



TATA KELOLA TI | KS141317

FINAL PROJECT TASKS

WEEK-10: PROJECT INITIATION

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Semester Genap 2016-2017

JURUSAN SISTEM INFORMASI
INSTITUT TEKNOLOGI SEPULUH NOPEMBER

SURABAYA
2017



FINAL PROJECT TASKS

| | | |
|--|---|---|
| Capaian Pembelajaran Mata Kuliah yang didukung | : | ⌘ [LO04] Mampu merancang Tata Kelola TI berdasarkan <i>best practice</i> |
| Sub Capaian Pembelajaran Mata Kuliah yang didukung | | ⌘ [SLO05] Menentukan langkah penyusunan dokumen Tata Kelola TI |
| | | ⌘ [SLO06] Menemukan <i>template</i> dokumen Tata Kelola TI |
| | | ⌘ [SLO07] Menyusun dokumen Tata Kelola TI |
| | | ⌘ [SLO08] Membangun dokumen Tata Kelola TI Perusahaan |
| Sumber Belajar | : | ✓ References on Last Year Project : WBS & Job Desc , uploaded via share.its.ac.id |
| | | ✓ References on Last Year Project : ITG Documentation , uploaded via share.its.ac.id |
| | | ✓ COBIT 5 Enabling Process . ISACA |

Project Descriptions

- **Purposes:** to implement the concept of IT Governance
- **Goals:** to ensure quality of IT Governance
- **Deliverables:** Final report (business report, A4 page format); contents including:
(i) executive summary; (ii) introduction; (iii) controls' mapping; (iv) document map; (v) ITG documentations (*acuan/rumusan kebijakan, pedoman & panduan, prosedur, formulir*)

Project Tasks

Your overall TASKS in the project include:

- 1) Understanding **the scope** of the project

In order to understand the scope of the project, you are obliged to:

- Open and read (*carefully*) COBIT 5 Enabling process, i.e. **domain, IT process** (process descriptions, process goals and metrics), and **key management practice** – KMP and the related **activities**) assigned to your group.

Links for group members:

- **TKTI A:** intip.in/KelompokTKTIA
- **TKTI C:** slepet.id/kelompoktkti
- **TKTI D:** <https://intip.in/TKTIDGroup/>



- Review several references from last year projects, i.e. WBS, job description, ITG Documentations – via share.its.ac.id
- 2) Determining **steps** to execute the project, i.e. *task/activities, allocated time and human resource*; Developing a WBS plan thereon
- ✓ Submit your group's WBS via OFFICE365 two days before next meeting!
 - ✓ Submission format:
WBS_FINALPROJECT_ITPROCESS_CLASS_GROUPNO.JPG **and**
e.g. WBS_FINALPROJECT_APODI_C_01.JPG
WBS_FINALPROJECT_ITPROCESS_CLASS_GROUPNO.MPP
e.g. WBS_FINALPROJECT_APODI_C_01.MPP
- 3) Understanding **the current condition** of the case study
- In order to get a clear picture of the current condition of the case study, you may:
- familiarize with the case study, e.g. *read the description on the case study*
 - conduct a desk/field observation regarding the current condition of the case study, i.e. *organization vision and missions, organizational chart*
- 4) Determining **the needs of control** based on scope
- ✓ Submit your group's control mapping via OFFICE365 two days before next meeting!
 - ✓ Submission format:
CONTROLMAPPING_FINALPROJECT_ITPROCESS_CLASS_GROUPNO.PDF
e.g. CONTROLMAPPING_FINALPROJECT_APODI_C_01.PDF
- 5) Determining **acuan/rumusan kebijakan** based on the needs of control
- ✓ Submit your group's *acuan/rumusan kebijakan* via OFFICE365 two days before next meeting!
 - ✓ Submission format:
ACUANKEBIJAKAN_FINALPROJECT_ITPROCESS_CLASS_GROUPNO.PDF
e.g. ACUANKEBIJAKAN_FINALPROJECT_APODI_C_01.PDF
- 6) Determining **pedoman&panduan** based on the needs of control
- ✓ Submit your group's *pedoman&panduan* via OFFICE365 two days before next meeting!
 - ✓ Submission format:
PEDOMAN&PANDUAN_FINALPROJECT_ITPROCESS_CLASS_GROUPNO.PDF
e.g. PEDOMAN&PANDUAN_FINALPROJECT_APODI_C_01.PDF



