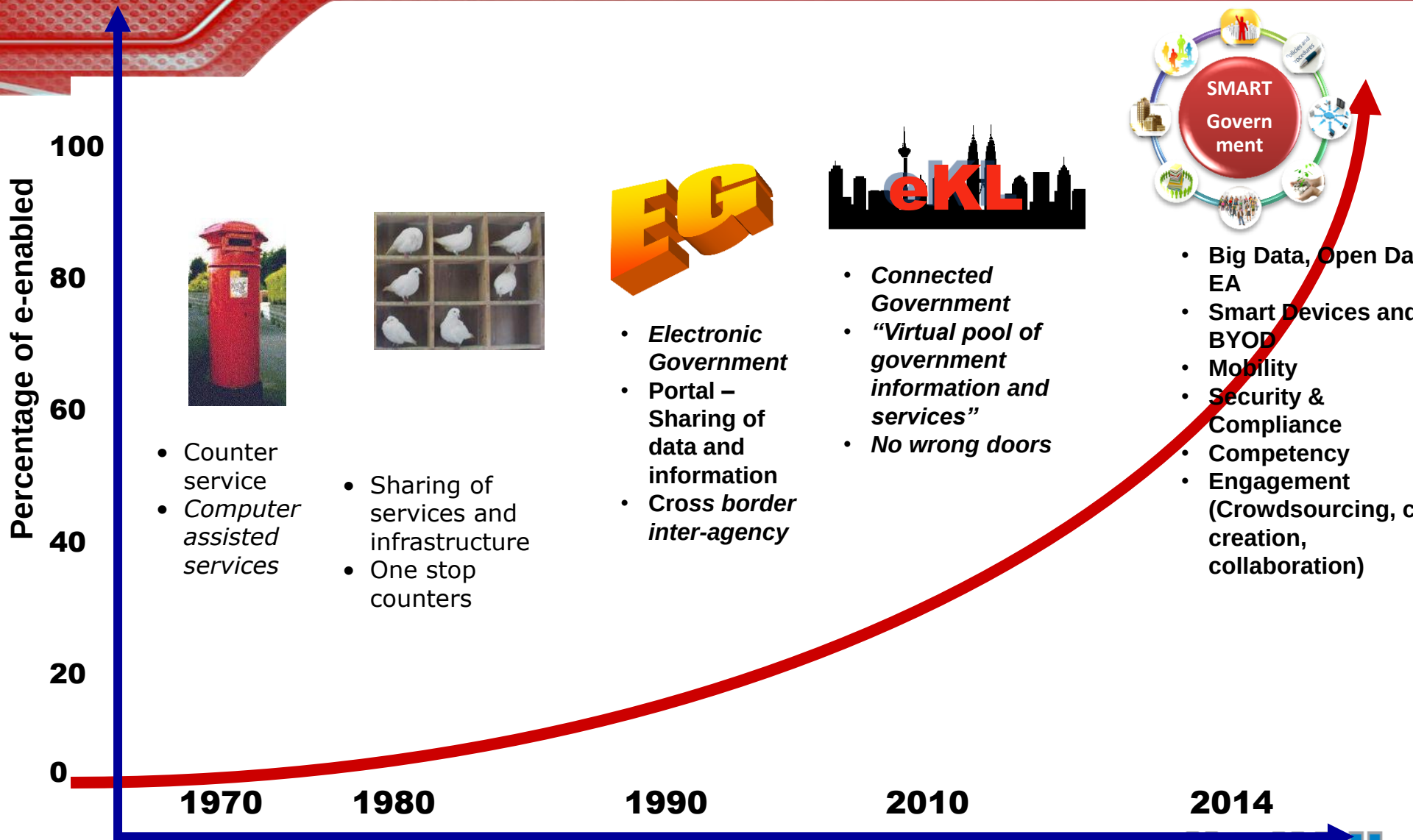


ICT PROCUREMENT APPROACH

- From Tender to Request For Proposal (RFP)
 - Pay-Per-Use Model
 - Managed Services Model
 - Shared Services
-
- Capacity and Competency
(ReSkill, ReDeploy and Replace (3R) Program)
 - Catalogue of Services

Impact : Agencies focus on delivering businesses

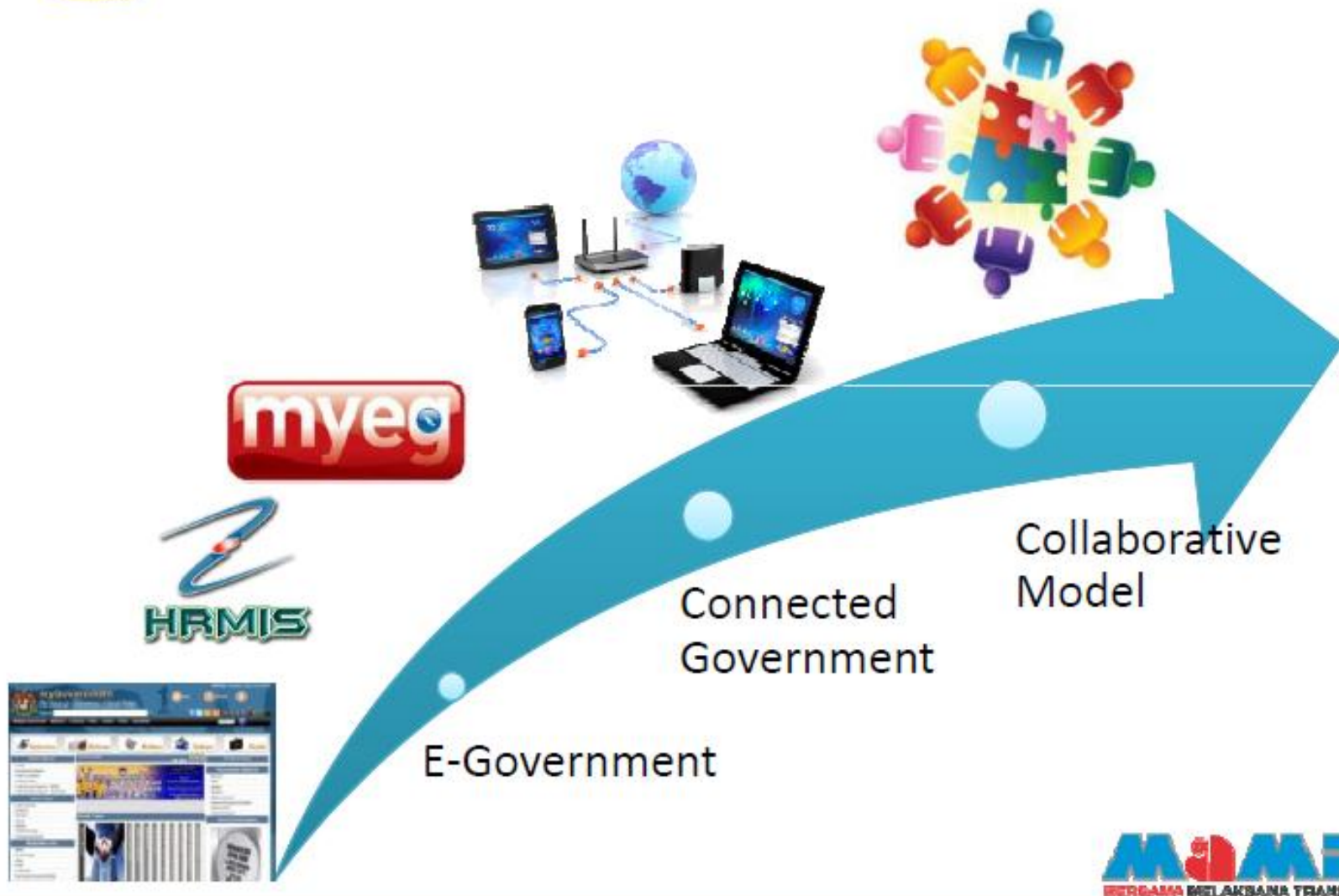
TRANSFORMATION OF GOVERNMENT DELIVERY SYSTEM



- Big Data, Open Data, EA
- Smart Devices and BYOD
- Mobility
- Security & Compliance
- Competency
- Engagement (Crowdsourcing, creation, collaboration)



PUBLIC SECTOR DIGITAL EVOLUTION





- National Transformation Agenda
- **Government ICT Initiatives**
- Issues and Challenges
- ERMS in Malaysia

GOVERNMENT INITIATIVES

GOVERNMENT SHARED SERVICES

Business Architecture

SERVICES



E-Rating

Information / Application Architecture

APPLICATIONS



60% Services made Online

Infrastructure Architecture

INFRASTRUCTURE



1Gov*Net



Putra Wifi

1MALAYSIA ONE CALL CENTRE

(1MOCC)

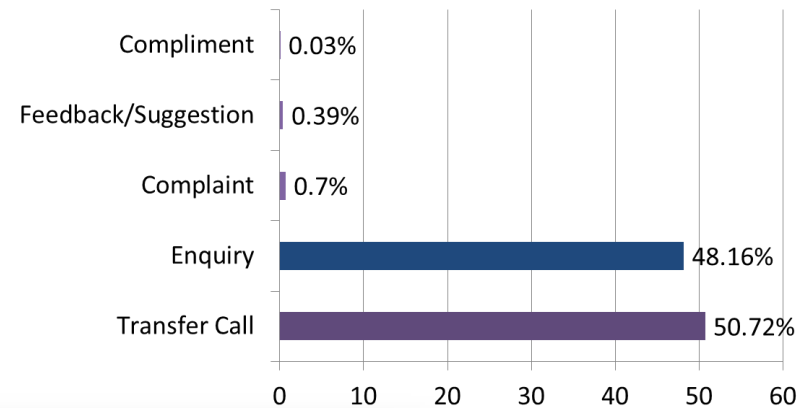


+603 8000 8000

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Cases By Category



GOVERNMENT CLOUD

(1GOV CLOUD)

Aims to deliver ICT infrastructure, platform and applications as a utility service through cloud service catalogue within a resilient and secured ICT shared



SaaS, PaaS, IaaS

More flexible deployment of IT resources

Agility in handling demands

More cost-effective development of e-Government services

Leverage on cloud technology

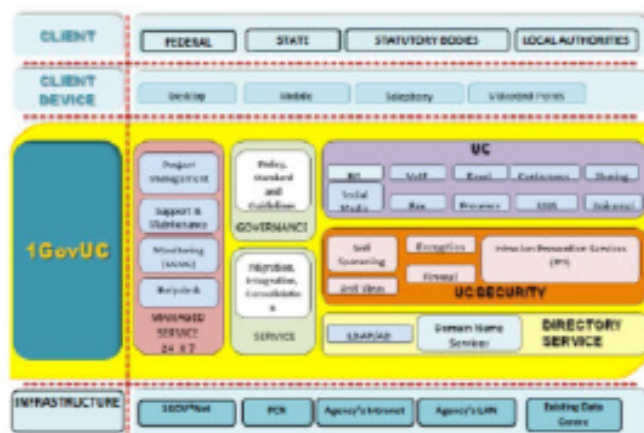
- 1GovCloud to provide **Infrastructure as a Service** via a catalog of predefined infrastructure containers to consumers of these vCloud services.
- The IaaS service layer serves as a foundation for providing additional service offerings, such as PaaS and SaaS.
- MyMesyuarat and DDMS on 1GovCloud



1GOVERNMENT UNIFIED COMMUNICATION (1GovUC)

Strengthens and improves communication service and integrated collaboration that is managed centrally for Public Sector.

