# APLIKASI PENGAJUAN USULAN PELATIHAN DAN LPJ (SIPELITA)

*Sistem Informasi Pelaporan Latihan Kegiatan*

By: TEAM PBL TRPL-111

# Role of Team

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# Member Sharing and Contribution

**Muhammad Nabil Aditya Putera**

Motivate to team, analyze software requirements, vision and scope

**Aulia Cahya Lamira**

working on application wireframe

**Ivander Justine Savero**

Working on ui ux design

**Andi Hardiansya Permana**

working on use case diagram and use case scenarios

**Imel Valentina Parapat**

working on er diagram and data requirements

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perform project documentation

# General description of the software

## Description
SIPELITA stands for Activity Training Reporting Information System. This application simplifies the process for employees to submit training activity proposals and reports, while also making it easier for supervisors to receive, process, and assign statuses to the submitted proposals and reports.

## Purpose
The purpose of this training proposal and LPJ submission application is to facilitate the submission of training activity proposals and LPJ, as well as to prevent human error.

## Scope
1. The system is able to monitor information related to training proposal submissions and LPJ (accountability report) reporting.

2. The system makes it easy for employees to create and submit training proposals and LPJ reporting.

3. The system provides direct notification to employees regarding the status of training proposal submissions and LPJ reporting submitted.

4. The system provides direct notification to supervisors for each training proposal submission and LPJ reporting made by employees.

# functional Requirements.

| Nomor | Fungsional Requirements |
|-------|-------------------------|
| F001 | login User |
| F002 | Supervisor can Manage employee accounts, Create, Edit, Delete |
| F003 | Employees can submit training activity proposals. |
| F004 | The supervisor validates the training application submitted by the employee. |
| F005 | Employees view the status of training proposal submissions. |
| F006 | Employees can make LPJ reports. |
| F007 | Employees view the status of training proposal submissions. |
| F008 | Employees view the status of LPJ reporting. |
| F009 | Supervisors and Employees can review LPJ submissions and reporting. |

# Non-functional Requirements.

| Criteria | Parameters |
| --- | --- |
| Availability | The system must be able to run 24 hours a day to respond directly. |
| Security | The app applies encryption to LPJ application data and user identities, to prevent data leaks, and adds captcha codes to protect websites from spam, as well as limiting passwords to a minimum of 6 characters. |
| Responsive | Apps should be responsive across multiple devices (desktop, tablet, mobile) and provide a fast and efficient user experience. |
| Announcement | Whenever there is a new submission and report, the system must send an automatic notification through the application to the relevant supervisor to ensure they are immediately aware of any submissions that need to be followed up. |
| Ergonomics | The app is easy to use by app users. |
| Language | Bahasa Indonesia. |

