Kick Off Meeting Document Management System

11 Juli 2019

Agenda

- Scope
- Timeline
- Organisasi proyek
- Metode komunikasi
- Governance

Scope (web)

NI.	No. 11 and 12
No	Items
1	Dokumen management pada setiap level flow pekerjaan di SITAC : - KOM SITAC - Survey - BAP - TSA - BAK - IW - RFC - BAST 1 - BAST 2
2	Dokumen management pada setiap level flow pekerjaan di CME : - KOM CME - Foundation - Tower Erection - M & E - PLN - RFI - BAST 1 - BAST 2
3	Integrasi dengan aplikasi dan sistem surrounding : - SSO - Master Database - Invoicing - Quality Audit - Tower Database - Site Occupancy - WBS Generator - Online IRO / BAF Approval
4	Role management
5	Dashboard Reporting - Progress rate - Aging - Backlog - Cost report
6	Pembuatan API untuk integrasi dengan mobile Apps

Scope (mobile)

No	Items
1	Dokumen management pada SITAC - Pada sebagian level SITAC
2	Document management pada CME - Pada sebagian level CME
3	Digital signature
4	Geo tagging & geo fencing
5	Waspang Satisfactory survey

Timeline

No	Item Pekerjaan		M1				M2				M3				M4			
		W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	W16	
1	Assesment																	
	Wawancara user																	
	Pembuatan dokumen Business Requirement																	
	Pembuatan dokumen SRS																	
	Document signoff																	
2	Web Development																	
	Database design																	
	Mockup development																	
	Rest - API																	
	Document management																	
	User Management																	
	LDAP login integration																	
	Site-id integration																	
	Vendor-id integration																	
	Survey Management																	
	Dashboard																	
3	Mobile Development																	
	Document management																	
	Digital signature																	
	Survey management																	
	Geotagging & geofencing																	
4	Testing																	
5	Deployment																	
6	Training																	
7	BAST																	

Organisasi Proyek

Project Manager

Team Leader / System Analyst

DBA

Developer

Web Design

QA / Tester

Project Admin

Dodi Maryanto

Firda

Swarna Restu

Erwin Wiguna, Abdul Kholik, Adam, Ahmad

Wijaya Kusuma

Eriawan

Iwa Kustiwa

Metode Komunikasi

- Weekly report
 - Document report
 - Meeting via online conference
- Monthly meeting
 - Demo / progress update

Governance

- Project Management Report
 - S Curve

Deliverables

- Source code
- Dokumentasi
 - Business Requirement
 - Software Requirement Specification
 - Software Architecure Design
 - Implementation Guide
 - UAT Script
 - Tranining Document (Administrator & User)