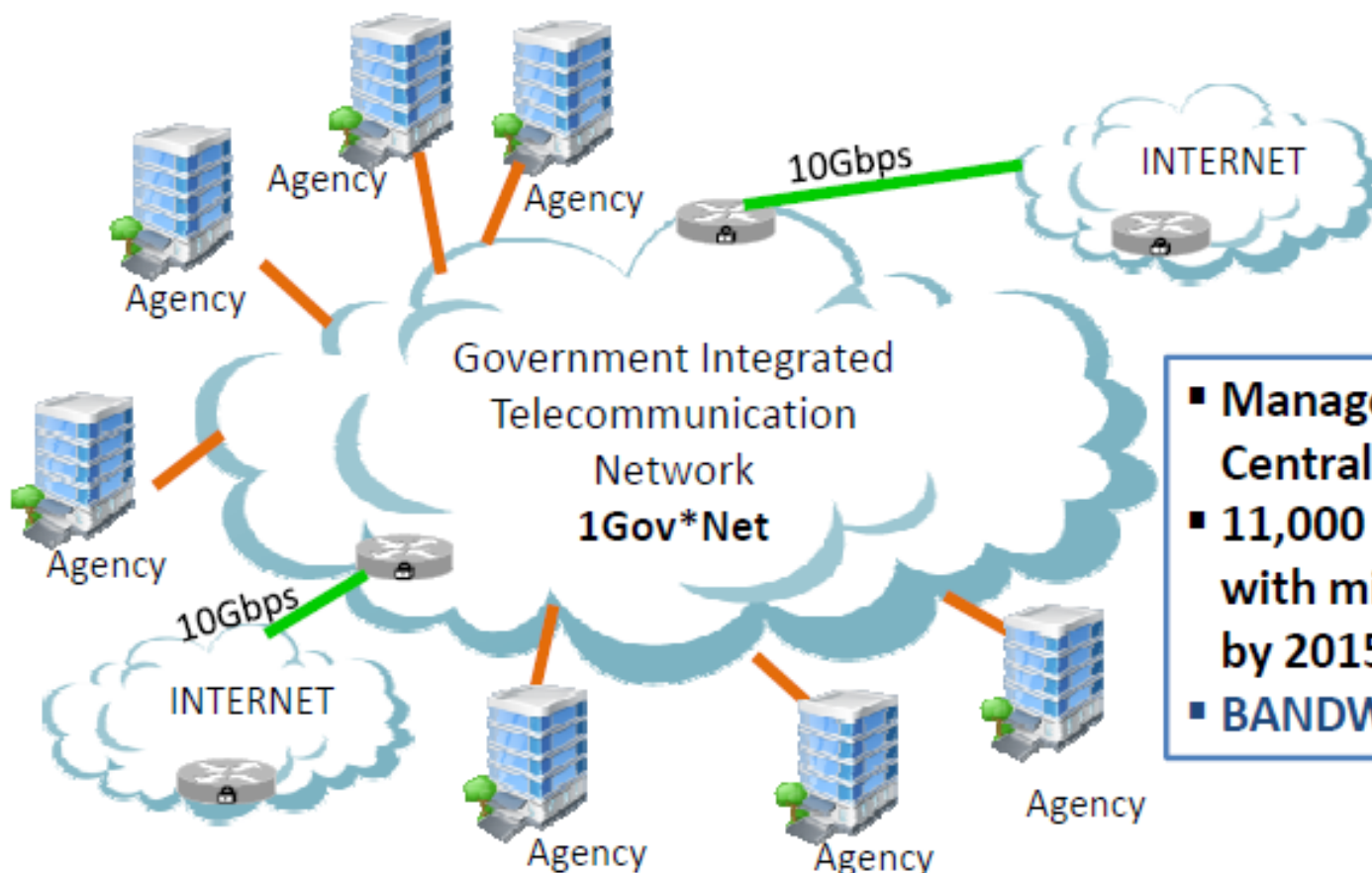
Combines various methods of communication such as voice, e-mail, instant messaging, audio/video conferencing, SMS and fax.



- **Pay-Per-Use**
- **2,500 users on board (pilot phase)**
- **Single email system**
- **200,000 users by 2014**



Integrated and secured network connected to all Government agencies



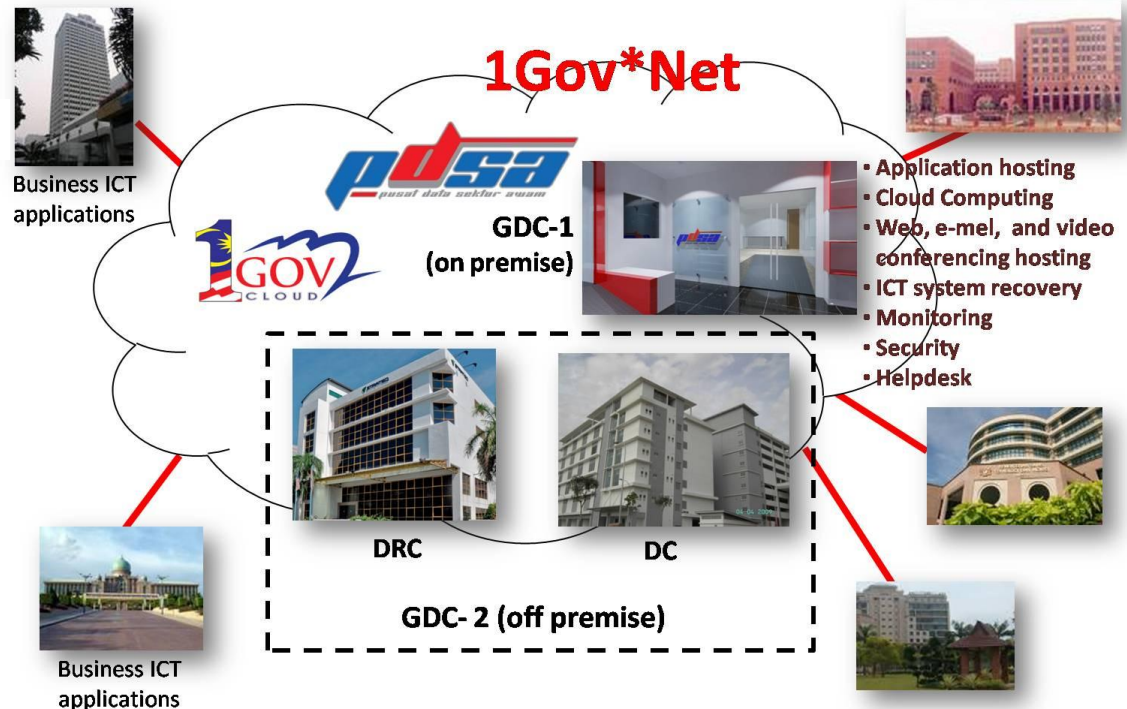
- Managed WAN Services Centrally 24x7
- 11,000 premises connected with minimum 2-30 Mbps by 2015
- BANDWIDTH ON DEMAND

GOVERNMENT DATA CENTRE (GDC)

Government Data Centre on premise and off premise

GDC-2 Catalogue of services

- **Data Centre Services:**
 - Private Data Centre
 - Rack/Cage co-location
 - Disaster Recovery
- **Managed Services:**
 - System Monitoring & Management
 - Backup Management
 - Database Management
 - System Security
 - Technical & Remote Support
- **Business Continuity Services:**
 - Consulting & Planning
 - Disaster Recovery Management
 - Business Work Area
 - Offsite Storage
- **Other Services:**
 - Helpdesk
 - P2V Migration



LOCATION: 2 SITES OUTSIDE PUTRAJAYA
2012/2013 : 48 AGENCIES

Pay-Per-Use



**Enhancing information management,
retrieval and delivery.**



- 1. Implementation cloud-based**
- 2. Pay-Per-Use**
- 3. GNI RM 28.2 million – 4 years**
- 4. Job created - 180**

- 1. Replace paper records with digital records**
- 2. Wipe out usage of paper gradually**
- 3. Enable digital and non-digital document captured, kept, managed, accessed, used and archived electronically**

ICT SECURITY INITIATIVES

ISMS

Information Security
Management System



Office of the
Prime Minister



ISCS

Information Security
Compliance Scorecard



Malaysia Trustmark





MALAYSIA GOVERNANCE RISK AND COMPLIANCE (myGRiC)

To monitor and assess ICT security compliance in Government agencies in accordance with security best practises and the standard of MS ISO/IEC 27001:2007

MAMPU
BERSAMA MELAKSANAKAN TRANSFORMASI



SYSTEM ARCHITECTURE



COMPLIANCE LEVEL

High
>75%

Medium
>25% - 74%

Low
<25%

OUTCOME

Increasing the online facility for the Public Sector ICT Security Compliance

Increasing the availability of ICT asset

Simplify the management of ICT Security

Simplify the monitoring and assesment

MAMPU
BERSAMA MELAKSANAKAN TRANSFORMASI



PUBLIC KEY INFRASTRUCTURE (PKI)



