

Intranet Portal Project

Group Ajinomoto Indonesia

Integrasi Solutions

Version: 1.0

Letter number: 217/P/IS/05/2010

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AUTHOR	ARISTEJO	VERSION	1.0
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2 PUBLICATION DETAILS

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1.0	25 June 2010	Aristejo	Revision 1: Final Release

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Best Regards

Aristejo

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3 COMPANY PROFILE

3.1 CONTACT PERSON

Contact Person	
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Position	Solution Architect
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Fax	021-5711002
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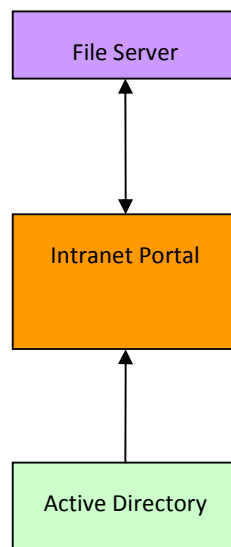
4 EXECUTIVE SUMMARY

4.1 OVERVIEW

Current intranet is now has many problems especially interms of LCD, notebook, and meeting room reservation. Its also quite defficult for each department to add r update sharing corporate information document because it is not accompanied by an adequate system.

New Intranet Portal will solve those problems.

4.1.1 Environment



There are 2 major entities related with Intranet Portal; Active Directory, and File Server.

Intranet portal will retrieve user identity (username, email, and password) from active directory. File server is storage to store file. Thsesse files will be manage and display through Intranet Portal. File management should be save / upload, and retrieve / download.

4.1.2 Functional

Intranet Portal should consist functional as follows:

- Booking meeting room
- Booking LCD and notebook
- Corporate information document
- Corporate news
- Corporate announcements
- Workflow for master data
- Thin client file server
- Search phone number extension

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- Corporate president message
- Search file and documents
- Department home page
- Link to several web application
- Reporting

4.1.3 Project Scheme

Project will be running in 2 phase.

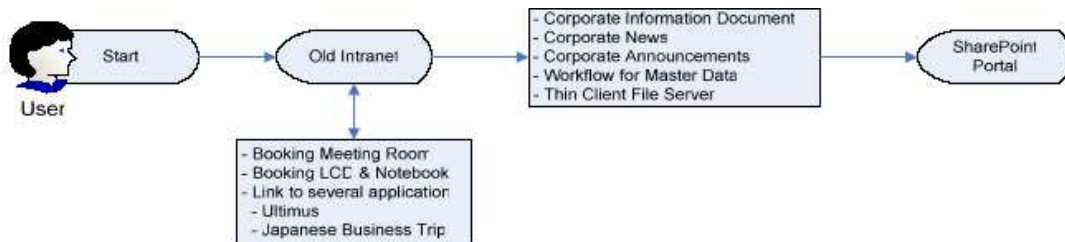
4.1.3.1 Phase 1

Delivery on this phase is consists as follows:

- Corporate news
- Corporate announcements
- Corporate information documents
- Workflow for master data
- Thin client file server

Ajinomoto will still use the old intranet portal for LCD, notebook and meeting room reservation and link to several applications. Hyperlink will be used to linking old intranet with new one.

Link to new intranet portal in old one should be developed by Ajinomoto.



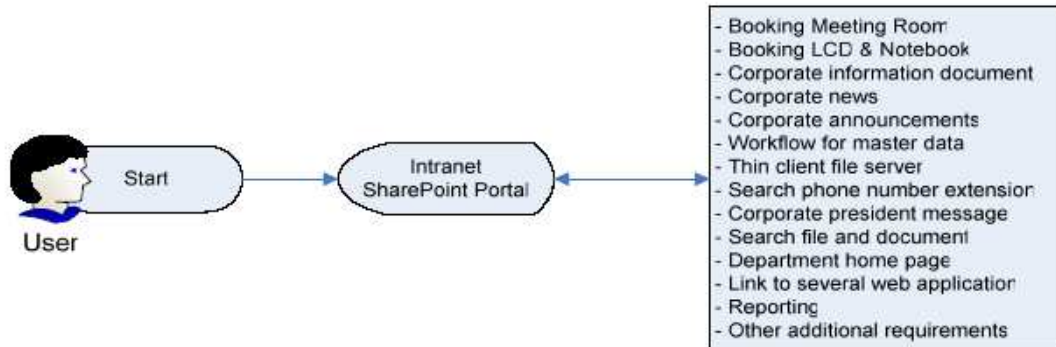
4.1.3.2 Phase 2

Delivery on this phase is consists as follows:

- Message from the President / CEO
- LCD, notebook, and meeting room reservation
- Calendar event
- Tasks
- FAQ's
- Projects overview
- Workflow / SOP overview
- Photo gallery
- Reporting

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In this phase, intranet is fully operated by sharepoint portal. Old intranet will be demoted.



