

Kick Off Meeting Document Management System

11 Juli 2019

Agenda

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

Scope (web)

No	Items
1	Dokumen management pada setiap level flow pekerjaan di SITAC : <ul style="list-style-type: none">- KOM SITAC- Survey- BAP- TSA- BAK- IW- RFC- BAST 1- BAST 2
2	Dokumen management pada setiap level flow pekerjaan di CME : <ul style="list-style-type: none">- KOM CME- Foundation- Tower Erection- M & E- PLN- RFI- BAST 1- BAST 2
3	Integrasi dengan aplikasi dan sistem surrounding : <ul style="list-style-type: none">- SSO- Master Database- Invoicing- Quality Audit- Tower Database- Site Occupancy- WBS Generator- Online IRO / BAF Approval
4	Role management
5	Dashboard Reporting <ul style="list-style-type: none">- 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

[illegible]

Organisasi Proyek

Project Manager	Dodi Maryanto
Team Leader / System Analyst	Firda
DBA	Swarna Restu
Developer	Erwin Wiguna, Abdul Kholik, Adam, Ahmad
Web Design	Wijaya Kusuma
QA / Tester	Eriawan
Project Admin	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)