PROJECT CHARTER

Project Name: Final Project Dependency Free Information System	**Project Number: 01**
Date: 13 September 2024	**Revision Number: 02**

1. PROJECT DESCRIPTION

SIBATTA (Sistem Informasi Bebas Tanggungan Tugas Akhir) This project aims to implement a system where final-year students (D3, D4, and S2) of Politeknik Negeri Malang (Polinema) can upload their final project reports (Laporan Akhir, Skripsi, Tesis) to the Polinema Library website. The system should automate the submission process, validate file completeness, verify student debt obligations (such as book loans), and issue a "Surat Keterangan Bebas Tanggungan" (Clearance Letter) once all requirements are fulfilled. This will enable the student to obtain their diploma, transcripts, and SKPI (Surat Keterangan Pendamping Ijazah).

2. FEATURE PLAN

File Upload Feature:

- Allow students to upload PDF files of their final projects.
- Files should include the necessary signature pages and originality statements.'

Form Submission:

- Student input form (name, student ID, project title, department).

Verification Process:

- System checks for book loans and other obligations.
- Automatic verification of uploaded file completeness.

Clearance Letter:

- Automatic issuance of a digital "Surat Keterangan Bebas Tanggungan" upon verification.

Notifications:

- Email notifications for successful file uploads and clearance.

Admin Interface:

- For library staff to manage submissions, check obligations, and verify projects.

3. ACTIVITY PLAN in 5 PHASES

1. Initiation Phase:

- Identify project objectives (Implementing a final project submission system).
- Form the project team (Developers, System Admins, Library Staff).
- Conduct stakeholder analysis (Library Staff, Students, Academic Departments).
- Draft Project Charter.

2. Planning Phase:

- Develop detailed project plan (timeline, resource allocation).
- Identify risks (system failure, student non-compliance, file format issues).
- Develop communication plan (updates via website and email).
- Design system architecture and technical specifications.

3. Execution Phase:

- Develop the system (user interface for file uploads, admin panel for verification).
- Conduct system testing (pilot testing with a few students and staff).
- Implement the system (deployment on the Polinema library website).

4. Monitoring & Control Phase:

- Monitor project progress (check system implementation and user feedback).
- Perform quality control (ensure system functionality and security).
- Manage changes (adjustments based on feedback, performance evaluations).

5. Closure Phase:

- Conduct final system testing and validation.
- Document project outcomes (system performance, user adoption).
- Conduct overall project evaluation (feedback from stakeholders).
- Officially close the project after evaluation.

4.   STAKEHOLDER IDENTIFICATION

Internal Stakeholders: These are individuals or groups directly involved in the project from within the organization, who influence or are influenced by the project.

1. **Library Staff (UPT Perpustakaan)**
   - **Role:** The primary users of the system who verify uploaded files, check student clearances, and issue the **Bebas Tanggungan** certificate.
   - **Engagement:** High involvement during the system execution and monitoring phases, as they perform daily operational tasks using the system.

2. **Academic Administration (Akademik & Kemahasiswaan)**
   - **Role:** Handles validation of academic-related tasks and ensures all academic requirements are fulfilled before a student can graduate.
   - **Engagement:** Involved in initial project planning and system design to ensure alignment with academic policies.

3. **IT Department / System Developers**
   - **Role:** Develop and maintain the system, ensuring functionality, security, and system performance.
   - **Engagement:** Fully engaged during all phases, from development, execution, testing, and system maintenance.

4. **Project Manager**
   - **Role:** Oversees the overall execution of the project, ensures timelines are met, and handles stakeholder communication.
   - **Engagement:** Highly involved in all stages of the project, from initiation to closure.

External Stakeholders: These are individuals or groups outside the organization that the project will impact or interact with indirectly.

1. **Students**
   - **Role:** The end users of the system who will upload their final projects, receive validation, and obtain the Bebas Tanggungan certificate.
   - **Engagement:** Engaged during the planning phase to understand system usability and ensure it meets their needs. They also provide feedback during the testing phase and use the system during the execution phase.

2. **Government/Accreditation Bodies**
   - **Role:** May require reports or documentation about the system's performance for academic audits or evaluations.
   - **Engagement:** Mostly involved during post-project evaluations or audits.

3. **External Auditors**
   - **Role:** May evaluate the system's compliance with legal or academic regulations.
   - **Engagement:** Only involved during auditing processes.

5. STAKEHOLDER ENGAGEMENT PLAN

1. Internal Stakeholders

A. Library Staff (UPT Perpustakaan)

- **Role:** Verify uploaded files and ensure students meet the requirements for the Bebas Tanggungan certificate.
- **Engagement Level: High**
- **Engagement Strategy:**
  - **Consultation:** Include library staff during system design to gather input on necessary verification features and file-checking workflows.
  - **Information:** Provide regular updates on system development and testing progress.

