

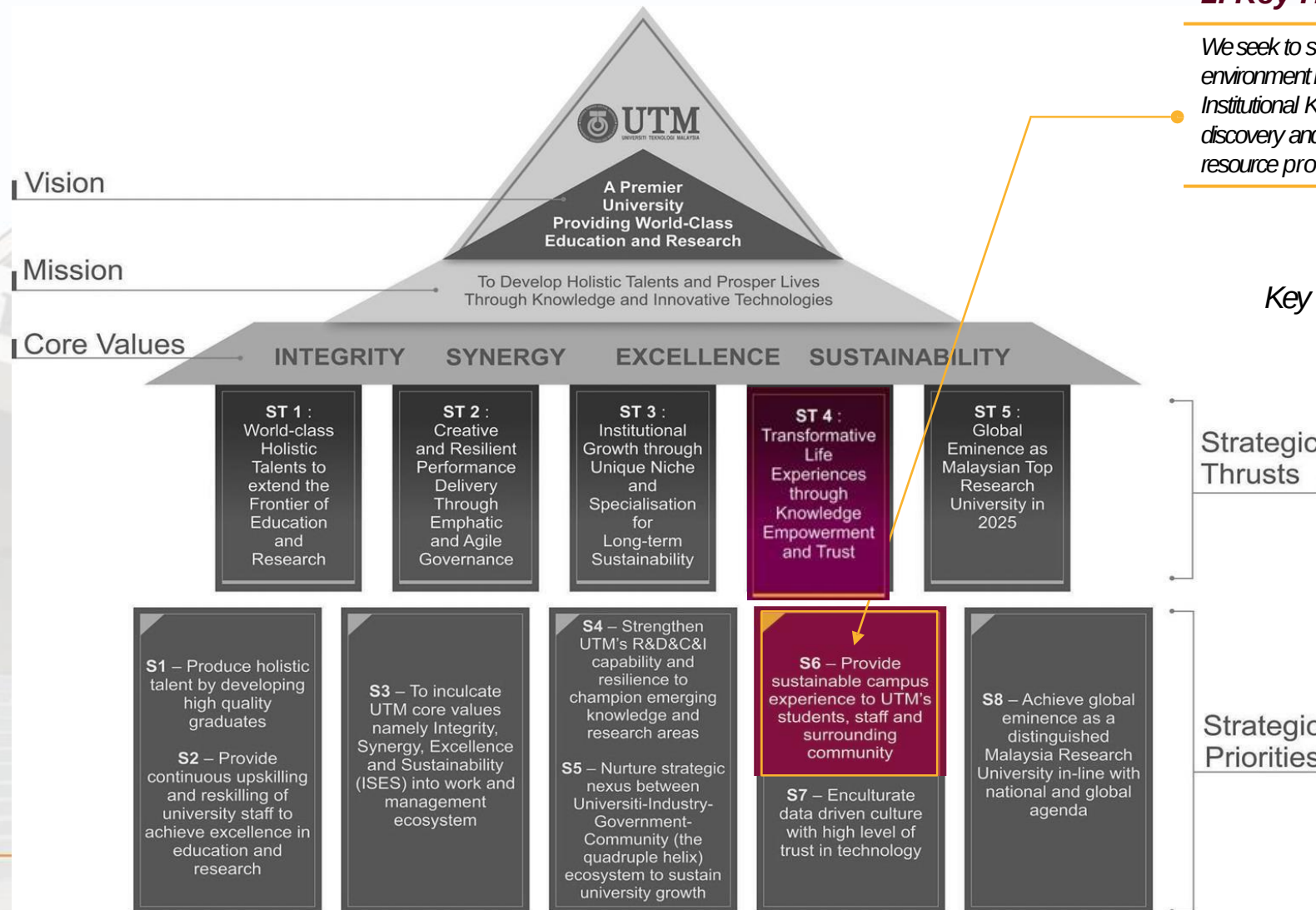


PELAPORAN PENCAPAIAN Q2 (APRIL - JUN)
PELAN TINDAKAN STRATEGIK:
ENVISION JABATAN PERPUSTAKAAN UTM 2025 PELAN
TINDAKAN 2025

BAHAGIAN ILMU PENGETAHUAN INSTITUSI
Key High Impact Result (KHIR)

1. KEY HIR Strategic Plan: enVision UTM 2025

Library's Focus in Action Plan 2025



1. Key High-Impact Results

We seek to support a future-learning environment by providing consolidated Institutional Knowledge to drive knowledge discovery and to enforce student-driven resource procurement.