Digital Certificate (EG Card, Softcert., Roaming Cert.):
To secure transactions in Electronic Government applications through digital signature

**Ensure
Privacy**

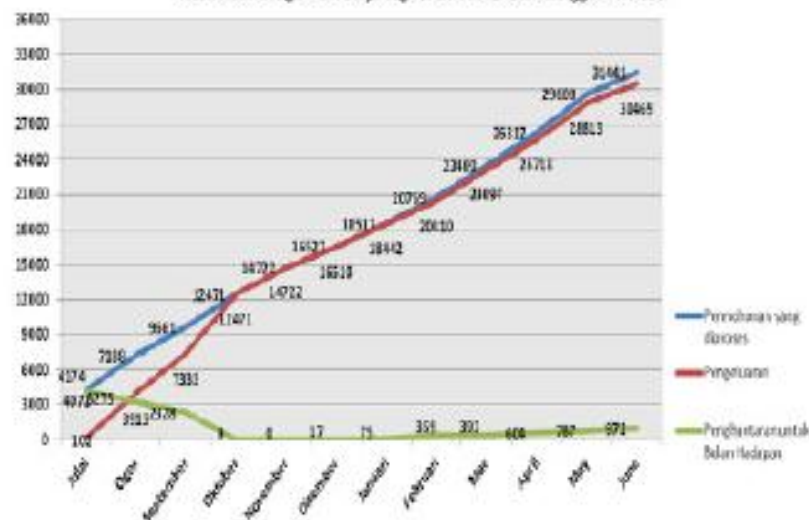
**Authentication
Identity**

**Verify
Integrity**

**Support Non-
Repudiation**

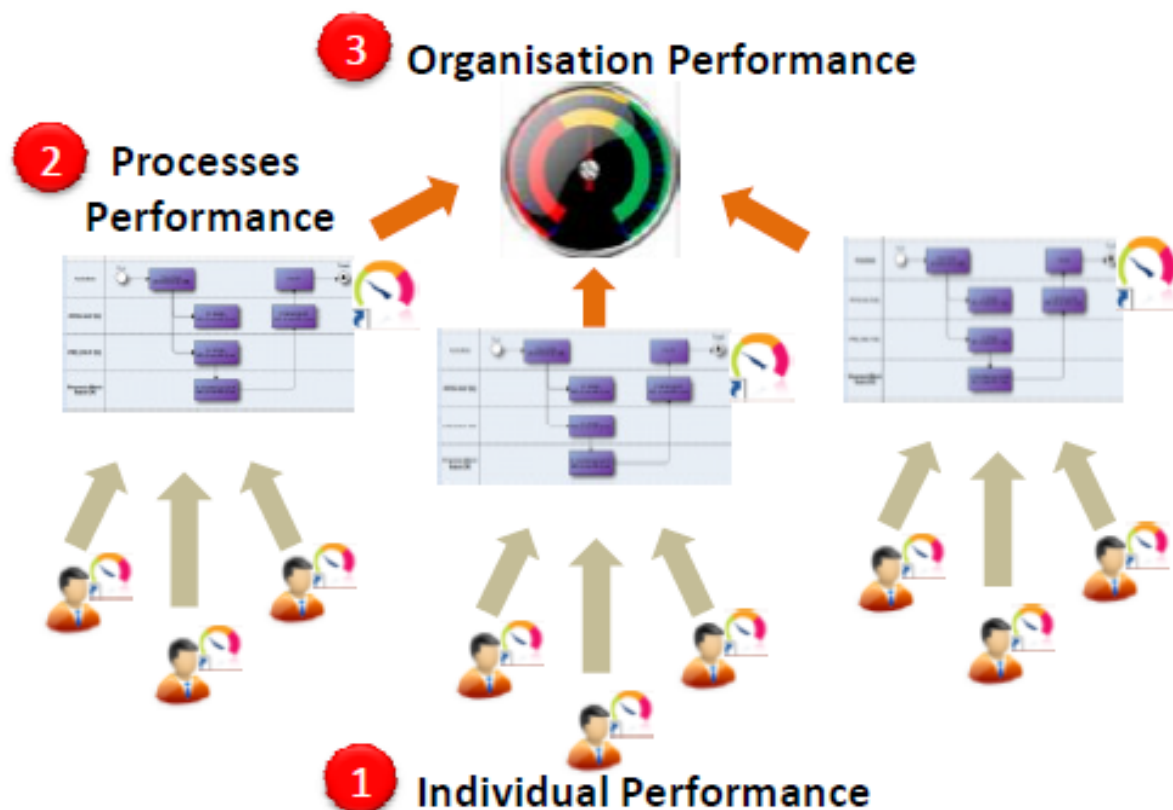


Kumulatif Pengeluaran Sijil Digital dari Julai 2011 hingga Jun 2012





REAL-TIME PERFORMANCE MONITORING (RPM)



- Onboard 5 Pilot Agencies: KPDNKK, MOA, MOT, MOTOUR, KPPK
- Roll out to 25 ministries



30% of Government agencies involved

1,845 SMS services offered

4.5 million registered user

16 million hits transactions

**20.9 million SMS transmitted to
citizens**

MOBILE GOVERNMENT

myMobile



Mobile Payment

Mobile Application

Mobile Enquiry

Complaint Facilities

**Unstructured
Supplementary Service
Data (USSD)**

**Multimedia Messaging
Service (MMS)**

POLICY TARGETS

Online Services: Towards zero face-to-face service delivery

2015 – 90% of all government service are online

2015 – 90% of total transactions are online

Paperless Government

2015 – 70% of intra-government letters/memos, invitations, circulars and meeting minutes online



- National Transformation Agenda
- Government ICT Initiatives
- **Issues and Challenges**
- ERMS in Malaysia

THE DATA (AND RECORDS) DELUGE IS HERE

By 2020, we will have **50X** more information than today.