- ○ **Training:** Offer training sessions once the system is in the final stages of development to ensure they are familiar with the workflow.
- ○ **Feedback:** After system rollout, establish feedback loops to capture issues or process improvements.
- **Communication Channels:** Workshops, email updates, meetings, helpdesk.

B. Academic Administration (Akademik & Kemahasiswaan)

- **Role:** Responsible for the academic and administrative aspects of the student graduation process, including verifying student clearances.
- **Engagement Level: Medium**
- **Engagement Strategy:**
    - ○ **Consultation:** Include academic administration early in the project planning to ensure compliance with academic policies and graduation procedures.
    - ○ **Information Sharing:** Keep them updated on project milestones and system implementation timelines.
    - ○ **Collaboration:** Involve them during testing to confirm that the system aligns with academic clearance procedures.
- **Communication Channels:** Meetings, email reports, system demos.

C. IT Department / System Developers

- **Role:** Develop and maintain the system, ensuring all functionalities work as expected.
- **Engagement Level: High**
- **Engagement Strategy:**
    - ○ **Collaboration:** Involve the IT team throughout the project lifecycle, from planning and design to execution, testing, and maintenance.
    - ○ **Agile Meetings:** Regular scrums or meetings to track system development progress, manage issues, and ensure project milestones are met.
    - ○ **Feedback Loops:** Collect feedback from the IT team regarding system performance and necessary updates or fixes after the launch.
- **Communication Channels:** Project management tools (e.g., Jira, Trello), daily standups, email updates.

D. Project Manager

- **Role:** Oversees the entire project, manages timelines, resources, and communication between stakeholders.
- **Engagement Level: High**
- **Engagement Strategy:**

- ○ **Leadership:** Ensure all stakeholders are aligned with project goals and timelines.
  - ○ **Communication Management:** Facilitate regular updates and meetings with both internal and external stakeholders.
  - ○ **Risk Management:** Work closely with all teams to address risks and challenges as they arise.
- **Communication Channels:** Weekly meetings, status reports, project management software.

2. External Stakeholders

A. Students (End-Users)

- **Role:** Upload final project documents (Tugas Akhir) and complete the Bebas Tanggungan process.
- **Engagement Level: High**
- **Engagement Strategy:**
  - ○ **Information & Awareness:** Conduct a campaign to inform students about the system's purpose, its benefits, and the process for uploading their final projects.
  - ○ **User Training & Documentation:** Provide easy-to-understand user guides, video tutorials, and a helpdesk service to assist students during the system use.
  - ○ **Feedback Collection:** Use surveys or feedback forms after student interactions with the system to identify usability issues and areas for improvement.
- **Communication Channels:** University website, email notifications, social media, helpdesk, FAQs, user guides.
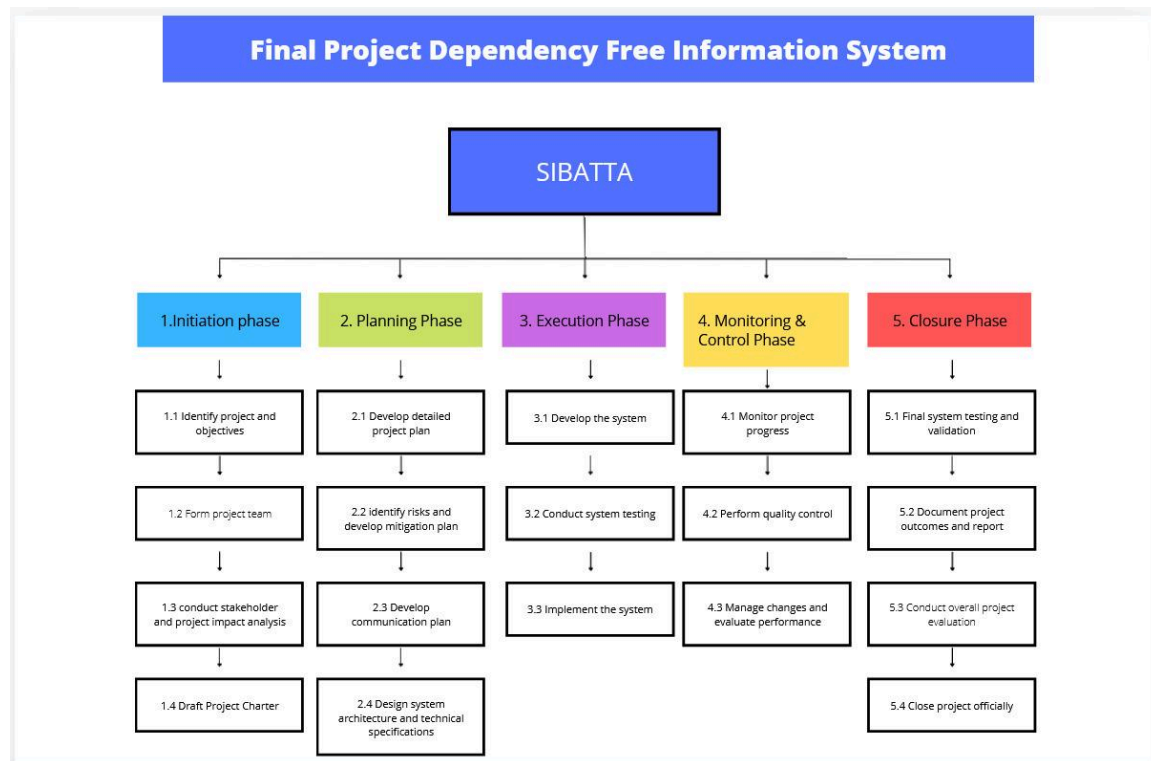
B. Government/Accreditation Bodies