4.2 PURPOSE OF SOLUTION

The purpose on the Intranet portal is as follows:

- Sharing corporate information documents
- Reservation: LCD, notebook, and meeting room

4.3 BENEFITS

- Support corporate daily work activities
- Securing sharing file server

4.4 SCOPE OF WORK

4.4.1 Include

- Building Intranet Portal using Sharepoint framework:
 - Department homepage
 - Corporate news
 - Corporate announcement
 - Message from President / CEO
 - Calendar event
 - Task
 - FAQ's
 - Project Overview
 - Photo Gallery
 - Link to applications. Assumption: 5 applications
- Building workflow for:
 - Update content
 - Master data (add and update)
 - File sharing
 - LCD Reservation
 - Notebook reservation
 - Meeting room reservation
- Building report:
 - LCD Reservation
 - Notebook reservation
 - Meeting room reservation
 - View page report
 - Project activity report
 - File server report

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4.4.2 Exclude

- Providing, installation and setting for hardware (server, network, etc.).
- Providing server, network, and any other licenses
- Providing, installation, and setting of operating system, database, and any other applications.
- Perform installation more than locations that written in this proposal.
- Perform installation and traning for any locations outside JABODETABEK.

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5 OVERALL DESIGN

Intranet Portal will develop using Sharepoint technology.

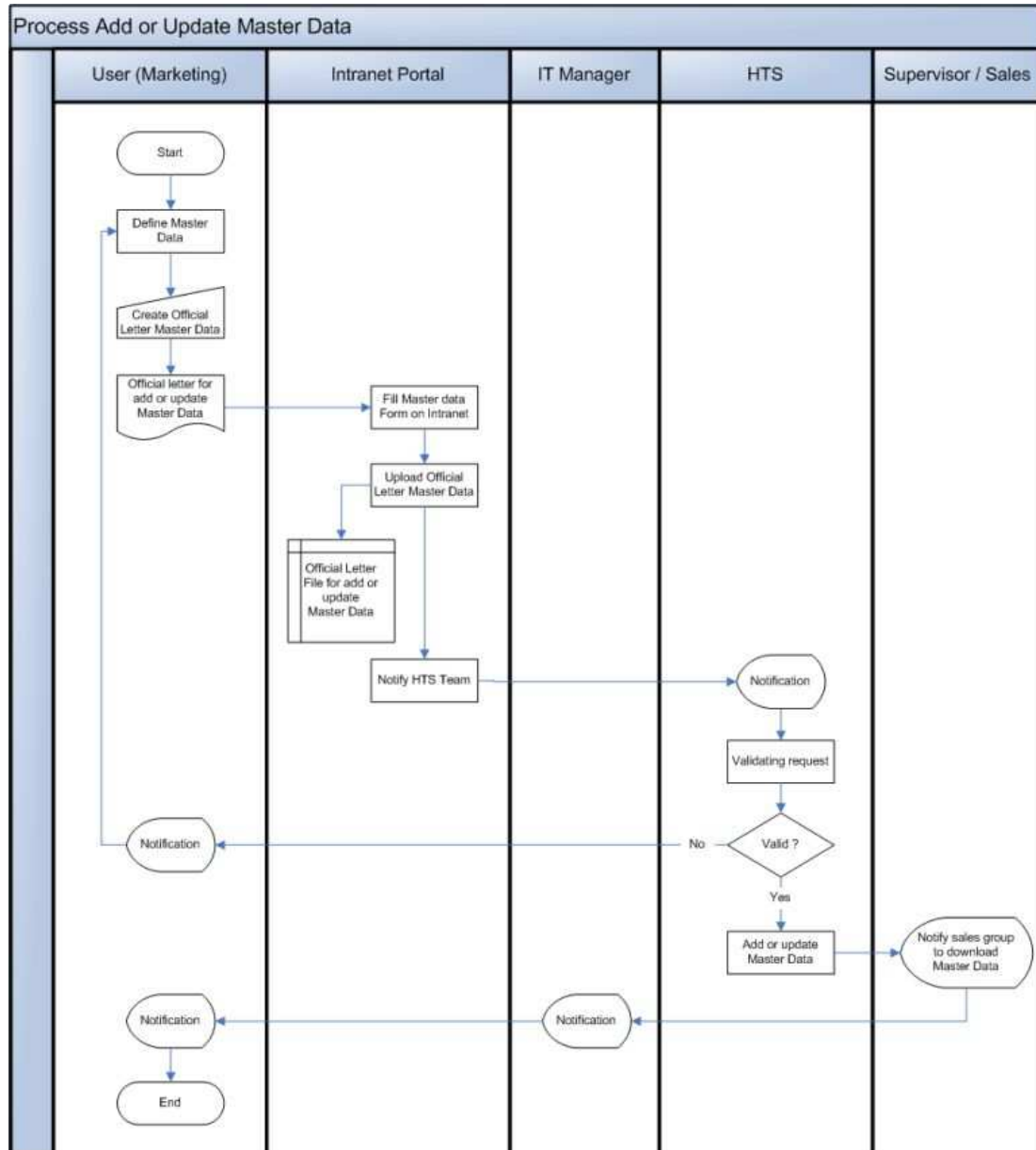
5.1 BUSINESS FLOW

All forms in workflow will use infopath. All workflow development will use waterfall methode as standard methode in sharepoint, therefore whenever reject has derived then process will be void with notification and user must repeat the process to reach approved status.