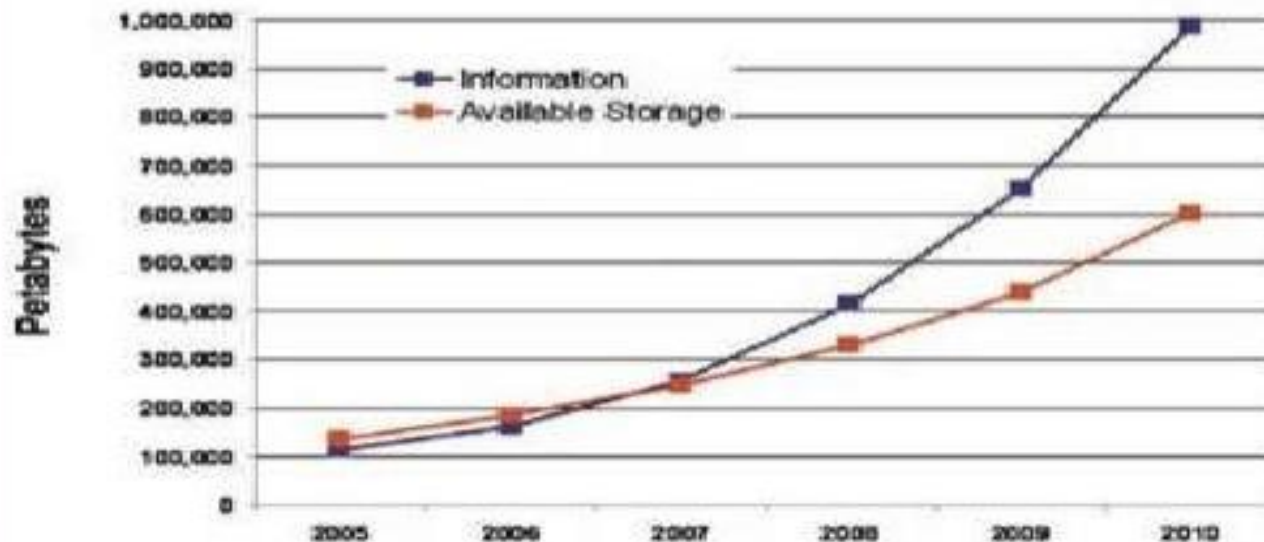


Source: 2011 Digital Universe Study

EXPONENTIAL GROWTH IN ELECTRONIC DOCUMENTS

Figure 2

Information Versus Available Storage



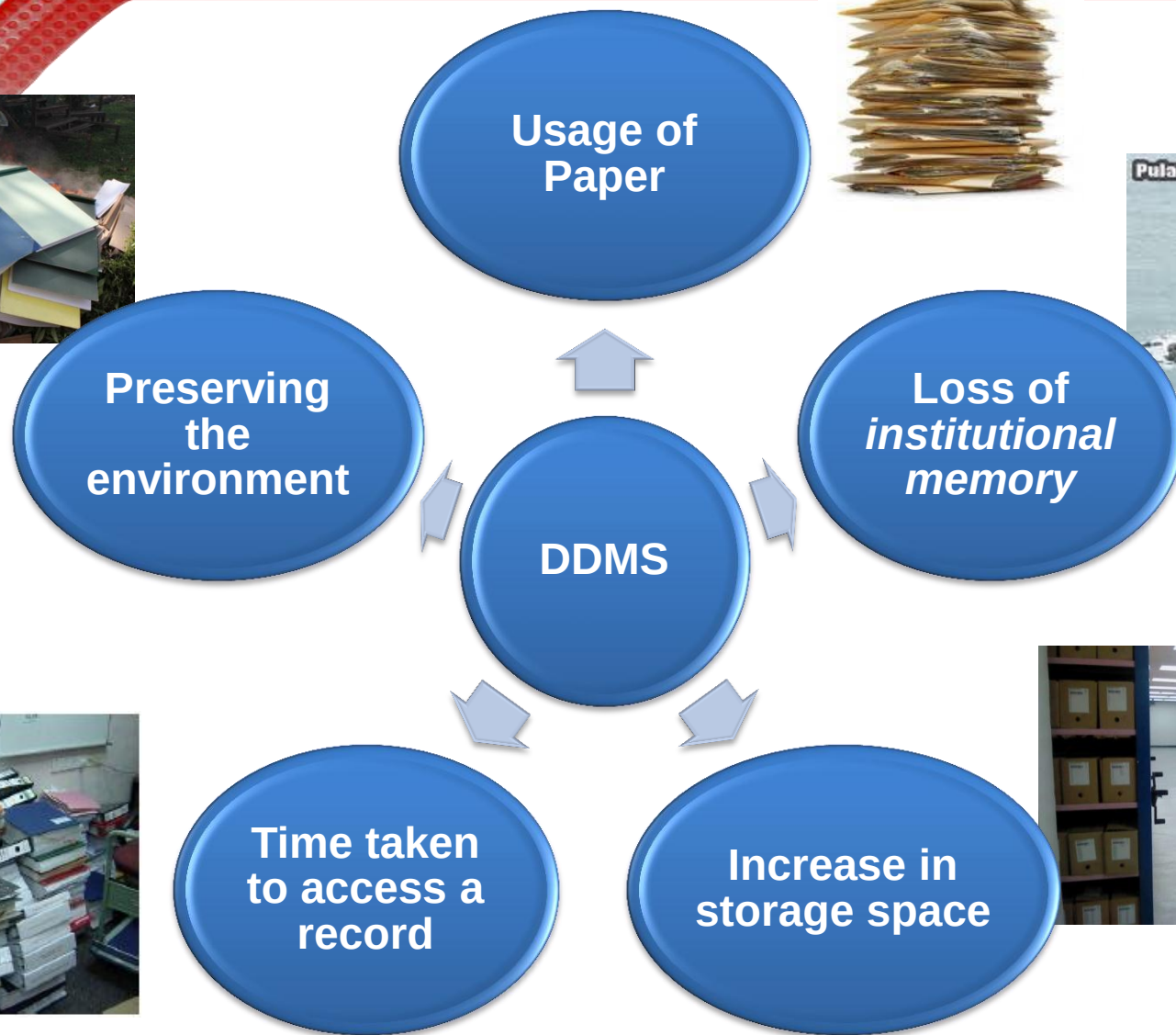
Source: IDC, 2007

Gartner Inc. The current explosion of data is outpacing the decline in storage prices, even before the resource costs for maintaining data are taken into account.

HOW TO MANAGE THESE DOCUMENTS/RECORDS ?

- We must ensure that we can have access to clear and accurate information about the decisions and actions of the Government
- The Volume, Velocity & Variety of this information does not allow us to manually manage records

ISSUES IN MANUAL RECORD KEEPING



ELECTRONIC RECORDS MANAGEMENT

Question: Is ERM

- The electronic management of paper records?
- The management of electronic records?

Answer: Both



ELECTRONIC RECORDS IN GOVERNMENT

- Official records of agencies are found in:
 - Desktop computer applications: e.g., word processing, spreadsheet, and personal database software
 - Electronic mail (e-mail) systems
 - Electronic document management systems (EDMS)
 - Agency Web sites
 - Management information systems (MIS) and other electronic information systems (EIS)
 - Digital media files

THE IMPORTANCE OF RECORDS

- Most of today's records start out in electronic form
 - Letters
 - Emails
 - Faxes
 - Web transactions
 - Other transactions



WHAT ARE THE MAIN BUSINESS DRIVERS IN IMPLEMENTING ERM IN MALAYSIA



COMPLIANCE

- Laws
- Regulations
- Policies
- Standards
- Good practice



ACTS, POLICIES AND RELATED TO RECORD MANAGEMENT

- Akta Arkib Negara Malaysia 2003 (Akta 629)
- Dasar Pengurusan Rekod Kerajaan (ANM.SDSPK.7/2010)
- Dasar Pengurusan Rekod Dan Arkib Elektronik
- Garis Panduan Pengurusan Rekod Elektronik
- MS ISO 16175: *Information And Documentation Principles And Functional Requirements For Records In Electronic Office Environment*
- MS 2223-1: 2009: *Information and Documentation- Records Management- Part 1: General* (ISO 15489-1: 2001, IDT)
- MS ISO 2223-2: 2009: *Information and Documentation- Records Management- Part 2: Guidelines* (ISO/TR 15489-2: 2001, IDT)
- Pekeliling Perkhidmatan Bilangan 5 Tahun 2007-Panduan Pengurusan Pejabat

EFFECTIVENESS

- Not losing records
- Sharing records
- Finding records easily
- Getting the complete picture



EFFICIENCY

- Accessing records quickly
- Space savings
- Reduced handling costs
- Other examples
 - Archival costs
 - Disposal of furniture
 - Consumables

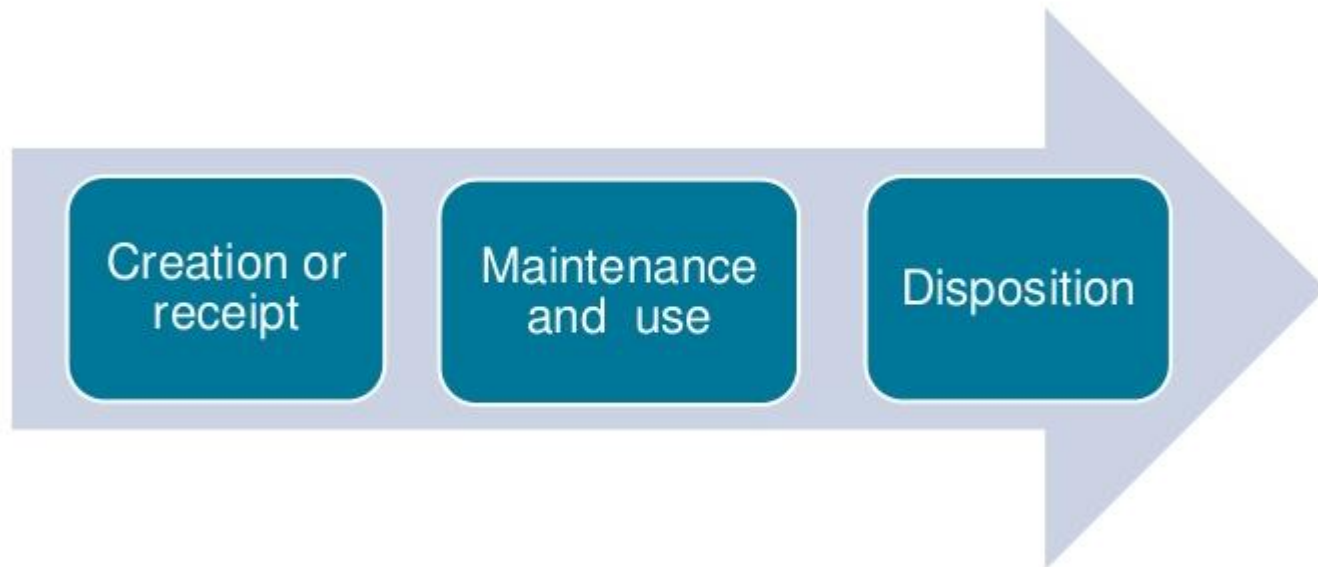


CONTINUITY

- Records are vulnerable to loss
- Businesses tend to fail if they lose their records
- Electronic storage may speed recovery from a disaster



THE RECORD LIFECYCLE



Source: NARA



- National Transformation Agenda
- Government ICT Initiatives
- Issues and Challenges
- **ERMS in Malaysia**



Towards Paperless Government

Digital Document Management System (DDMS) is one of the projects identified under *National Key Economic Areas (NKEA) Communications, Content and Infrastructure (CCI) Entry Point Projects (EPP8) eGovernment - Paperless Government.*



OBJECTIVES DDMS

Replace paper records with digital records

Enable digital and manual documents to be created, captured, stored, maintained and used electronically

Enable all government communication /functions to be carried out electronically , be it within or across agencies

Reduce the use of paper in stages

ADVANTAGES DDMS

Increase access and speed of retrieving records, as well as transparency in Government Service delivery



ADVANTAGES DDMS

Systematic control on document and record Management in the Public Sector



Preserve institutional memory



BAHAGIAN KESELAMATAN NEGARA, NEGERI SABAH,
JABATAN PERGANA MENTERI,
NO. 26, TINGKAT 4, BLOCK D & E,
BANGLOAN KAWIP,
40, JALAN KAHAMU, KUALA
BANGLO KOTA KINABALU, SABAH

Tel: 888-234348, 138190
Fax: 888-241052

Ruj. Kasi: BKN/2018-BK/1004-JLD 14231
Tarikh: 29 September 1999

Y.B. Datuk Hj. Masir Tun R. Sarwan
Menteri Pembangunan Luar Bandar & Kewujudan
Kementerian Pembangunan Luar Bandar & Kewujudan
Jalan Seberang
P.O. Box 11581
88011 KOTA KINABALU

Y.B. Datuk



NEGERI SABAH, MALAYSIA
DALAM MAJLIS KENDAH SYARIAH TAWAU
DI TAWAU

PERMOHONAN NO. 38, 12, 201 TAHUN 1998

DALAM PERKARA: Harta Pusaka Syariah MAHARAJA MAHAMUD BIN SINGALANG

Ditandatangani,
Tuan Haji Ahmad bin Lohin
Hakim Mahkamah Rendah Syariah

Dalam Mahkamah Tertinggi

PERINTAH PEMBAGIAN HARTA PUSAKA

ATAS PERMOHONAN Ab. Ruz bin Mahjud (Nisbah Pemohon /
di Mahkamah ini pada 08 hari/tahun 1998 tahun 19 98 yang disetujui oleh
Adukar/Pemohon yang dikurangkan pada 30 hari/tahun 1998 tahun 19 98

Yang Amat Hakim telah memutuskan supaya harta pusaka yang diadukan di bawah ini:-

Hak giliran 45 matahan mengikut Tahir Faris di Pulau Sipadan, Sempena
berdasarkan keputusan kepada pemohon / pemohon-pemohon dengan kadar bahagian masing-masing seperti
yang ditetapkan berikut ini:-
Diberi kepada Ab. Ruz bin Mahjud no. kad pengenal 500513-12-5275 bagi pihak
kemudian Maharaja Mahamad bin Singalang, berketetapan 10 Februari 1998.