- **Role:** Ensure the system meets academic and regulatory standards.
- **Engagement Level: Low**
- **Engagement Strategy:**
  - ○ **Compliance Reporting:** Ensure that periodic reports about the system's performance and compliance are sent to relevant bodies.
  - ○ **Information Sharing:** Keep them informed about any major updates to the system that might affect compliance or reporting.
- **Communication Channels:** Formal reports, audit meetings, compliance documentation.
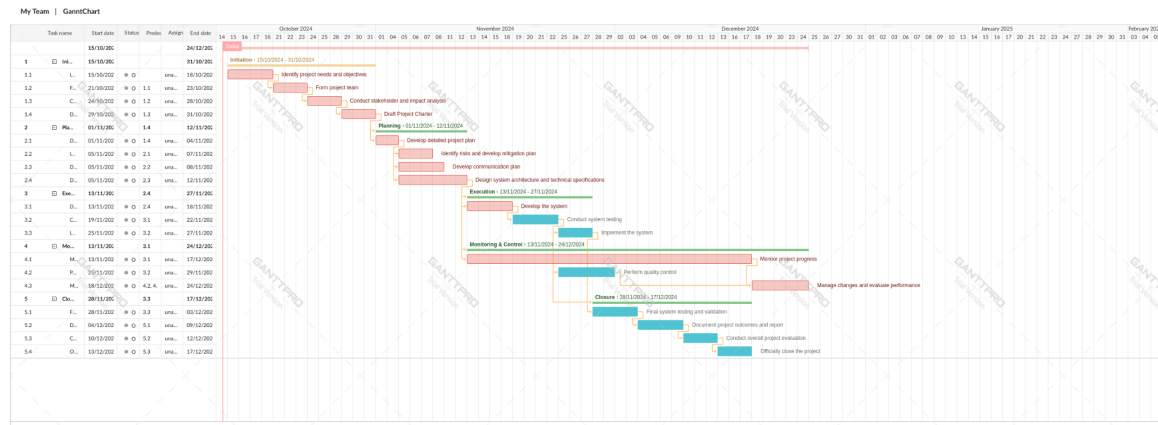
C. External Auditors

- **Role:** Conduct audits to ensure the system adheres to academic regulations and institutional standards.
- **Engagement Level: Medium**
- **Engagement Strategy:**

- ○ **Reporting:** Provide the necessary documentation and system access during audits to confirm the system's compliance.
  - ○ **Periodic Reviews:** Schedule periodic reviews and assessments of the system's performance, ensuring that it remains in line with external requirements.
- ● **Communication Channels:** Audit reports, compliance meetings.

- ● **WBS :**

Final Project Dependency Free Information System

SIBATTA

1.Initiation phase	2. Planning Phase	3. Execution Phase	4. Monitoring & Control Phase	5. Closure Phase
1.1 Identify project and objectives	2.1 Develop detailed project plan	3.1 Develop the system	4.1 Monitor project progress	5.1 Final system testing and validation
1.2 Form project team	2.2 identify risks and develop mitigation plan	3.2 Conduct system testing	4.2 Perform quality control	5.2 Document project outcomes and report
1.3 conduct stakeholder and project impact analysis	2.3 Develop communication plan	3.3 Implement the system	4.3 Manage changes and evaluate performance	5.3 Conduct overall project evaluation
1.4 Draft Project Charter	2.4 Design system architecture and technical specifications			5.4 Close project officially

- **Gantt Chart :**

Link gantt chart :
https://app.ganttpro.com/shared/token/92a5c05cfad317c4a85c1b7d2f497ae11ce
fc16873c5266bcb8a3383990193b6/1573266