CIMB NIAGA

No:	009/MEMO/ITGPOIT/VIII/2023
To:	**All Project Managers**
Cc:	**Santori Malinton** – Head of Information Technology, Data Management & DPO
	Magdalena Gunardi – Head of OIT Office, Cost Management & Analytics
	Hendra Gunawan – Technology Program Management Head
	Nunu Hadiyatie – IT Business Analyst Head (Retail Business & Retail Ops)
	Carlos Godam Mandalora - IT Business Analyst Head (Non Retail Business, Non Retail Ops & Enablers)
	Ira Hasan – Budgeting and Capital Expenditure & Investment Management Head
From:	Firman Salim – IT Governance & Project Monitoring Control Head
Date:	15 Agustus 2023
Subject:	Ketentuan Sementara terkait Weekly IT Spending Review (WITS)

Dengan Hormat,

Sehubungan dengan pemangkasan birokrasi dan menyederhanakan proses *kick off* proyek, terdapat penyesuaian sebagai berikut:

1. *Kick off* dengan memo sirkulasi yang membutuhkan persetujuan dari *Operations & IT Director* untuk proyek dimulai dari TCO diatas 3 miliar Rupiah dan *Medium Risk*, maka persetujuan *Operations & IT Director* pada WITS dapat dilampirkan sebagai persetujuan *Operations & IT Director*. Persetujuan PSC member lainnya mengikuti ketentuan sesuai dengan Kebijakan Manajemen Proyek.

2. Jumlah biaya yang diajukan untuk persetujuan WITS harus sudah termasuk komponen pajak, dan jumlah biaya yang disetujui WITS harus sesuai dengan jumlah biaya yang diajukan untuk persetujuan *drawdown* melalui *business case*.

3. Saat ini ruang lingkup dan biaya untuk proyek dan CR sudah termasuk dalam agenda pembahasan WITS, dan untuk selanjutnya akan ditambahkan informasi *timeline*.

4. Adapun PSC *meeting* yang diadakan untuk penentuan vendor ataupun *project kick off* tetap sesuai dengan ketentuan PSC *quorum* yang tertera di Kebijakan Management Proyek.

Perubahan terkait proses persetujuan WITS ini mengikuti lampiran Matriks 6.3.2 Manajemen Proyek & CR TI dibawah ini.

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6.3.2 Matriks Manajemen Proyek & CR TI

Process			Activity	Proyek			CR		Deliverable	R	A	C	I
				SW Dev	SW Non Dev	Infra	SW Dev	SW Non Dev					
	Project Monitoring	Project Initiation	2.1 Mengisi DGCC *Triage*	SW Dev dan SW Non Dev			√		DGCC *Triage web-form (via Confluence)*	*Business Project Manager*	*Business/ Project Owner*	IT *Business Analyst*, IT *Development, Data Management*	*Data Owner, Data Steward*
			2.2 Penyusunan *Business Requirement Document* (BRD)	v			v		*Business Requirement* Document (BRD)	IT *Business Analyst/ PM (Infrastructure Technology)*	*Business Project Manager*, IT *Business Analyst/ PM (Infrastructure Technology)*	*Business Project Manager*, IT *Development*, IT ISM, *Cyber Security, Enterprise Architecture*	
			2.3 Memperoleh Rekomendasi IT *Recommendation* (ITR)	√		N/A			ITR MoM	IT *Business Analyst/ PM (Infrastructure Technology)*	ITR	TPM, IT SME	*Capital Investment Management*
		Project Planning	2.4 Penyusunan *Change Request Charter*	N/A			√		*Change Request Charter Document*	IT *Business Analyst, Business Project Manager*	*Business Project Manager, Business/ Project Owner*, IT *Business Analyst*, IT *Development*, SQA, *Cyber Security*	*Business Project Manager*, IT *Development*, IT ISM, SQA, *Cyber Security, Enterprise Architecture*	IT PMC
			2.5 Memperoleh Persetujuan WITS	√		If/A			MoM WITS	IT *Business Analyst/ PM (Infrastructure Technology)/ IT Development/ IT ISM*	WITS	TPM, IT SME	*Capital Investment Management*

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					Business Project Manager	Business/ Project Owner	TPM/IT Business Analyst	
Proses & Persetujuan Pengeluaran Biaya	Biaya < IDR 10 Bio	√	√	*Business Case*	*Business Project Manager*	*Business/ Project Owner*	TPM/IT *Business Analyst*	
	Biaya > IDR 10 Bio	v	N/A	*Technical Solution Description* (TSD & TSW)	*Enterprise Architecture,* TPM/ *PM (Infrastructure Technology)*	*Enterprise Architecture,* TPM/ *PM (Infrastructure Technology)*	*User/Project Owner/IT* SME/BCM	*Business Project Manager*
		v	N/A	*Business Case Justification* (BCJ & BCW)	*Business Project Manager*	*Project Owner*	TPM/ *PM (Infrastructure Technology)*	IT *Resource Manager*
Project Execution — 2.6 Mengadakan *Project Kick Off*		√	N/A	*Project Kickoff* MoM	*Business Project Manager*	*Business/ Project Owner*	TPM/ *PM (Infrastructure Technology)*	
Project Closure — 2.7 Melakukan *Post Implementation Review* (PIR)		If/A	If/A	*Post Implementation Review* (PIR)	*Business Project Manager*	*Business/ Project Owner*	TPM/IT *Business Analyst*	TPM, IT
2.8 Melakukan *Benefit Tracking*		If/A	If/A	*Benefit Tracking*	*Business Project Manager*	*Business/ Project Owner*	*Capital Investment Management, Compliance Management, Independent Reviewer (if needed)*	
2.9 Penyusunan *Project Closure*		√	If/A	*Project Closure*	*Business Project Manager*	*Business/ Project Owner*	*Capital Investment Management, Compliance Management, Independent Reviewer (if needed)*	If/A

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Ketentuan ini berlaku efektif dimulai dari 15 Agustus 2023. Dan untuk selanjutnya akan ditambahkan kedalam H.02.P.01.01 - *SOP IT Project Development Life Cycle*.

📎 (22 Aug 2023)

Firman Salim
IT Governance & Project Monitoring & Control Head

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Reviewed by:

Hendra Gunawan
Technology Program Management
Head
Date: 23 Aug 2023

Nunu Hadiyatie
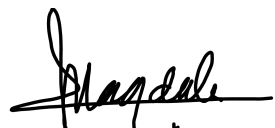IT Business Analyst Head (Retail
Business & Retail Ops)
Date: 23 Aug 2023

Carlos Godam Mandalora
IT Business Analyst Head (Non
Retail Business, Non Retail Ops &
Enablers)
Date: 31 Aug 2023

Sisca
RCU Technology & AAM Head
Date: 23 Aug 2023

Ira Hasan
Budgeting and Capital Expenditure
& Investment Management Head
Date: 31 Aug 2023

Magdalena Gunardi
Head of OIT Office, Cost
Management & Analytics
Date:

Approved by:

Santori Malinton
Head of Information Technology,
Data Management & DPO
Date: 11 Sep 2023

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