Perintah ini dikeluarkan selapas lapar tampok untuk menyara di bawah Sekyen 22(4)(3) Enakmen
Prosedur Mahkamah Syariah 1993 dengan tansitangan saya selaku Mahkamah ini pada
23 hari/tahun 1998 tahun 1998

ARTISAN
MAHAMUD

MAHAMUD
AHMAD BIN LOKIN
Hakim Mahkamah Rendah Syariah
Kuala Lumpur, Kuala Lumpur, Kuala Lumpur

Sipadan, Ligitan milik kita

lagi sekali pertandingan yang berke-
nan.
Terdah dahulu dari Perancis itu,
Indonesia dan Belanda sebenarnya
tidak pernah mempunyai sebarang
keputusan mengenai Sipadan dan
Ligitan.

Peraturan kepada aktiviti itu,
maka dengan itu membolehkan
bahawa hak Indonesia ke atas
Pulau Sipadan dan Pulau Ligitan
adalah lebih Malaysia," kata
menteri perikanan yang menggantikan
yang sebelumnya dalam masa
lima-tiga bulan 45 orang itu.

Hal membolehkan dua buah pulau
itu sebagai milik negara bukan atas
sewa itu sendiri — pertandingan ber-
kawan — sebagai ia merupakan ha-
wa tidak dapat membolehkan an-
tara dua negara yang pernah ber-
kawan itu Indonesia telah kepada
Malaysia melalui Indonesia.

Maklumat ini ia bagaimanapun
tidak mengikut sejarah ak-
tivistik yang dijalankan oleh Malaysia
termasuk penempatan kemah-
an penempatan di Pulau Sipadan
dan penempatan alam sekitar di
Indonesia pulau itu pada tahun
1960-an kerana ia dilakukan sebagai
kegiatan ilmiah ini telah pada
tahun 1960.

Gelombang berita, mengenai
perintah undang-undang antarabangsa

na, aktiviti yang dijalankan yang
meningkatkan perikanan hak keta-
watan manusia telah memperkakan
kita sebagai masing-masing.

Dalam Malaysia ke ICJ kali ini
dijadikan oleh Menteri Luar, Datuk
Seri Rosli Hashim Alor dan juga
dijadikan oleh Ketua Menteri Sabah,
Datuk Seri Lim Guan Eng. Kedua-
nya telah menyatakan bahawa hak
Indonesia dikalahkan oleh
Duta Besar ke Belanda, Mub
Tuan.

Sementara itu, hakim di
Mahkamah — dan — Indonesia
Thomas Frank dalam
mananya yang membolehkan
gaya ini ia membolehkan
kemungkinan bahawa kita
menetapkan dua buah
sebagai milik Indonesia.

ICJ mengemukakan data
na, seperti yang disampaikan
na perbahagian sempena
ia (tahun 4 dari
menteri Kewangan, Di-
nya atau perancangan
dari yang berhubung dengan
Pulau Sipadan dan Ligitan.

Ketika diadukan oleh
Dewan, Mahkamah
na, Chi Jueyong (China
hakim Mahkamah Rendah
Sipadan dan Ligitan)

masir Rosjan (Madagaskar) Gena
Barang (Bangkok) Carl-August
Pantelone (Jerman) Abdul G.
Kosma (Ghana) Lesma Vladimir S.
Vrochakof (Rusia) Joudy
Hagira (United Kingdom) Gennadi
Petrov-Krasnov (Ukraina)
Pater H. Kojima (Belanda)
Prattien Brook (Selandi) Awa
Shawki Al-Khamsi (Liban)
Thomas Baragat (Amerika)
Mati Elmsy (Mesir) dan Wura-
mantry (ad hoc).

Presiden Amerika Serikat
tidak berminat.

N

ehatan Y.B. Datuk mengawal perkara di
1 September 1999.

an Kementerian Negara (BNK) meng-
mulai kerja pemindahan dan aktiviti
di Pulau Sipadan sebagai kawasan
di Ligitan-1998.

Datuk bahawa saya dan pegawai BNK
saya telah bersedia untuk memulakan
kegiatan kepada pulau tersebut.
an Norman bin Mahjud pernah hadir ke
tali penyusutan, tetapi pernah ia telah
penera di Pulau Sipadan melalui rencana
ia yang telah telah diadukan kepadanya.
dapat menyaksikan Y.B. Datuk sedang