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Key High-Impact Results
(Key HIRs)

1: Key High-Impact Results (KHIR)

The Action Plan for 2025

SP6 - Provide sustainable campus experience to UTM's students, staff and surrounding community

Key HIR

Future-ready, student-oriented library resources & facilities
Target: 85% of users satisfaction with the UTMiK system

The Plan

Customer Satisfaction on one-stop searching platform of UTM Institutional Knowledge (UTMIK)

OD: UTMiK (Institutional Knowledge) System is an integrated search system that merges four repository systems to enhance accessibility and utilization of institutional knowledge collection.

Action Plan incl. rollout initiatives (Q1)		Action Plan incl. rollout initiatives (Q2)		Action Plan incl. rollout initiatives (Q3)		Action Plan incl. rollout initiatives (Q4)	
1. System Development - Development of Institutional knowledge system a) Planning b) Analysis c) Design d) Implementation e) Testing & Maintenance 2. System Integration a) Platform Integration with LDAP & Library Management System (KOHA) 3. Data Migration - a) UTM Institutional Repository (UTM-IR), b) Document Management System (DMS), c) Research Data Management (RDM) d) UTM Lenses	35%	1. Data Migration - a. UTM Institutional Repository (UTM-IR), b. Document Management System (DMS), c. Research Data Management (RDM) & a. UTM Lenses2. 2. System Deployment a) User Acceptance Test (UAT) b) Final Acceptance Test (FAT) c) Fully functional – System (Go-live) 3. Promotion & Training a) Workshops and Training Sessions i) Library staff ii) Student , researcher & UTM staff b. Promotional campaign i. UTM's website, social media, email newsletters & etc c. User guides, FAQs, and video tutorials	35% (100% system complete)	1. User Satisfaction Survey a) Preparation b) Distribution c) Analysis Result	20% (85% satisfaction survey)	1. System Enhancements : Recommendation	10%

1: Achievement Key High-Impact Results (KHIR)

The Action Plan for 2025 SP6



SP6 - Provide sustainable campus experience to UTM's students, staff and surrounding community

Key HIR	Future-ready, student-oriented library resources & facilities Target: 85% of users satisfaction with the UTMIK system		
The Plan	Customer Satisfaction on one-stop searching platform of UTM Institutional Knowledge (UTMIK) OD: UTMIK (Institutional Knowledge) System is an integrated search system that merges four repository systems to enhance accessibility and utilization of institutional knowledge collection.		
Action Plan incl. rollout initiatives (Q1)		Achievement (Q1)	Justification
1. 1.Data Migration - a. UTM Institutional Repository (UTM-IR), b. Document Management System (DMS), c. Research Data Management (RDM) & a. UTM Lenses2. 2. System Deployment a) User Acceptance Test (UAT) b) Final Acceptance Test (FAT) c) Fully functional – System (Go-live) 3. Promotion & Training a) Workshops and Training Sessions i) Library staff ii) Student , researcher & UTM staff b. Promotional campaign i. UTM's website, social media, email newsletters & etc c. User guides, FAQs, and video tutorials	35% (100% system complete)	35% (100%)	Perincian bagi pelaporan pada Lampiran 1 yang terdapat pada Pelaporan Pencapaian Q2 (April – Jun) Pelan Tindakan Strategik Envision Jabtan Perpustakaan UTM 2025.