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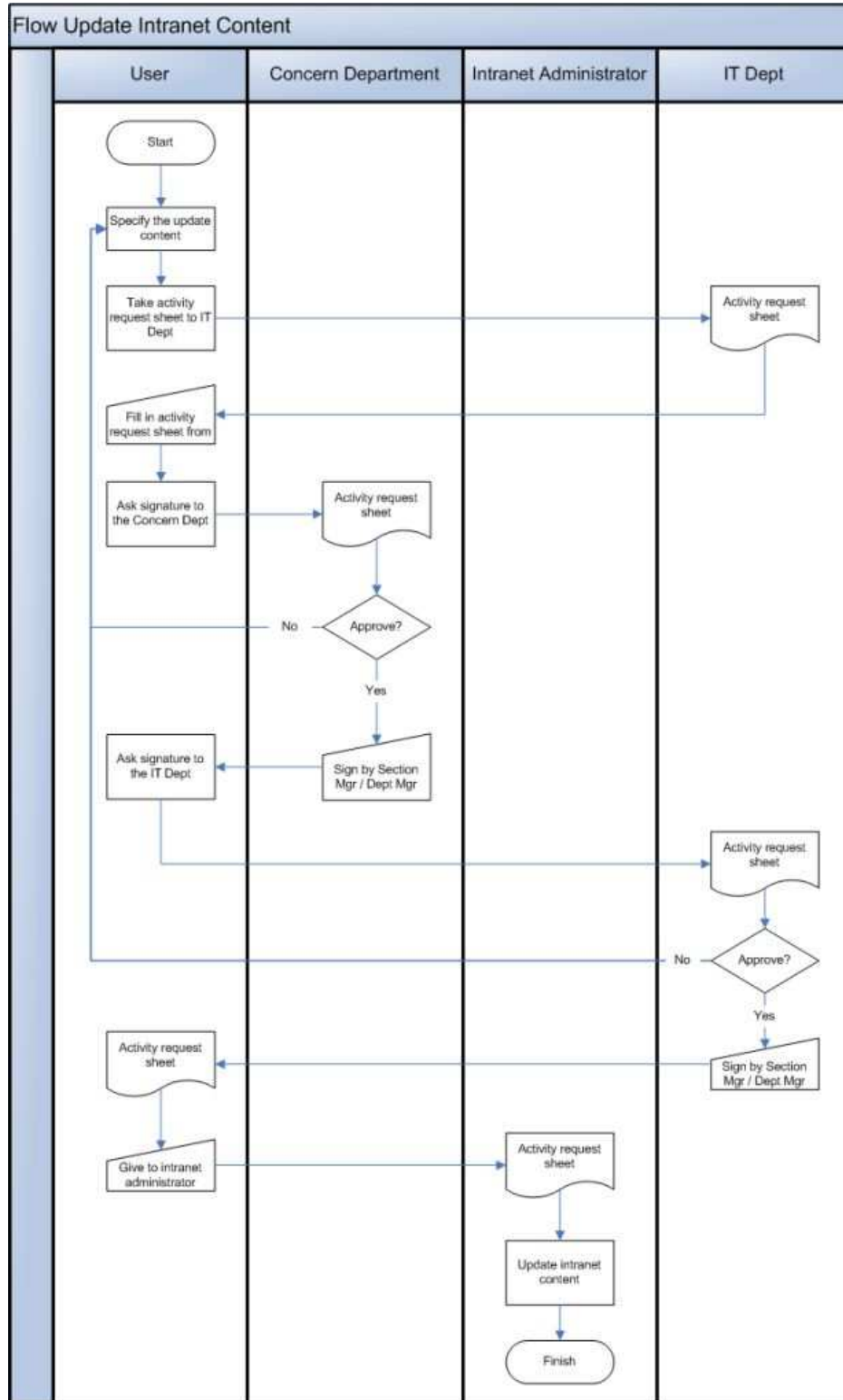
5.1.1 Workflow for Master Data (Add or Update)