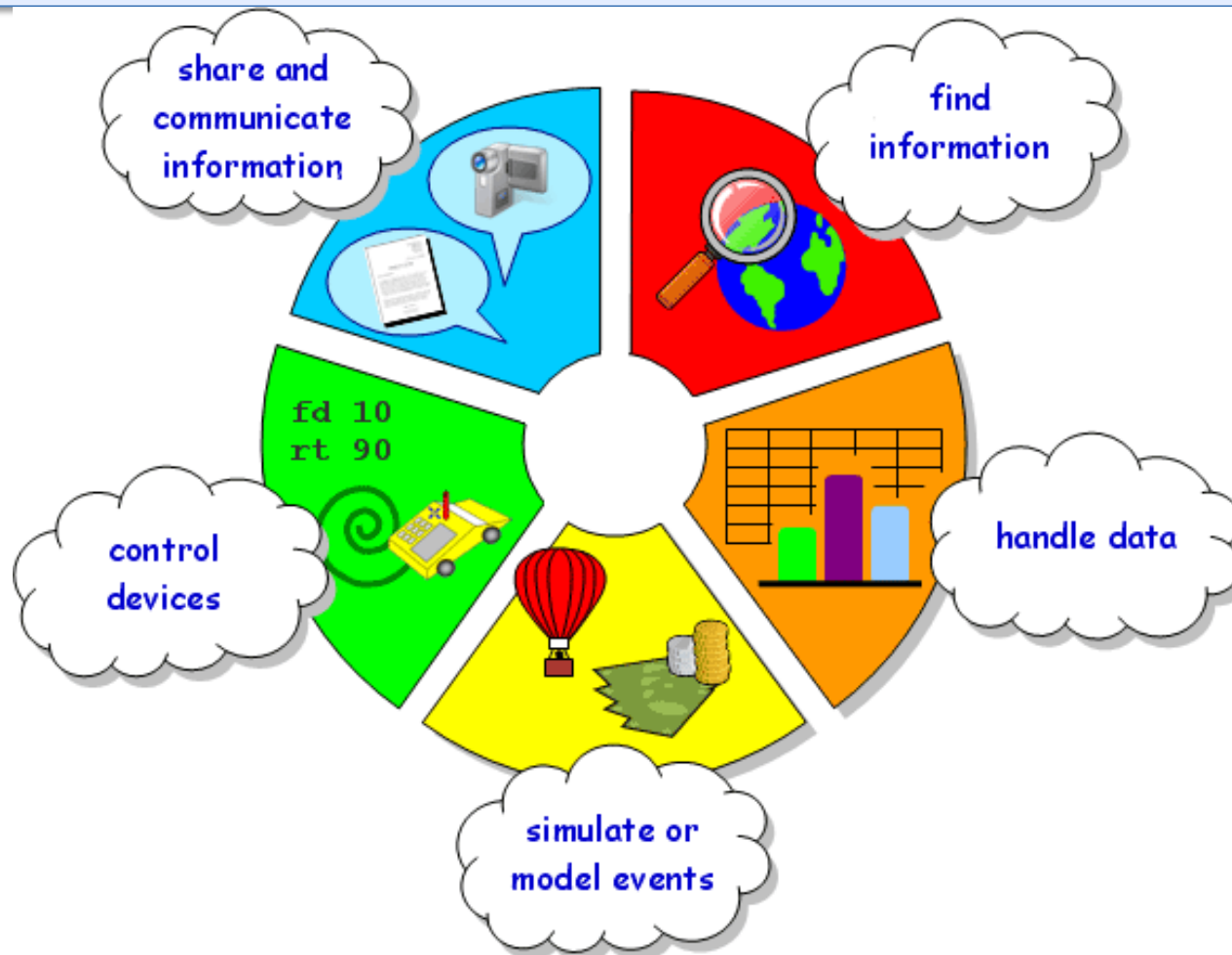
ADVANTAGES DDMS

Reduce the use of paper in the daily administration of services



ADVANTAGES DDMS

Support the implementation of *green ICT*



IMPLEMENTATION MODEL



pay per user per month



Implementation by
Central agency

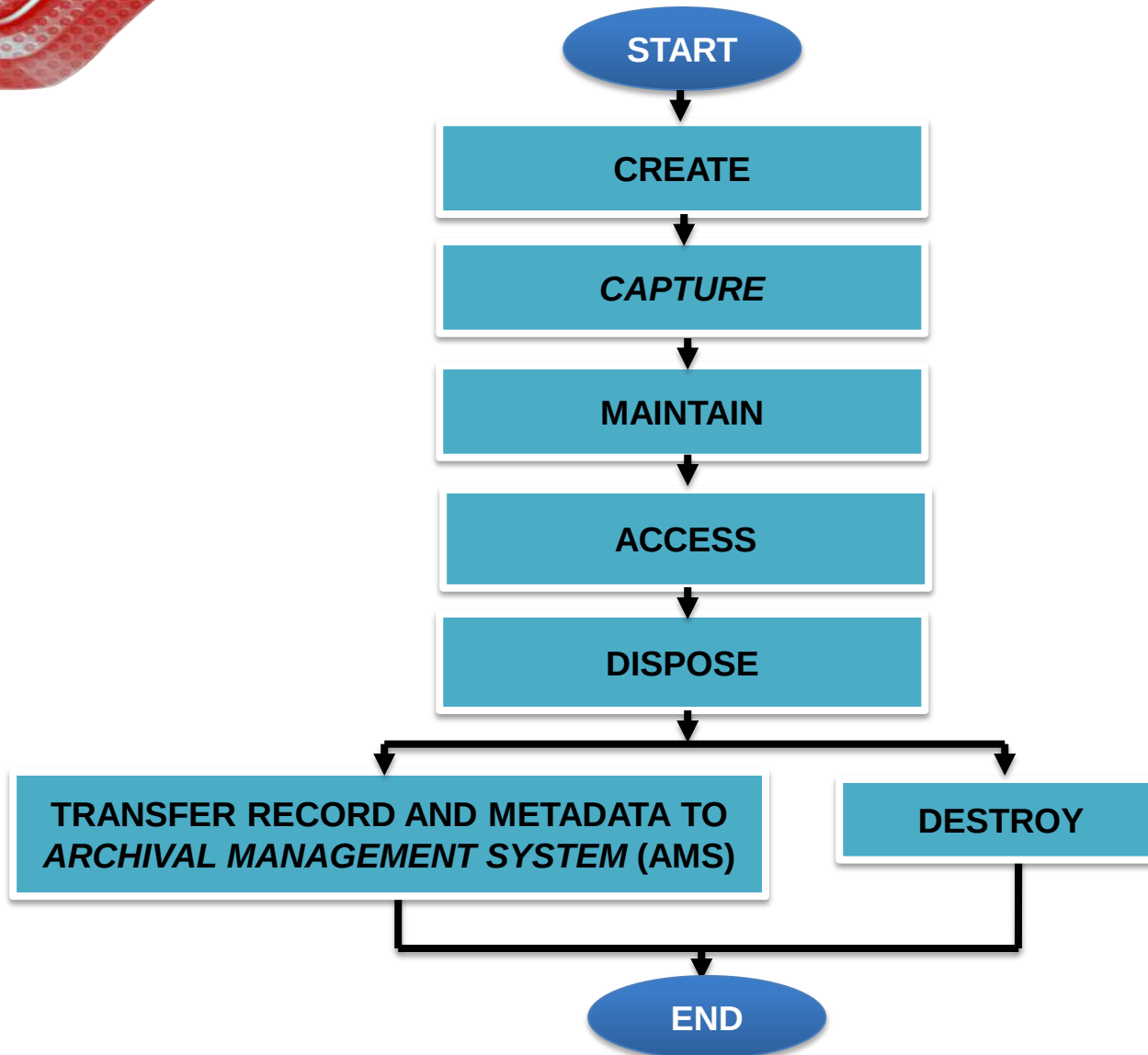
DDMS
Cloud

Cloud Implementation

CRITICAL SUCCESS FACTOR (CSF)



DDMS FOLLOWS THE FULL RECORD MANAGEMENT CYCLE





For any enquiries, please contact:

Records and Registry Unit:
03-8872 7457
03-8872 7458
03-8872 3051

DDMS Admin:
03-8872 6287
03-8872 6321

DDMS Call Centre:
03-5650 5020

OPEN DOCUMENT

FUNCTIONS

*Web based application – accessible through any internet browser within 1Gov*Net*

<https://ddms.mampu.gov.my>

DDMS DIGITAL DOCUMENT MANAGEMENT SYSTEM

Quick Search [] [] [] Logout

Menu << Main

Profile

Full Name: Abdullah Bin Mohammad
User Name: 830705036453
User Role: End User
Member Of: 1. Bahagian Pembangunan Aplikasi
2. Penolong Pengarah (F41)

Settings and Download

- User Preferences
- Change Password
- View Details
- Downloads

Create

- New Record

Disseminate

- Browse By Classifications
- Principals
- Advance Search
- Saved Search
- Favourites
- Recent Records

Info DDMS
DIGITAL DOCUMENT MANAGEMENT SYSTEM
"TOWARDS PAPERLESS GOVERNMENT"

OBJEKTIF DDMS
DDMS menggunakan pendekatan *Software as a Services (SaaS)* kepada agensi sektor awam ke arah menggantikan rekod kertas kepada rekod digital serta menghapuskan penggunaan kertas secara berperingkat. Antara objektif utama pelaksanaan DDMS adalah:

- 01** Menggantikan rekod kertas kepada rekod digital
- 02** Menghapuskan penggunaan kertas secara berperingkat
- 03** Membolehkan dokumen digital dan bukan digital diwujudkan, ditawan (captured), disimpan, dielenggara, dilupus secara elektronik
- 04** Membolehkan semua urusan Kerajaan seperti penghantaran bahan pembentangan, pekeliling dalaman dan surat antara agensi/jabatan dilaksanakan secara elektronik

Hubungi kami: ddms.enquiry@mampu.gov.my

FUNCTIONS

Record Repository as per File Classification of Agency

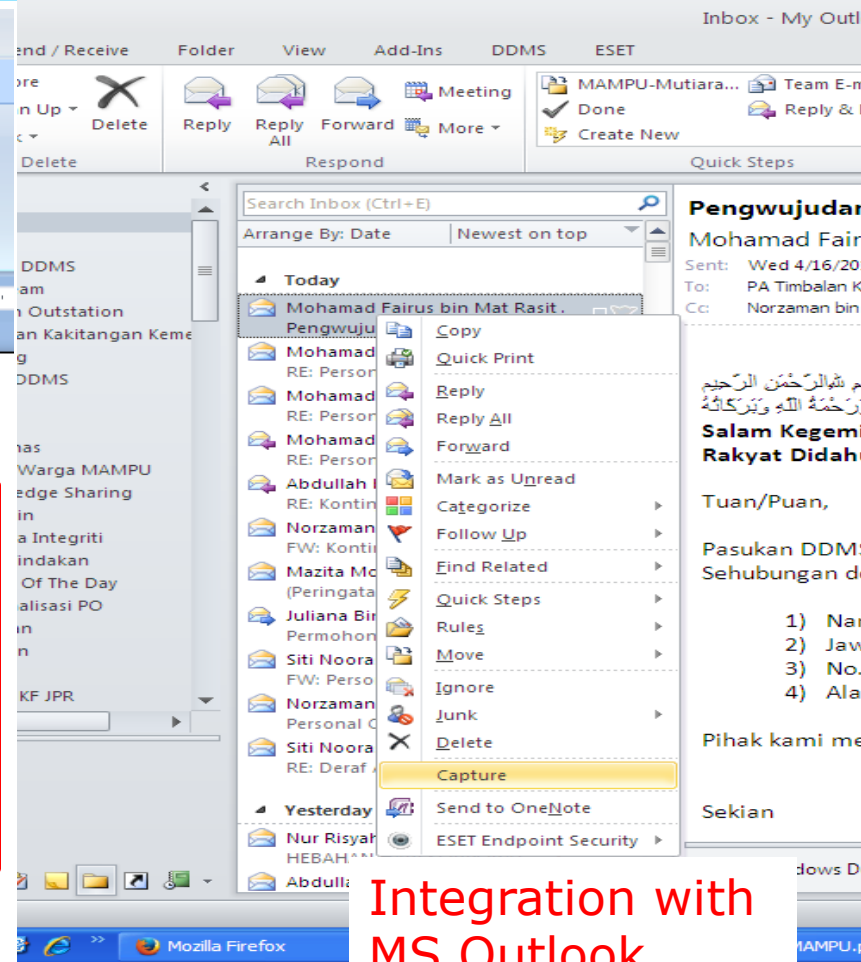
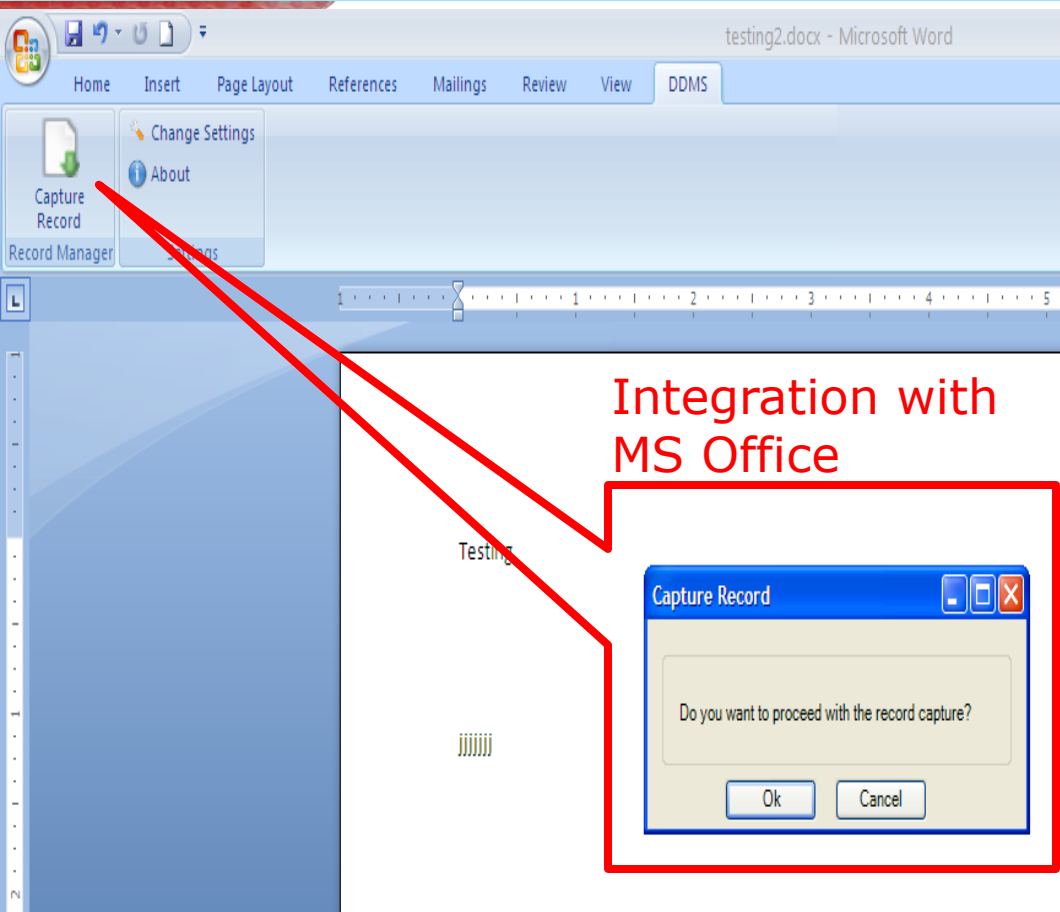
Classification Number	Title	Date Created
MAMPU	Unit Pemodenan Tadbiran dan Perancangan Pengurusan Malaysia	26/02/2014 02:56 PM
MAMPU.100-	Pentadbiran	26/02/2014 02:56 PM
MAMPU.100-1/	Pentadbiran - Perundangan	26/02/2014 02:56 PM
MAMPU.100-1/1/	Pentadbiran - Perundangan - Penggubalan/ Penyediaan/ Pindaan Undang-Undang/ Peraturan	26/02/2014 02:56 PM
MAMPU.100-1/2/	Pentadbiran - Perundangan - Penggubalan/ Penyediaan/ Pindaan Undang-Undang/ Peraturan	26/02/2014 02:56 PM
MAMPU.100-1/3/	Pentadbiran - Perundangan - Penggubalan/ Penyediaan/ Pindaan Undang-Undang/ Peraturan	26/02/2014 02:56 PM
MAMPU.100-1/4/	Pentadbiran - Perundangan - Penggubalan/ Penyediaan/ Pindaan Undang-Undang/ Peraturan	26/02/2014 02:56 PM
MAMPU.100-1/4/1	AKTA ADVISORI 2014	
MAMPU.100-1/4/1(2)	MEMORANDUM PERSEFAHAMAN DENGAN SWASTA/ INDIVIDU	
MAMPU.100-1/4/1(1)		
MAMPU.100-1/4/2		
MAMPU.100-1/5/	Pentadbiran - Perundangan - Akta Persekutuan	26/02/2014 02:56 PM
MAMPU.100-1/5/1	MAKLUM BALAS/ KOMEN ATAS PENGGUBALAN AKTA- AKTA AGENSI LUAR	
MAMPU.100-1/5/2	PENERIMAAN DAN PENGEDARAN AKTA PERSEKUTUAN	
MAMPU.100-1/6/	Pentadbiran - Perundangan - Enakmen/ Ordinan Negeri	26/02/2014 02:56 PM
MAMPU.100-1/7/	Pentadbiran - Perundangan - Pekeliling dan Peraturan Dalam Jabatan	26/02/2014 02:56 PM
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MAMPU.100-1/7/1(2)	DHD	
MAMPU.100-1/7/1(1)	SOALAN LATIHAN	
MAMPU.100-1/8/	Pentadbiran - Perundangan - Pekeliling dan Peraturan daripada Luar Jabatan	26/02/2014 02:56 PM
MAMPU.100-1/9/	Pentadbiran - Perundangan - Arahan dan Perintah	26/02/2014 02:56 PM
MAMPU.100-2/	Pentadbiran - Perhubungan Awam	26/02/2014 02:56 PM
MAMPU.100-3/	Pentadbiran - Program Kerjasama Dalam Negeri	26/02/2014 02:56 PM
MAMPU.100-4/	Pentadbiran - Program Kerjasama Luar Negara	26/02/2014 02:56 PM
MAMPU.100-5/	Pentadbiran - Laporan dan Perangkaan	26/02/2014 02:56 PM
MAMPU.100-6/	Pentadbiran - Pengurusan Mesyuarat	26/02/2014 02:56 PM
MAMPU.100-7/	Pentadbiran - Kemudahan (Fasiliti)	26/02/2014 02:56 PM