# UseCase Diagram.
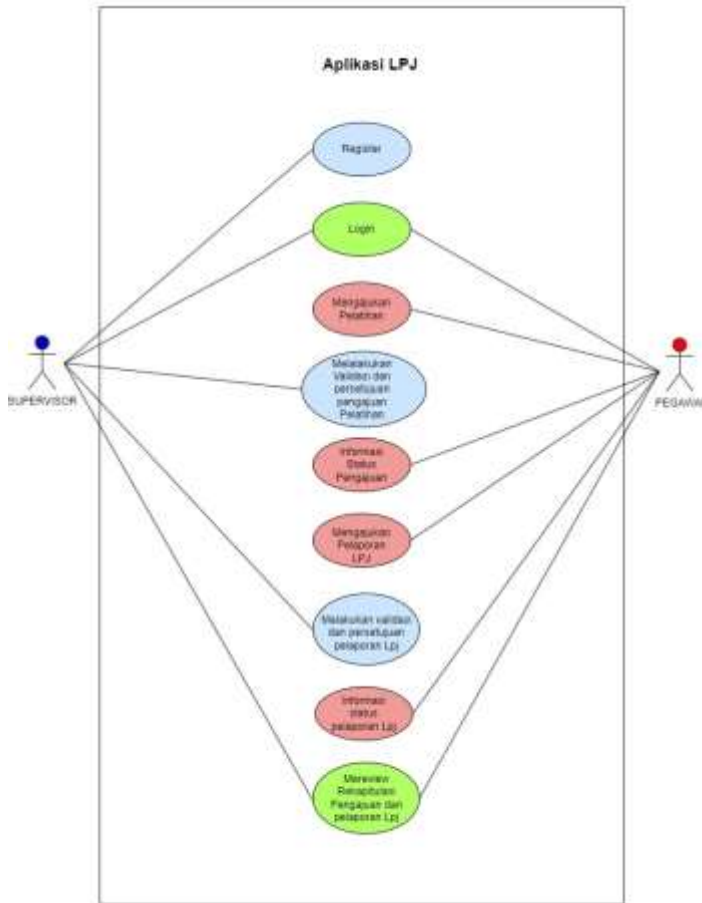


1. Register: The process of registering a new user to create an account in the system. supervisor will enter data (such as NIP, Username, Email, Password). After successful registration, Employees can access the Application

2. Login: The login process is carried out by registered employees to access the system by entering their Username and Password.

3. Submitting of training Proposal: Employees submit of training proposal submissions, submission forms containing Institutions / Institutions, Study Programs, Departments, Participant Names, Places/Addresses, Activity dates, Activity Completion Date, Source of Funds (Virtual Account), Competencies, Targets to be Achieved After the LPJ is submitted, the system will save it for validation by the Supervisor

4. Validating and Approving of training proposal Submissions: The Validation and Approval Process for training proposal Submissions involves the Supervisor to examine and validate the training proposal submitted by the Employee.

5. Training Submission Status Information: The Training Submission Status Information process can be viewed by employees from the training submissions they make. Employees can monitor whether the application is being processed, approved, or rejected.

# UseCase Diagram.
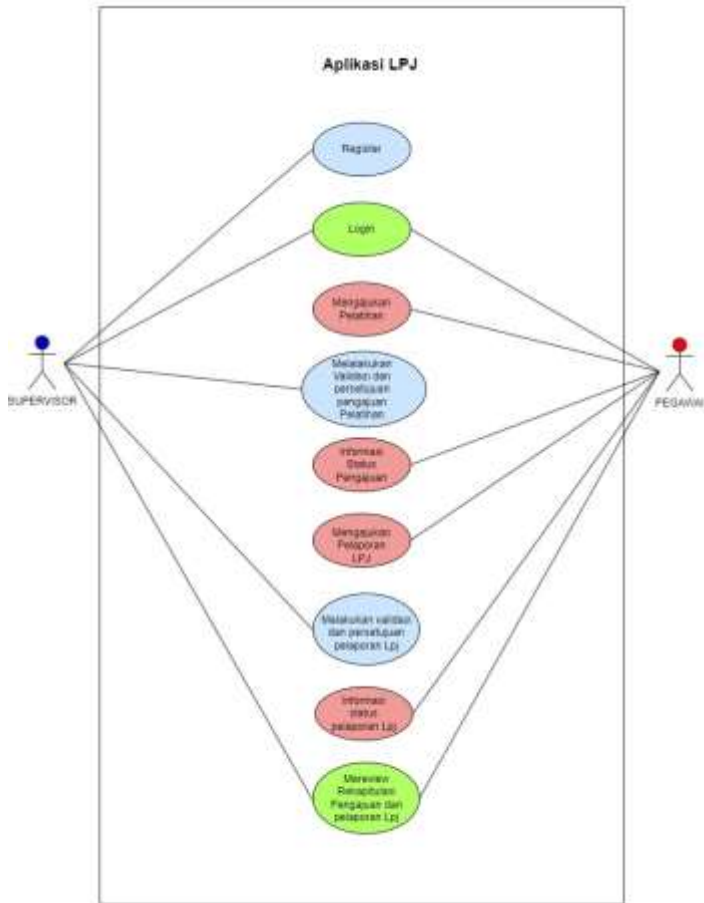


6. Submitting LPJ Reporting: The process of submitting LPJ reporting, employees can fill out the reporting form and upload physical evidence. The submission of the LPJ goes through the validation or approval process that has been carried out by the Supervisor in the Submission of the LPJ.

7. Validating and Approving LPJ: The LPJ Submission Validation and Approval Process involves the Supervisor to check and validate the LPJ submitted by the Employee.