5.1.2 Updating Intranet Content

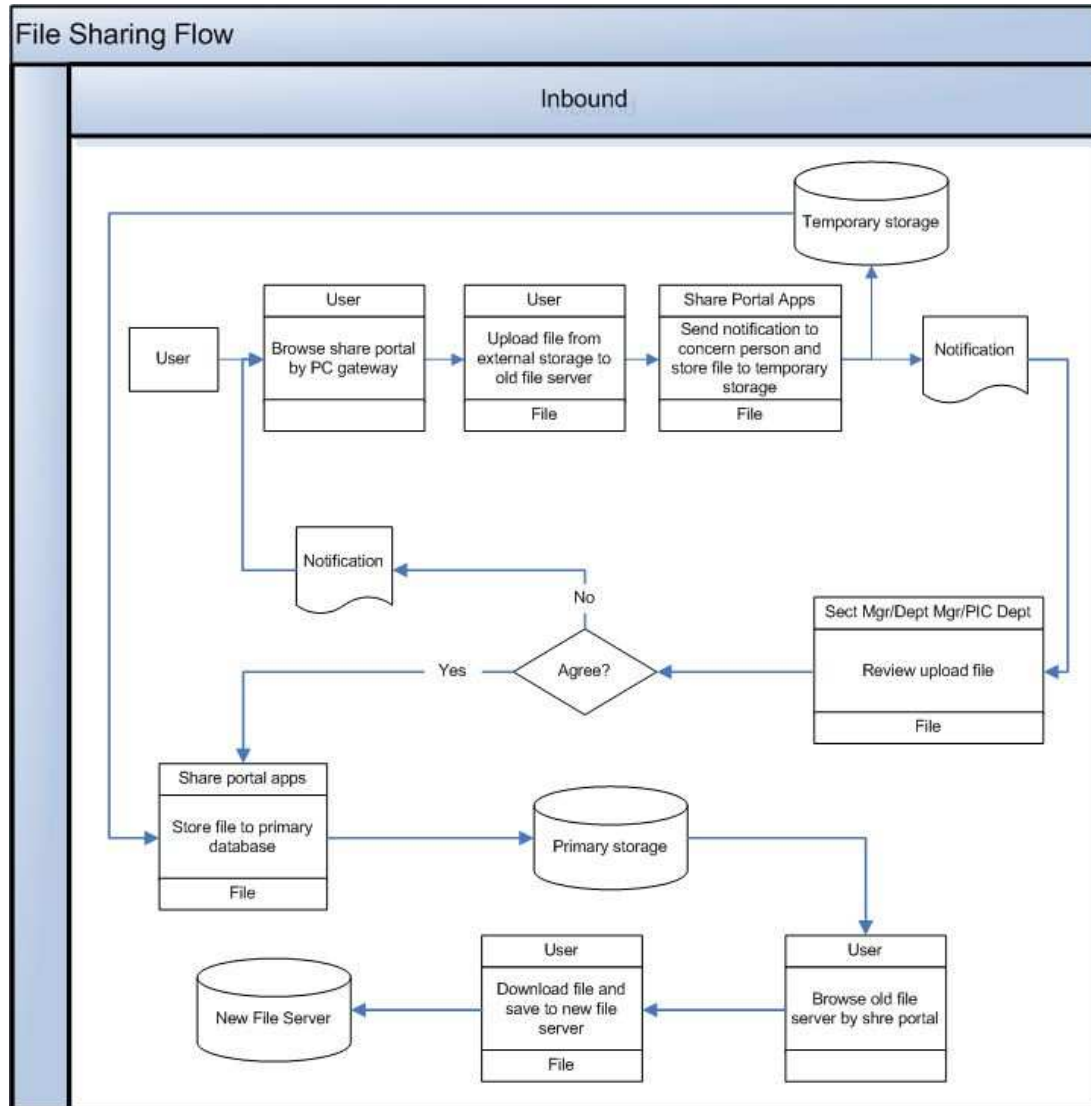
There are some rules that must be executed by the user if they want to do updates on the intranet. Standard Operation Procedure (SOP) to be performed is as follows:

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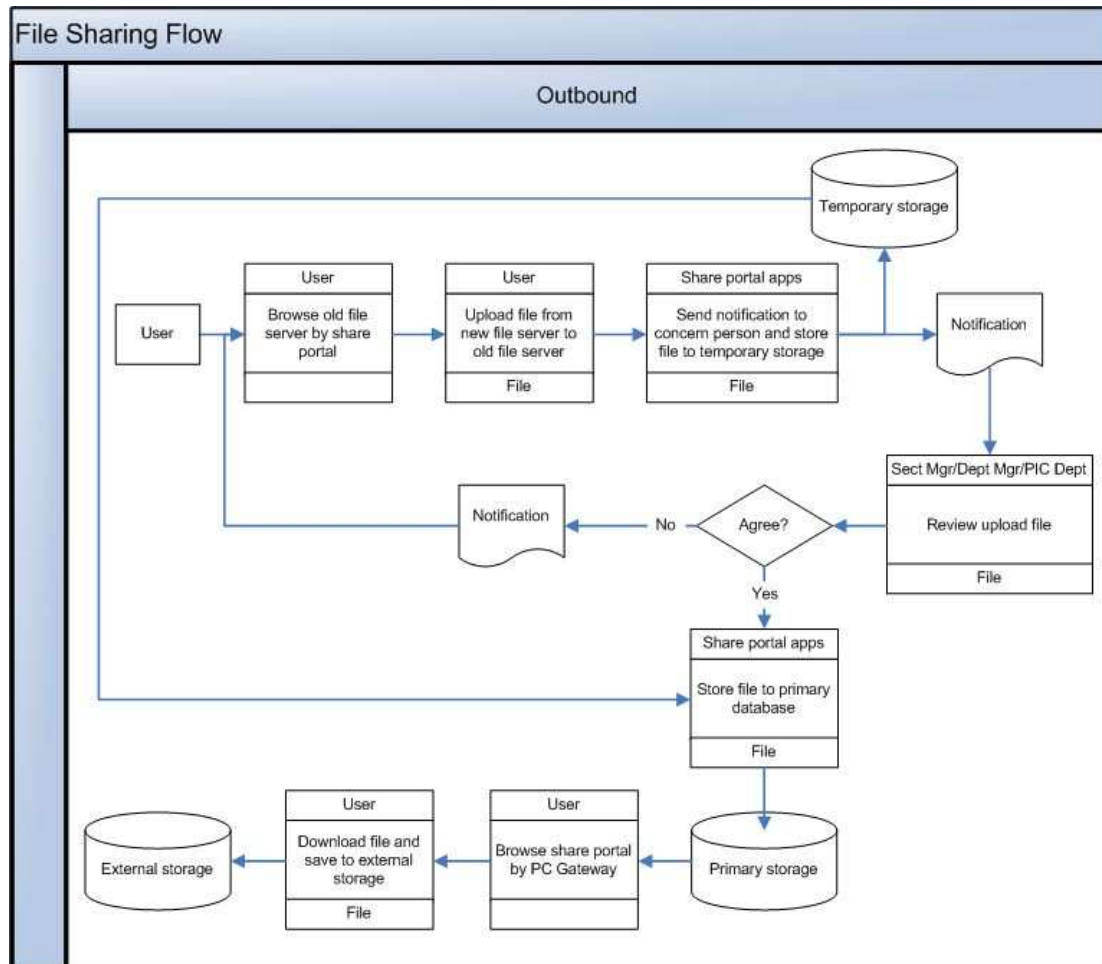
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5.1.3 File Sharing Flow – Inbound



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5.1.4 File Sharing Flow – Outbound



5.2 CORPORATE OR DEPARTMENT FUNCTIONAL LIST

5.2.1 Corporate News

Corporate or Department can share the latest news to all users.

This function is using standard sharepoint feature. It can be updated through sharepoint CMS.

5.2.2 Corporate Announcement

Corporate or Department can create and give announcements to all intranet users so that the information can spread rapidly.

This function is using standard sharepoint feature. It can be updated through sharepoint CMS.

5.2.3 Corporate Information Documents

Each department in GAI can share corporate informational documents such as working calendar, claim form, leave form, and other corporate documents to help employee understand about documents that used in daily activity on the internal corporate.

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This function is using standard sharepoint feature. It can be updated through sharepoint CMS.

5.2.4 Workflow for Master Data

Workflow for master data is used to help marketing department to synchronize and make addition or updating master data to S6, Handy Terminal and SAP system.

All fomrs in this function need infopath forms.

5.2.5 Thin Client File Server

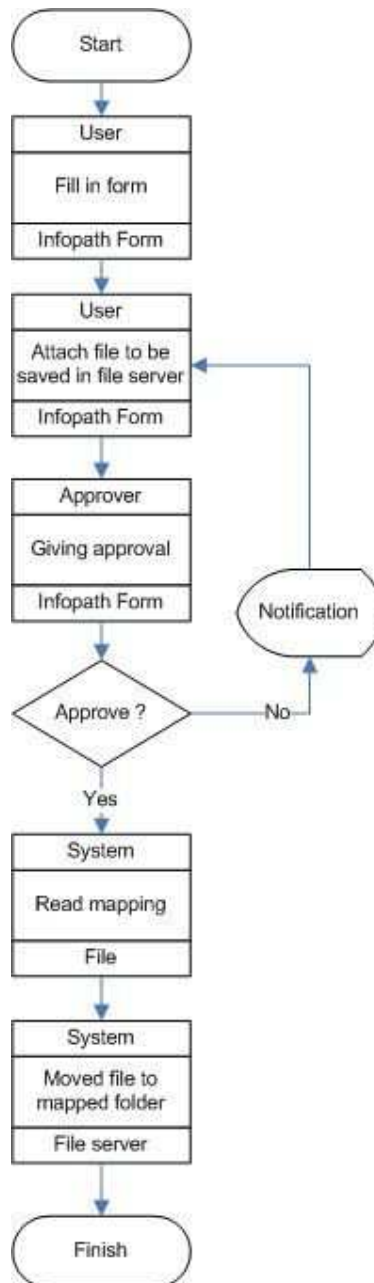
This function is used to access thin client file server. To access this function, user must fill in username and password same as in active directory.