Page 1 of 1 | Selected Item : MAMPU.100-1/7/1 | Displaying 1 - 2 of 2 records

**Records in Electronic Form with
standard reference Numbers**

FUNCTIONS

Integration with MS Office and email



FUNCTIONS

Rich media – multiple record formats

More than 50
formats supported

Title	
	SURAT - PANG
	ARAHAN PEMA
	UNDANGAN KE
	ADMIN ILA DAN
 	1GovSearch_
	MEMOHON KUI
 	NOTA PERB
	Sesi Taklimat S
 	1GovSarch Gap
	PERMOHONAN
	PENSIJILAN SE
	PERINGATAN M
 	PERMOHONAN
	PROJEK PEMB
 	Jemputan Be
	MEMO PESAN
	MEMOHON DIB
	RE: Permohons
	MINIT MESYUA
	PERMOHONAN

FUNCTIONS

Document searching, Content Searching, quick search and advance search.

DOCUMENT MANAGEMENT SYSTEM

Quick Search

Main | Browse By Clas: | Refresh | DDMS

Quick Search

Classification Number	Title	Date Created
MAMPU.700-4/2/	Pengurusan Projek Sektor Awam - Pengurusan Projek NKEA - Pelaksanaan Projek NKEA-EPP8: Digital Document Manage...	26/02/2014 03:01 PM
MAMPU.100-12/2/9	PELAKSANAAN DDMS DI MAMPU	
MAMPU.400-10/4/16	PROJEK DIGITAL DOCUMENT MANAGEMENT SYSTEM (DDMS)	
MAMPU.700-4/2/1	PELAKSANAAN PROJEK PERINTIS DIGITAL DOCUMENT MANAGEMENT SYSTEM (DDMS)	
MAMPU.700-4/2/2	PELUASAN DIGITAL DOCUMENT MANAGEMENT SYSTEM (DDMS)	

Name: 830705036453
User: Administrator
Role: Administrator
Member Of:
1. Bahagian Pembangunan Aplikasi
2. Penolong Pengarah (P1)
3. Seksyen Test

Settings and Download
User Preferences
Change Password
View Details
Downloads

Create
New Record

Disseminate
Browse By Classifications
Advance Search
Saved Search
Favourites
Recent Records

Administer
User Defined Field
Principals
Security Level
Session Tracking
Report

Advance Search

Search

Ok Cancel Save Search

Query Filter Sort

Search by:

Equal To:

AND OR NOT LIKE New Delete Reset

MAMPU
TOGETHER WE TRANSFORM®

FUNCTIONS

audit log on transactions made by users

Event Log

Record Event | Object Event

Start Date: 01/04/2014 End Date: 16/04/2014 ☒ Create ☒ View ☒ Access ☒ Update ☒ Delete ☒ All

Timestamp	Principal	Event	Record Num...	Record Title	IP Address	Detail
14/04/2014 04:17 PM	test	VIEW	MAMPU.700...	DDMS: DDMS: DDMS MAMPU.700-3...	10.188.71.150	Record's Content was viewed; Record Number = [MAMPU.700-3/1/1(2)], Title ...
14/04/2014 04:17 PM	test	VIEW	MAMPU.700...	DDMS: DDMS: DDMS MAMPU.700-3...	10.188.71.150	Record's Content was viewed; Record Number = [MAMPU.700-3/1/1(2)], Title ...
11/04/2014 05:56 PM	Hairul Anuar Bin Ideris	UPDATE	MAMPU.700...	COPY OF MINITMESYURATA TEST	10.17.251.165	Record is related to another record MINITMESYURATA TEST (MAMPU.700-4/...
11/04/2014 05:56 PM	Hairul Anuar Bin Ideris	UPDATE	MAMPU.700...	MINITMESYURATA TEST	10.17.251.165	Record is related to another record COPY OF MINITMESYURATA TEST (MAM...
11/04/2014 05:56 PM	Hairul Anuar Bin Ideris	CREATE	MAMPU.700...	COPY OF MINITMESYURATA TEST	10.17.251.165	Owner set to Hairul Anuar Bin Ideris(fb95b053d0c6d4d6cbe2b2f83178ac0e5)
11/04/2014 05:56 PM	Hairul Anuar Bin Ideris	CREATE	MAMPU.700...	COPY OF MINITMESYURATA TEST	10.17.251.165	Container set to PELAKSANAAN PROJEK PERINTIS DIGITAL DOCUMENT M...
11/04/2014 05:56 PM	Hairul Anuar Bin Ideris	CREATE	MAMPU.700...	COPY OF MINITMESYURATA TEST	10.17.251.165	Record Number set to MAMPU.700-4/2/1(21)
11/04/2014 05:56 PM	Hairul Anuar Bin Ideris	CREATE	MAMPU.700...	COPY OF MINITMESYURATA TEST	10.17.251.165	Record Number set to MAMPU.0700-0004/0002/0001(021)
11/04/2014 05:56 PM	Hairul Anuar Bin Ideris	CREATE	MAMPU.700...	COPY OF MINITMESYURATA TEST	10.17.251.165	Enclosure Number set to 21
11/04/2014 05:56 PM	Hairul Anuar Bin Ideris	CREATE	MAMPU.700...	COPY OF MINITMESYURATA TEST	10.17.251.165	Enclosure Number Increment set to 1
11/04/2014 05:56 PM	Hairul Anuar Bin Ideris	CREATE	MAMPU.700...	COPY OF MINITMESYURATA TEST	10.17.251.165	Disposition Status set to ACTIVE (0)
11/04/2014 05:56 PM	Hairul Anuar Bin Ideris	CREATE	MAMPU.700...	COPY OF MINITMESYURATA TEST	10.17.251.165	Title set to [COPY OF MINITMESYURATA TEST]
11/04/2014 05:56 PM	Hairul Anuar Bin Ideris	CREATE	MAMPU.700...	COPY OF MINITMESYURATA TEST	10.17.251.165	Combined Title set to [COPY OF MINITMESYURATA TEST]
11/04/2014 05:56 PM	Hairul Anuar Bin Ideris	CREATE	MAMPU.700...	COPY OF MINITMESYURATA TEST	10.17.251.165	Date Registered set to Fri, 11 Apr 2014 09:56:10 +0000
11/04/2014 05:56 PM	Hairul Anuar Bin Ideris	CREATE	MAMPU.700...	COPY OF MINITMESYURATA TEST	10.17.251.165	Creator Name set to Hairul Anuar Bin Ideris
11/04/2014 05:56 PM	Hairul Anuar Bin Ideris	CREATE	MAMPU.700...	COPY OF MINITMESYURATA TEST	10.17.251.165	Creator Username set to 800617065281
11/04/2014 05:56 PM	Hairul Anuar Bin Ideris	CREATE	MAMPU.700...	COPY OF MINITMESYURATA TEST	10.17.251.165	Date Enclosed set to Thu, 03 Apr 2014 08:53:41 +0000
11/04/2014 05:56 PM	Hairul Anuar Bin Ideris	CREATE	MAMPU.700...	COPY OF MINITMESYURATA TEST	10.17.251.165	Date Last Modified set to Fri, 11 Apr 2014 09:56:10 +0000
11/04/2014 05:56 PM	Hairul Anuar Bin Ideris	CREATE	MAMPU.700...	COPY OF MINITMESYURATA TEST	10.17.251.165	Date Last Modified Of Contents set to Fri, 11 Apr 2014 09:56:10 +0000
11/04/2014 05:56 PM	Hairul Anuar Bin Ideris	CREATE	MAMPU.700...	COPY OF MINITMESYURATA TEST	10.17.251.165	Assignee Principal set to Hairul Anuar Bin Ideris (fb95b053d0c6d4d6cbe2b2f83...