Bil.	Tindakan yang telah dilaksanakan	Tarikh	Keputusan
1.	Perbincangan Pembangunan Sistem UTMIK - Tindakan Susulan JK Semakan Data	8 April 2025	Permohonan Kebenaran Proses Gantian Kerja Lebih Masa diluluskan dan akan dimulakan pada April 2025.Keperluan peyediaan maklumat melibatkan module owner bagi persediaan perbincangan pada 10 April 2025.
2.	Perbincangan Pembangunan Sistem UTMIK - Report module Owner & Dashboard Module	10 April 2025	Perbincangan bagi perincian penyediaan draf penjaan laporan dan statistik bagi Report Module sistem UTMIK bersama Pustakawan kanan, Unit Sistem Aplikasi (SAT)
3.	Perbincangan lanjutan Report Module Owner & Dashboard Module Owner	15 April 2025	Perbincangan lanjutan Dashboard & Report modul owner & data bersama Pustakawan kanan, Unit Sistem Aplikasi (SAT).
4.	Mesyuarat Pelaporan bagi Universiti Teknologi Malaysia Institutional Knowledge (UTMIK) Repositori kepada Pengurusan JPUTM Bil.2/2025	16 April 2025	Pelaporan bagi Status terkini pelaporan perkembangan Repositori UTMIK sehingga 14 April 2025 kepada pengurusan JPUTM
5.	Perbincangan berkaitan Module Report, Dashboard AJK Induk, AJK Teknikal dengan pihak vendor	17 April 2025	Perbincangan cadangan input form , module report & Dashboard module telah dihantar kepada pihak vendor pada 17 April 2025.
6.	Kursus Sistem UTMIK - Technical Training and UAT for UTM IK (UTM JB)	7 Mei 2025	Sesi pagi : Pustakawan di PSZ Sesi petang: Super Admin, Admin dan User Module
7.	Kursus Sistem UTMIK - Dspace CRIS Training Syllabus for UTM IK (UTM JB)	8 Mei 2025	i.Melibatkan Super Admin, Admin dan User Module melibatkan staf yang terlibat dalam mengendalikan UTMIK Repositori ii.Perbincangan dan semakan antara pihak Super Admin, Admin dan User Module bersama pihak vendor mengikut laporan UAT yang telah disediakan oleh pihak vendor.

Bil.	Tindakan yang telah dilaksanakan	Tarikh	Keputusan
8.	Perbincangan Pengesahan UAT Sistem UTMIK	9 Mei 2025	i. Melibatkan Super Admin, Admin dan User Module melibatkan staf yang terlibat dalam mengendalikan UTMIK Repositori ii. Perbincangan dan semakan antara pihak AJK Induk UTMIK Repositori dan AJK Super Admin, Admin dan User Module bersama pihak vendor mengikut laporan UAT yang telah disediakan oleh pihak vendor.
9.	Penyediaan dan pengesahan bagi dokumen UTMIK CENTRALIZED REPOSITORY SYSTEM : USER ACCEPTANCE TEST SCRIPT oleh Jawatankuasa Induk.	15 Mei 2025	i. Penyediaan pengesahan dokumen UTMIK CENTRALIZED REPOSITORY SYSTEM : USER ACCEPTANCE TEST oleh Jawatankuasa Induk, Jawatankuasa Teknikal dan Jawatankuasa Semakan Data bagi UTM-IK Centralized Repository System. ii. Pihak Jawatankuasa Induk UTMIK CENTRALIZED REPOSITORY SYSTEM telah menyerahkan dokumen UTMIK CENTRALIZED REPOSITORY SYSTEM : USER ACCEPTANCE TEST kepada AJK Teknikal pada 15 Mei 2025 untuk tujuan proses pembayaran. Rujuk : Dokumen UTMIK CENTRALIZED REPOSITORY SYSTEM : USER ACCEPTANCE TEST . Nota: a. Pihak SAT telah menghantar UTMIK CENTRALIZED REPOSITORY SYSTEM : USER ACCEPTANCE TEST pada pihak Unit Kewangan pada 16 Mei 2025.
10.	Kursus Sistem UTMIK di UTMKL	20 Mei 2025	Melibatkan Pustakawan & User Module Pustakawan PSZ UTMKL
11.	Perbincangan penyediaan Templet bagi rekod UTMIK	10 Jun 2025	i. Perbincangan Jawatankuasa Induk dan Jawatankuasa Semakan Data bagi UTM-IK Centralized Repository System bagi penyediaan Templet bagi rekod kemasukan UTMIK ii. Pihak Jawatankuasa Induk telah menghantar 12 templete bagi rekod kemasukan data UTMIK kepada pihak vendor .

TERIMA KASIH



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