**Appendiks D**

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| **1.0 MAKLUMAT PROJEK** | | | | |
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| TAJUK PROJEK : | |  | | |
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| KOD SPP II / RUJUKAN FAIL : | |  | | |
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| PEMILIK PROJEK | |  | | |
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| PENGGUNA AKHIR : | |  | | |
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| SUMBER PERUNTUKAN : | |  | | |
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| PENGURUS PROGRAM : | |  | | |
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| PENGURUS PROJEK : | |  | | |
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| PEGAWAI PENGUASA : | |  | | |
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| WAKIL PEGAWAI PENGUASA: | |  | | |
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| PENGURUS RISIKO : | |  | | |
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| TARIKH KELULUSAN PROJEK: | |  | | |
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| TARIKH JANGKA SIAP PROJEK : | |  | | |
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| KOS PROJEK DILULUSKAN: | |  | | |
|  | |  |  | |
| JENIS PEROLEHAN : | | TENDER TERBUKA / TENDER TERHAD / RUNDINGAN TERUS | | |
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| KAEDAH PELAKSANAAN | |  |  | |
|  | |  |  | |
| NAMA KONTRAKTOR : | |  | | |
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| ALAMAT KONTRAKTOR : | |  | | |
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| NAMA PERUNDING ARKITEK : | |  | | | |
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| ALAMAT PERUNDING ARKITEK : | |  | | | |
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| NAMA PERUNDING C&S : | |  | | | |
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| ALAMAT PERUNDING C&S : | |  | | | |
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| NAMA PERUNDING M&E : | |  | | | |
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| ALAMAT PERUNDING M&E : | |  | | | |
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| NAMA PERUNDING QS : | |  | | | |
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| ALAMAT PERUNDING QS : | |  | | | |
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| NAMA PERUNDING LAIN - LAIN : | | - | | | |
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| ALAMAT PERUNDING LAIN - LAIN : | | - | | | |
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| Perlu Bengkel? | |  | | | Ya |
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|  | |  | | | Tidak |

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| **2.0 BENGKEL PENGURUSAN RISIKO** | | | | | |
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| TARIKH BENGKEL : |  |  | | | |
|  |  |  | |  |  |
| LOKASI : |  |  | | | |
|  |  |  | |  |  |
| ORGANISASI YG MENYERTAI BENGKEL : | 1. |  | | | |
|  | 2. |  | | | |
|  | 3. |  | | | |
|  | 4. |  | | | |
|  | 5. |  | | | |
|  | 6. |  | | | |
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|  | 9. |  | | | |
|  | 10. |  | | | |
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| BILANGAN PESERTA : |  |  | | | |
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| BILANGAN PENCERAMAH/FASILITATOR : |  |  | | | |
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| ANGGARAN KOS BENGKEL : |  |  | | | |
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| PUNCA PEMBIAYAAN BENGKEL : |  |  | | | |
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| FASA SEMASA PROJEK : |  |  | | | |
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| ISU-ISU SEMASA PROJEK : | 1. |  | | | |
|  | 2. |  | | | |
|  | 3. |  | | | |
|  | 4. |  | | | |
|  | 5. |  | | | |
|  | 6. |  | | | |
|  | 7. |  | | | |
|  | 8. |  | | | |
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| PELAN PENJADUALAN KERJA : |  | GANTT CHART/MICROSOFT PROJECT / LAIN-LAIN………………….. | | | |
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| SENARAI PERALATAN YANG PERLU DAN |  | 1. KOMPUTER RIBA |  | | bil |
| BILANGAN : |  | 2. PROJEKTOR LCD |  | | bil |
|  |  | 3. SKRIN PROJEKTOR |  | | bil |
|  |  | 4. CARTA FLIP *(FLIPBOARD)* |  | | bil |
|  |  | 5. MIKROFON WAYARLES |  | | bil |
|  |  | 6. SISTEM PEMBESAR SUARA |  | | bil |
|  |  | 7. *LASER POINTER* |  | | bil |
|  |  | 8. …………………………. |  | | bil |
|  |  | 9. …………………………. |  | | bil |

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| **3.0 PEMANTAUAN DAN PELAPORAN** | | |
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| **3.1 PELAN PENGURUSAN RISIKO** |  |  |
|  |  |  |
| TARIKH MESYUARAT AWALAN |  |  |
| KAJISEMULA RISIKO : |  |  |
|  |  |  |
| TARIKH KELULUSAN PPR : |  |  |
|  |  |  |
| TARIKH EDARAN DAFTAR RISIKO : |  | |
|  |  |  |
| **3.2 KAEDAH PEMANTAUAN & MAKLUMBALAS** | |  |
|  |  |  |
|  | 1. MESYUARAT TAPAK PROJEK |  |
|  | 2. MESYUARAT SUSULAN KAJI SEMULA RISIKO |  |
|  | 3. MESYUARAT TEKNIKAL PROJEK |  |
|  | 4. E-MAIL |  |
|  | 4. LAIN-LAIN ……………………………………………. |  |
|  | *Sila tanda* √ *pada kaedah yang digunapakai* |  |
| **3.3 PELAPORAN** |  |  |
|  |  |  |
| LAPORAN STATUS RISIKO : | BULANAN / DUA BULAN SEKALI / TIGA BULAN SEKALI |  |
|  |  |  |
| TARIKH LAPORAN AKHIR RISIKO : |  |  |
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| PEGAWAI PELAPOR : |  |  |
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| PEGAWAI YG MENGESAHKAN : |  |  |
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| **4.0 KELULUSAN** | | |
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| Disediakan oleh |  |  |
| Pengurus Projek : |  |  |
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|  |  |  |
| Diluluskan oleh |  |  |
| Pengurus Program / Pengarah : |  |  |
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| Tarikh : |  | |
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