

Tanggal	Jam	PIC	Agenda	Detail Kegiatan	Stakeholder Involved
Minggu, 28 Agustus	20.00 - 03.00	All	Perjalanan team YK menuju Bojonegoro		
	04.00	All	Tiba di Hotel		
Senin, 29 Agustus	10.00	All	[CS] Site Visit		Bu Wiwik
	11.00	All	[CS] Initial Discussion	Penarikan aspirasi & penjabaran current conditions CS	Bu Wiwik
	12.00		Break		
	13.00	All	[CS] Documentation & Materials Preparation (Persiapan Materi Sosialisasi)	Persiapan dokumentasi terkait hasil analisis & diskusi untuk sosialisasi	
	14.00	All	[Manufacturing] Job Desc & KPI Interview	Pemahaman mengenai function day to day activities & issue mapping	Team Koordinator Manufacturing & Team Manufacturing: Premixing, Mixing, Rinsing & Fiding, Rilling & Capping, dan Strelizing, Vacuuming, Incubating, Labelling, Serializing, Aggregating, dan Packing Team
	16.00	All	[QA & QC] Site Visit	Penarikan aspirasi & penjabaran current conditions QA & QC	Bu Andri
	17.00	All	[QA & QC] Initial Discussion		
	17.00	All	[R&D] Initial Discussion	Penarikan aspirasi & penjabaran current conditions R&D	Bu Witny
	18.00	All	[R&D] Documentation & Materials Preparation	Persiapan dokumentasi terkait hasil analisis & diskusi	
	19.00	All	Internal Team Daily Update	Check point untuk masing-masing team member	
Selasa, 30 Agustus	08.20		Ko Steven berangkat ke BJN		
	09.00	MH	Introduction HR BJN	Melakukan perkenalan, menganalisis day to day activities, briefing adanya perubahan STO dan fungsi nama jabatan	- Ka Manda (Online) - Team HR BJN
	10.00	MH	Introduction IT BJN	Melakukan perkenalan, menganalisis day to day activities, briefing adanya perubahan STO dan fungsi nama jabatan	- Ka Manda (Online) - Team IT BJN
	11.00	AB	[Finance] Initial Discussion	Melakukan penarikan aspirasi & penjabaran current conditions Finance	- Bu Witny - Ko Steven
	11.00	AL, MH	[Creative & KOL] Initial Discussion	Melakukan perkenalan, menganalisis day to day activities, briefing adanya perubahan STO dan fungsi nama jabatan	- Bu Jen (Online) - Steffi - Ruth
	11.30	AL, MH	[Creative & KOL] Introduction	Melakukan perkenalan, menganalisis day to day activities, briefing adanya perubahan STO dan fungsi nama jabatan	Team Creative & KOL BJN: - Semua Team Creative & KOL BJN
	12.00		Break		
	13.00	AB	[Procurement] Initial Discussion	Penarikan aspirasi & penjabaran current conditions Procurement	Bu Witny
	14.00	AB	[Procurement] Job Desc & KPI Interview	Pemahaman mengenai function day to day activities & issue mapping	Team Procurement

	15.00	All	[Manufacturing] Site Visit		Pak William Kus
	15.14		Ko Steven Arrived di BJN		
	16.00	All	[Manufacturing] Initial Discussion	Penarikan aspirasi & penjabaran current conditions CS	Pak William Kus
	17.00	All	[Logistic & WH] Initial Discussion	Penarikan aspirasi & penjabaran current conditions Logistic & WH SBY BJN termasuk dengan Logistic Care	Bu Witny
	18.00	All	[QA & QC] Documentation & Materials Preparation 1	Persiapan dokumentasi terkait hasil analisis & diskusi	
	19.00	All	Internal Team Daily Update	Check point untuk masing-masing team member	
Rabu, 31 Agustus	09.00	All	[CS] Material Presentation (Sosialisasi)	Melakukan sosialisasi kepada CS terkait STO, KPI, Job Desc sekaligus Initial presentation Performance Appraisal for CS	- Bu Wiwik - Ka Manda - Ko Steven - Chris - Pak Edwin (Online) - Team YK - Team CS
	10.00	All			
	11.00	All	[R&D] Material Presentation (Sosialisasi)	Melakukan sosialisasi kepada CS terkait STO, KPI, Job Desc sekaligus Initial presentation Performance Appraisal for CS	- Bu Witny - Team R&D
	12.00		Break		
	13.00	AL & MH	[QA & QC] Materi Presentation	Initial presentation Performance KPI, Job Desc, & Appraisal for QA & QC	- Bu Andri - Ka Manda - Ko Steven - Chris - Pak Edwin (Online) - Team YK
	14.00	All	[Manufacturing] Job Desc & KPI Interview	Pemahaman mengenai function day to day activities & issue mapping	Team Koordinator Manufacturing & Team Manufacturing: Premixing, Mixing, Rinsing & Fiding, Rilling & Capping, dan Strelizing, Vacuuming, Incubating, Labelling, Serializing, Aggregating, dan Packing Team
	18.00	All	Internal Team Daily Update	Check point untuk masing-masing team member	
Kamis, 1 September	09.00	All	Material Prep		
	12.00		Break		
	13.00	All	Material Prep		
	17.00	All	Material Prep		

Jumat, 2 September	09.00	All	[Manufacturing] Material Presentation	Initial presentation Performance Appraisal for Operation & Manufacturing	<div>- Bu William Kus</div> <div>- Ka Manda</div> <div>- Ko Steven</div> <div>- Chris</div> <div>- Pak Edwin (Online)</div> <div>- Team YK</div>
	12.00		Break		
	13.00	AB	[Procurement] Sosialisasi Kebijakan & Process Business	Sosialisasi Kebijakan & Process Business untuk team Procurement	<div>- Bu Witny</div> <div>- Pak Wawan</div> <div>- Ka Manda</div> <div>- Ko Steven</div> <div>- Chris</div> <div>- Salsa (Online)</div> <div>- Pak Edwin (Online)</div> <div>- Team Procurement</div> <div>- Team YK</div>
	13.00	AL & MH	[Finance] Materi Presentation	Initial presentation Performance KPI, Job Desc, & Appraisal for Finance	<div>- Bu Witny</div> <div>- Ka Manda</div> <div>- Ko Steven</div> <div>- Chris</div> <div>- Pak Edwin (Online)</div> <div>- Team Finance</div>
	17.00		Internal Team Daily Update	Check point untuk masing-masing team member	
	19.30		Keberangkatan team YK ke JKT		