All fomrs in this function need infopath forms.

5.2.5.1 Inbound

Concept that will be implemented on Intranet Portal Ajinomoto is as follows:

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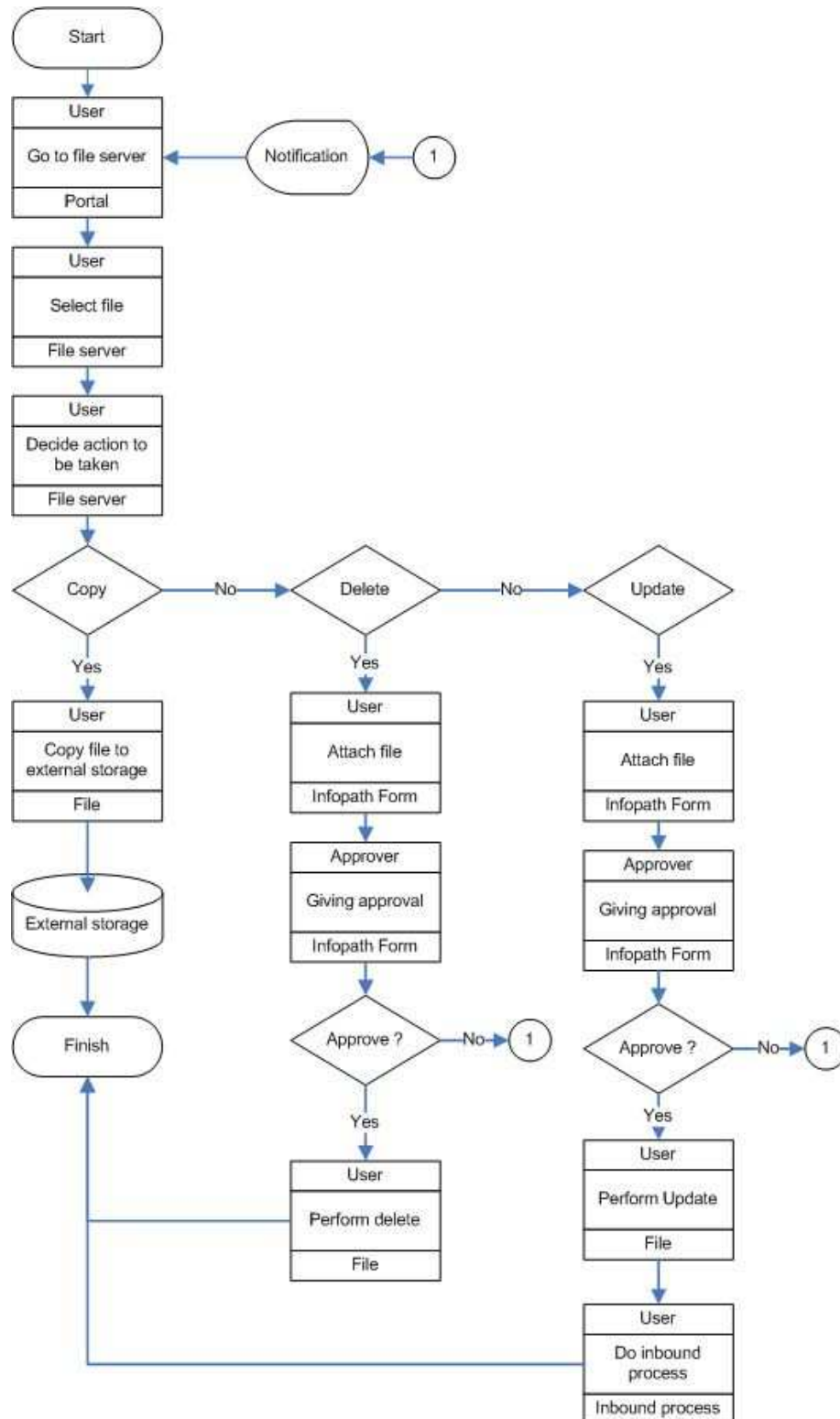


Base on the concept, all approved files will be directly written to File Server and not using temporary storage. All files should be attached on infopath form before reach approval process.

Therefore the process will be more efficient.

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5.2.5.2 Outbound



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There are 3 types of action in outbound process: copy, update, and delete. For copy, no approval needed at all because all user has their permission already by having access to file server. Approval still needed whenever users want to delete an update. Whenever update is complete then users need to perform the inbound process to placing back file to its place.

5.2.6 Message from the President / CEO

Corporate President/ CEO can share his speech through this function. This function is using standard sharepoint feature. It can be updated through sharepoint CMS.

5.2.7 Reservation

This function is used to book LCD, notebook and meeting room to help daily activity in GAI. All forms in this function need infopath forms.

5.2.8 Calendar Event

Every activity on the booked meeting room will be displayed on the calendar event. This function is using standard sharepoint feature. It can be updated through sharepoint CMS.

5.2.9 Tasks

Corporate or Department can create and give a job lists to the users.