- 7) Determining **prosedur** based on the needs of control
- ✓ Submit your group's *prosedur* via OFFICE365 two days before next meeting!
 - ✓ Submission format:
PROSEDUR_FINALPROJECT_ITPROCESS_CLASS_GROUPNO.PDF
e.g. PROSEDUR_FINALPROJECT_AP001_C_01.PDF
- 8) Determining **formulir** based on the needs of control
- ✓ Submit your group's *formulir* via OFFICE365 two days before next meeting!
 - ✓ Submission format:
FORMULIR_FINALPROJECT_ITPROCESS_CLASS_GROUPNO.PDF
e.g. FORMULIR_FINALPROJECT_AP001_C_01.PDF

Project Timeline

Class C, D, A

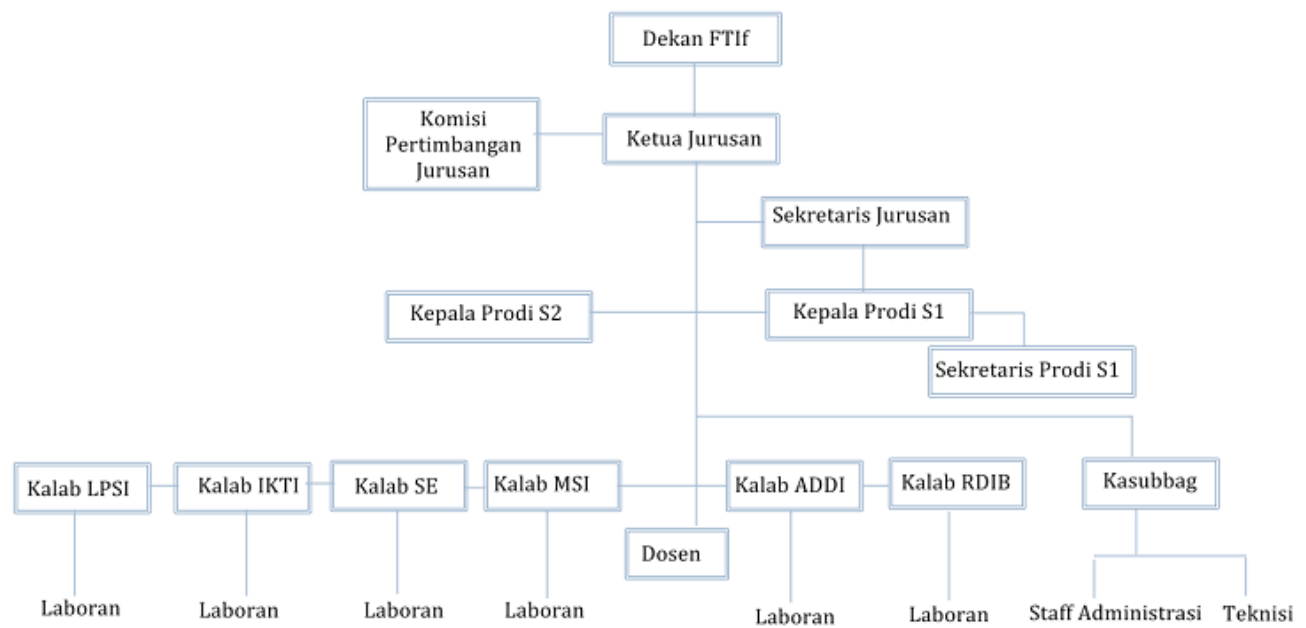
| Week 10 | Week 11 | Week 12 | Week 13 | Week 14 | Week 15 | Week 16 |
|----------|----------|---------|---------|---------|---------|--------------|
| Task 1-2 | Task 3-4 | Task 5 | Task 6 | Task 7 | Task 8 | Final report |

The final report shall be update per week according to its corresponding tasks. The submission is available via share.its.ac.id **before the weekly class begins.**

Information on the case study

Deskripsi Singkat (diadaptasi dari kasus nyata)

Jurusan Sistem Informasi ITS direncanakan untuk berpindah lokasi di sekitar Gedung LPPM ITS (belakang Gedung Perpus). Pemindahan lokasi tersebut direncanakan mulai dilakukan secara bertahap selama 2 (dua) tahun, yaitu: 2018-2019. Jurusan telah membentuk tim persiapan pemindahan lokasi yang terdiri dari 4 (empat) orang. Dalam tahap inisiasi, tim diminta untuk memapping ruangan eksisting di Jurusan Sistem Informasi dengan ruangan di lokasi baru untuk mengetahui apakah alokasi ruangan telah mencukupi. Selanjutnya, tim diminta untuk membuat rencana anggaran yang dibutuhkan untuk perpindahan lokasi.



Gambar 1. Struktur Organisasi Jurusan Sistem Informasi ITS