Page 1 of 44

Displaying logs 1 - 20 of 865

Hubungi kami: ddms.enquiry@mampu.gov.my

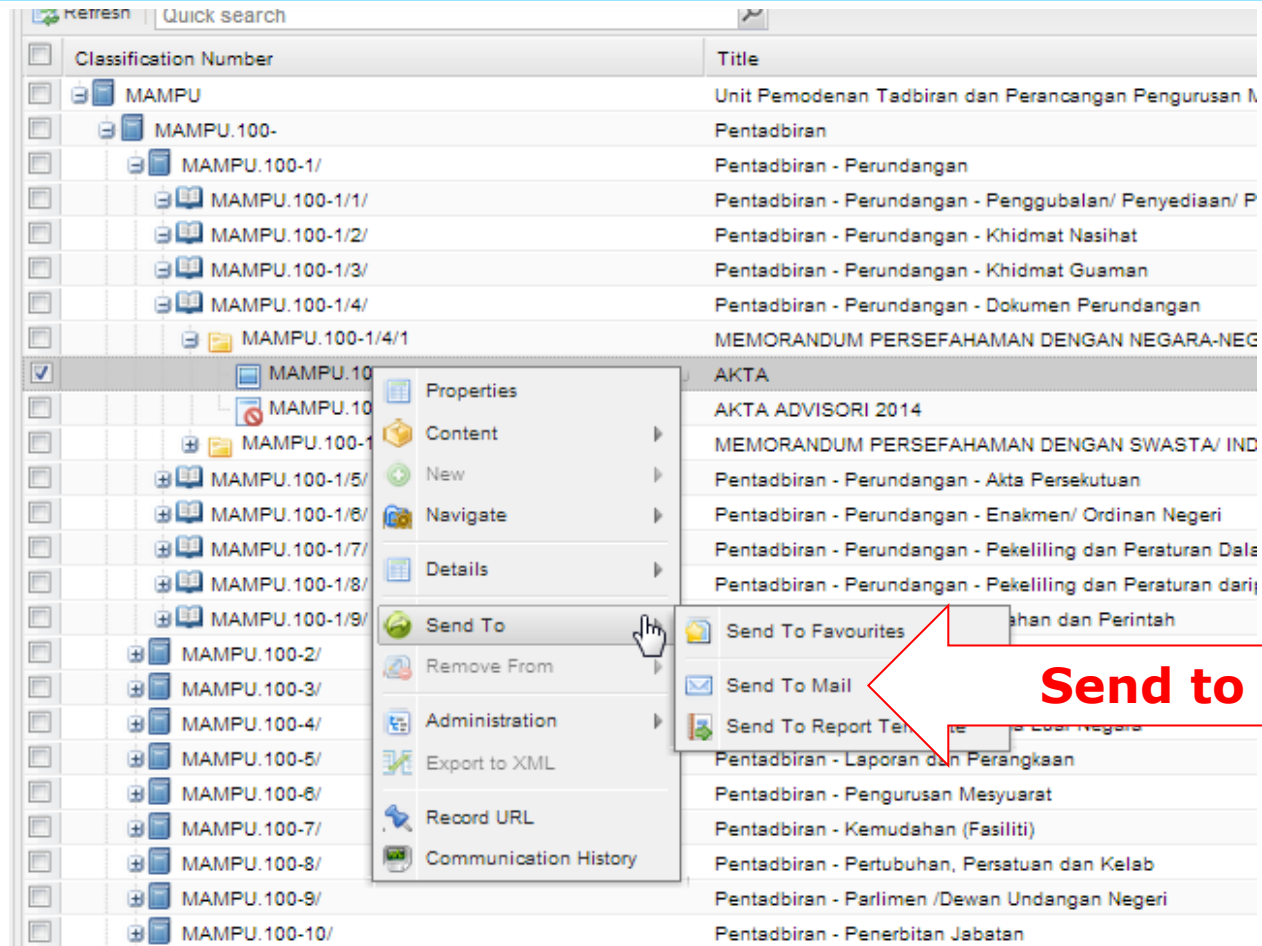
gov.my/main.jsp?#

Last Successful Login : 16/04/2014 12:44 PM and Last Unsuccessful Login : 17/03/2014 03:54 PM

Event Log | Messenger

FUNCTIONS

Access Control and routing of records



FUNCTIONS

Email Notifications

Current Mailbox ▾

Newest ↓

ue 12:56 PM

ue 12:52 PM

ue 12:39 PM

ue 12:38 PM

ue 12:36 PM

ue 12:22 PM

ue 11:54 AM

 Reply  Reply All  Forward  IM



Tue 4/15/2014 12:22 PM
Norzaman bin Nordin
RE: MAMPU.500-5/5/1(16) JEMPUTAN MENGHADIRI SEMINAR PELUPUSAN REKOD ELEKTRONIK SEKTOR AWAM

To  Abdullah bin Mohammad

Cc  Maznum bt Mohd Arif;  Siti Noorasmah bt Hashim;  Mohamad Fairus bin Mat Rasit

---[DDMS Record Information]---

Record Number :MAMPU.500-5/5/1(16)
Title :JEMPUTAN MENGHADIRI SEMINAR PELUPUSAN REKOD ELEKTRONIK SEKTOR AWAM

Sila hadir seminar ini. Nama telah dihantar ke ANM melalui BKPSM.

Norzaman

Record Link : [View Properties](#)

 Norzaman bin Nordin RE: Kontinjen MAMPU Ke Majlis Perhimpunan Perpaduan Sempena Hari Pekerja 2014



Record reference No

Link to record

FUNCTIONS

Recording of Minutes

Catat Minit

Ok Clear Cancel

Minit

Minit:

16/04/2014 02:23 PM Abdullah Bin Mohammad :
Sila ambil tindakan

Catat Minit:

Minutes

FUNCTIONS

List Of DDMS users

	 umi	P
	 Venothini a/p Retnam	P
	 Veronica Dominic A/P Raj Kumar	P
	 Zulaikha Binti Mohamad Zobir	P
+	 Bahagian Advisor ICT	
+	 Bahagian Khidmat Pengurusan	O
+	 Bahagian Pembangunan Aplikasi	O
+	 Bahagian Pembangunan Perkhidmatan Gu...	O
+	 Bahagian Pembangunan Strategik Dan Ark...	O
+	 Bahagian Pembangunan Transformasi Dan...	O
+	 Bahagian Penyelidikan Pengurusan	O
+	 Bahagian Perancangan Dan Komunikasi K...	O
	 Baharim bin Salleh	P
	 Bian Bin Abdul Gapar	P

DDMS Users

FUNCTIONS

Communication history

Communication History : MAMPU.400-10/4/16(1) - LOGO

✕ Close

To	Timestamp	From
abdullahm@mampu.gov.my,abdullahkb@gmail.com	03/04/2014 11:57 AM	abdullahm@mampu.gov.my
spa2bpa@mampu.gov.my	28/03/2014 04:11 PM	abdullahm@mampu.gov.my
spa2bpa@mampu.gov.my	27/03/2014 04:56 PM	abdullahm@mampu.gov.my
abdullahm@mampu.gov.my	20/03/2014 10:17 AM	abdullahm@mampu.gov.my
norzaman@mampu.gov.my	13/03/2014 12:00 PM	abdullahm@mampu.gov.my
norzaman@mampu.gov.my	13/03/2014 11:58 AM	abdullahm@mampu.gov.my
abdullahm@mampu.gov.my	10/03/2014 04:14 PM	abdullahm@mampu.gov.my
fairus@mampu.gov.my	07/03/2014 09:41 AM	abdullahm@mampu.gov.my

History of records
sent

CHALLENGES IN IMPLEMENTING DDMS

- DDMS vs ERMS
- Record Management to the layman
- Ease of use
- Compliance
- Social Media Records
- Storage Space
- Technology - “Future Proof” access to material
- Agency Readiness

AGENCY READINESS

1. Prerequisites - File Classification and Disposition
2. Policy & Procedures - General Record Management & Electronic Record Management
3. Establishment of a Record Management Unit
4. Appointment of a Record Manager
5. Identifying User Roles - Record Administrator, System Administrator, End User, Information Worker (Registry), View Only User
6. Readiness of Hardware - scanners & PCs
7. Training and Awareness

CHALLENGE OF ELECTRONIC RECORDS

- "Electronic records pose the biggest challenge ever to record keeping in the Federal Government and elsewhere. There is no option to finding answers...the alternative is irretrievable information, unverifiable documentation, diminished government accountability, and lost history."

John Carlin, Archivist of the United States

- Electronic Recordkeeping (ERK) is part of the solution to manage, preserve and provide access to electronic records.
- ERK is not a total solution – it must work in concert with good records management programs, good agency business practices, and reliable information technology infrastructures.

CRITICAL SUCCESS FACTORS

1. Senior Managers - support
2. Agency Staff – changes in work processes
3. Information Systems/Information Technology Staff
4. Records Officers and Records Managers – must understand ERM
5. Re-engineering of processes
6. Pilot projects
7. Education and Training

BUSINESS BENEFITS OF ERK

- Accessibility
- Authenticity and reliability
- Business dispute resolution
- Improved productivity
- Long-term cost savings



Thank you

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susied@mampu.gov.my

www.mampu.gov.my

www.malaysia.gov.my

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BERSAMA MELAKSANAKAN TRANSFORMASI