This function is using standard sharepoint feature. It can be updated through sharepoint CMS.

5.2.10 FAQ's

Frequently Asked Questions or FAQ's are listed questions and answers, all supposed to be frequently asked in some context, and pertaining to a particular topic.

This function is using standard sharepoint feature. It can be updated through sharepoint CMS.

5.2.11 Project Overview

This function gives user information about the currently running project status on Group Ajinomoto Indonesia.

This function is using standard sharepoint feature. It can be updated through sharepoint CMS.

5.2.12 Workflow / SOP Overview

This function is required to help employee to understand about how Standard Operation Procedure (SOP) existing in internal corporate.

This function is using standard sharepoint feature. It can be updated through sharepoint CMS.

5.2.13 Photo Gallery

This function is required to displaying photos, pictures, and movies as well.

This function is using standard sharepoint feature. It can be updated through sharepoint CMS.

5.2.14 Link to Several Application

There are 5 browsers applications. They want to be hosted in sharepoint servers. There will be a link to each application. Then, whenever the links has clicked, it will be showed up on portal interface. The illustration is like portal in portal.

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The link should be using single VPN in intranet network.

5.2.15 Reporting

This function is required to help management understand about the situation and performance of Intranet Portal. Some report that we require like LCD, notebook and meeting room reservation report, shared document report, page viewed report and other additional report based on vendor proposal.

Reporting model: static report

Report Type:

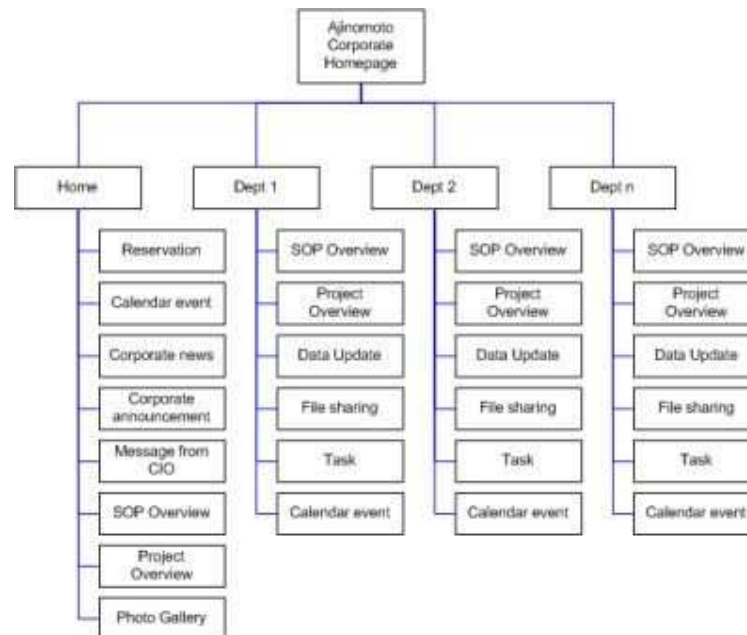
- LCD reservation
- Notebook reservation
- Meeting room reservation
- Accessing file server
- Page view / visitor
- Max quantity of reports: 8 reports
- Report display: tabular and graph

5.2.16 Features

- Able to integrated with Ultimus (future development)
- Working calendar
- Information board
- Searching
- Content Management System (CMS) using sharepoint CMS
- User Access Management
- Workflow using bundled sharepoint workflow engine
- Upload and download
- Link to other applications
- Mapping to file server
- Tasks for each users
- Gallery that can contain photos, movies, etc.

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5.2.17 Intranet Portal Site Map



5.2.18 Technical Specification

- Platform :
 - Microsoft Sharepoint 2010. Please note that it only supported by 64bit processor.
 - Or Microsoft Sharepoint 2007 to be supported by 32bit processor
- Framework : .NET 2.0 / 3.0
- Database : SQL Server 2008
- O/S – Server :
 - Windows Server 2008 R2 64bit (x64) for Sharepoint 2010
 - Windows Server 2003 R2 Enterprise Edition with SP2 32bit for Sharepoint 2007

5.2.19 Minimum Requirement

5.2.19.1 Server

O/S : Windows Server 2008 R2 64bit (x64) for Sharepoint 2010 / Windows Server 2003 for Sharepoint 2007.