8. LPJ Reporting Status Information: The LPJ Reporting Status Information process can be seen by employees from the reporting they do. Employees can monitor whether applications are being processed, approved, or rejected

9. Review the Recapitulation of Submission and Reporting of LPJ: The process of reviewing the Recapitulation of Submission and Reporting of LPJ is carried out by Supervisors and Employees to see a summary or recapitulation of all submission and reporting of LPJ.

# ER Diagram.
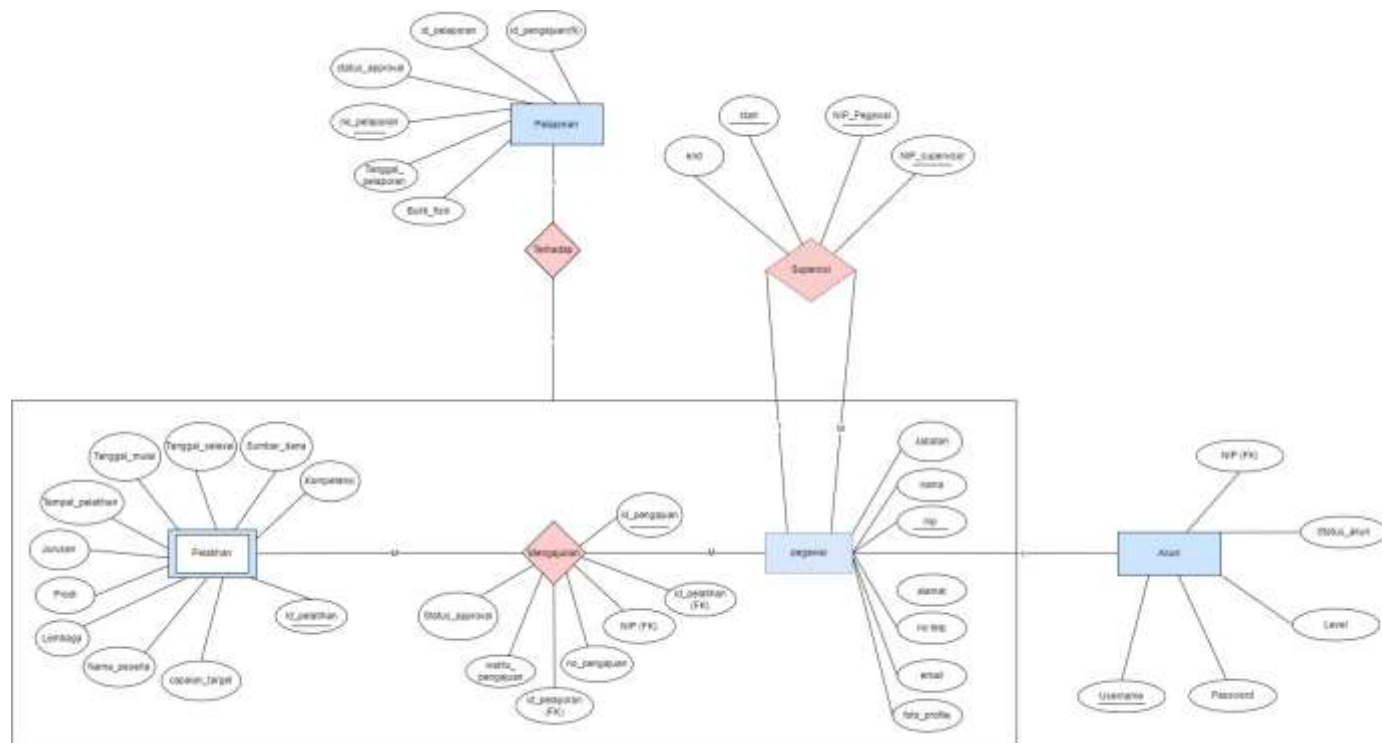
# Structure Table.

| Table Name | : | t_akun | | | |
|---|---|---|---|---|---|
| **Primary Key** | : | Username | | | |
| **Foreign Key** | : | NIP | | | |
| **Table Structure** | : | Name | Type | Long | Description |
| | | Username | Varchar | 50 | Employee Username |
| | | NIP | integer | 11 | NIP Number is the Official Identity of Employees |
| | | Email | varchar | 20 | Official Employee Email |
| | | Password | varchar | 20 | Password |

# Structure Table.

| Table Name | | : | t_pegawai | | | |
|---|---|---|---|---|---|---|
| Primary Key | | : | NIP_pegawai | | | |
| Foreign Key | | : | None | | | |
| Table Structure | | : | Name | Type | Long | Description |
| | | | NIP | integer | 11 | NIP Number is the Official Identity of Employees |
| | | | Name | varchar | 20 | Employee Username |
| | | | Position | varchar | 10 | Employee Positions in Companies |
| | | | Address | Text | | Officer's Address |
| | | | No_telp | integer | 12 | From telp pegawai |
| | | | Email | varchar | 20 | Official Employee Email |
| | | | Foto_Profile | Blob | | Employee Profile Photos |

# Structure Table.

| Table name | : | t_supervisi | | | |
|---|---|---|---|---|---|
| Primary Key | : | NIP_supervisor, NIP_pegawai, Start | | | |
| Foreign Key | : | None | | | |
| Structure Table | : | Name | Type | Long | Description |
| | | NIP_supervisor | integer | 11 | NIP Number is the Supervisor's Official Identity |
| | | NIP_pegawai | integer | 11 | NIP Number is the Official Identity of Employees |
| | | start | date | | Start is the first date of work |
| | | end | date | | End forgets the working end date |

# Structure Table.

| Table name | : | t_Pengajuan | | | |
|---|---|---|---|---|---|
| Primary Key | : | id_Pengajuan | | | |
| Foreign Key | : | NIP, id_pelatihan, no_pelaporan | | | |
| Structure Table | : | Name | Type | Long | Description |
| | | id_pengajuan | int | 100 | The submission ID is the primary key on the submission table |
| | | no_pengajuan | int | 100 | The submission number is the number of a submission submitted |
| | | waktu_pengajuan | datetime | | Submission time |
| | | NIP | int | 11 | NIP Number is the Official Identity of Employees |
| | | id_pelatihan | int | 100 | The activity ID is a foreign key taken from the activity table |
| | | no_pelaporan | int | 100 | The reporting number is a foreign key taken from the reporting table |
| | | status_approval | Bolean | | Approval status is the status of the submission and report submitted, whether rejected or accepted |

# Structure Table.

| Name Table | : | t_pelatihan | | | |
|---|---|---|---|---|---|
| Primary Key | : | id_pelatihan | | | |
| Foreign Key | : | None | | | |
| Structure Table | : | Name | Tipe | Panjang | Description |
| | | id_pelatihan | int | 100 | id_pelatihan is the primary key of the activity table |
| | | jenis_pelatihan | varchar | 20 | Types of training that employees will propose |
| | | lembaga | varchar | 20 | institutions that conduct training |
| | | prodi | varchar | 20 | Division Programs |
| | | jurusan | varchar | 20 | Department |
| | | tempat_pelatihan | text | | Where the activity is carried out |
| | | tanggal_mulai | date | | Activity start date |
| | | tanggal_selesai | date | | Activity Completion Date |
| | | sumber_dana | text | | Source of funds / virtual account |
| | | nama_peserta | varchar | 20 | Participants who participated in the activity |
| | | kompetensi | varchar | 20 | Expertise Competencies |
| | | capaian_target | text | | Description of targets to be achieved |

# Structure Table.

| Name Table | : | t_Pelaporan | | | |
|---|---|---|---|---|---|
| Primary Key | : | Id_pelaporan | | | |
| Foreign Key | : | id_pengajuan  id_pelatihan | | | |
| Structure Table | : | Name | Type | Long | Description |
| | | NIP | int | 11 | NIP Number is the Official Identity of Employees |
| | | Bukti_Fisik | Blob | | Letters/evidence attached to the Reporting |
| | | Tanggal_Pelaporan | date | | Date the Employee submits the Report |
| | | Id_pelaporan | int | 100 | The reporting ID is the primary key of the reporting table |
| | | status_approval | Bolean | | Approval status is the status of the submission and report submitted, whether rejected or accepted |
| | | Id_pengajuan | int | 100 | The submission id is the foregn key taken from the submission table |

# Obstacle Faced

## Constraints

1. we had difficulty understanding the communication between our team and the project manager, and differences of opinion

2. the constraints on the team, most of this team are beginners who do not understand about making applications,

3. limited project completion time

## Solutions

1. for the solution we can schedule guidance with the project manager, and communicate more often with the project manager,

2. we also study in groups so that we can share knowledge

3. set work priorities