Web Service : IIS

Database : SQL Server 2008

Application : Microsoft Info Path 2010 for Sharepoint 2010 / Infopath 2007 for Sharepoint 2007

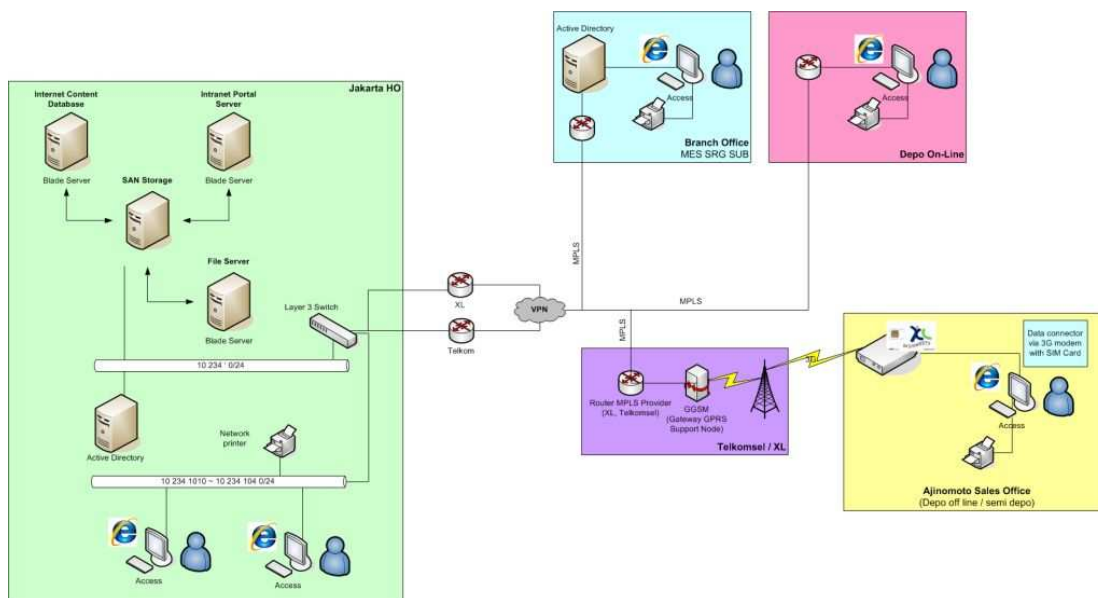
5.2.19.2 Client

Web Browser : IE 7.0

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5.3 SYSTEM DIAGRAM

5.3.1 Network Diagram

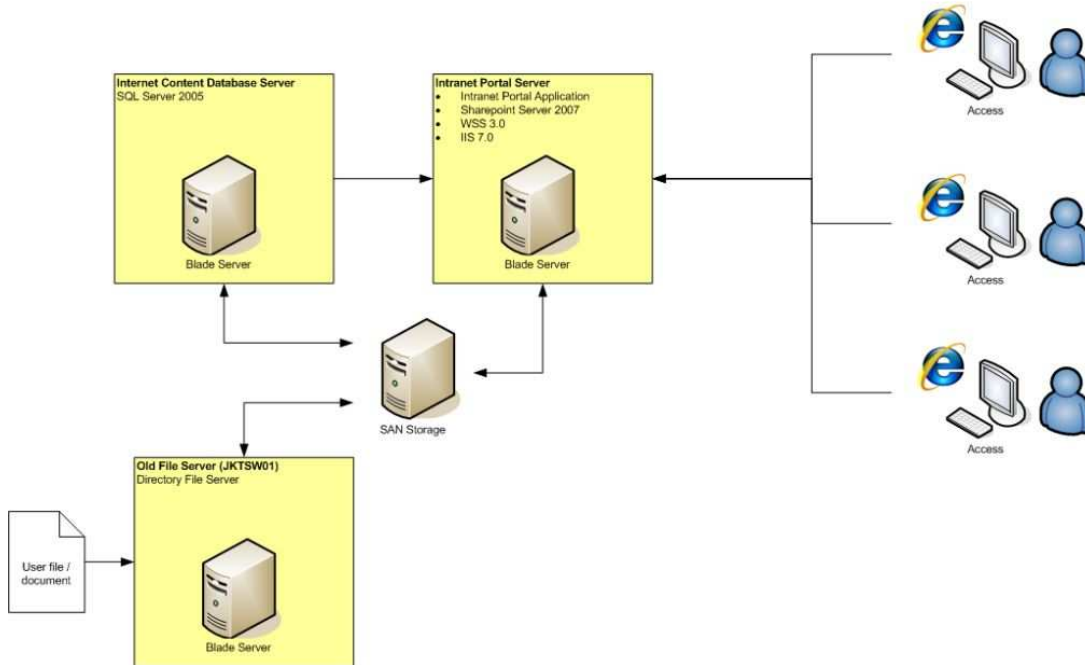


Minimum bandwidth requirement: 64 KBps

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5.3.2 System Architecture Diagram

5.3.2.1 Hardware Architecture Diagram



Specification of server and SAN that should be use as follows:

Intranet Database Content Server	
MODEL	IBM Blade server
Processor	<ul style="list-style-type: none"> 4x2400 Intel Xeon E7340 Quad Core 8M Cache 1066 MHz FSB Memory 16GB 64bit for Sharepoint 2010. 4x2400 Intel Xeon E7340 Quad Core 8M Cache 1066 MHz FSB Memory 16GB – 32 bit for sharepoint 2007
Memory	8GB Redundant Memory / RAID RAM
NIC	2x1000 MBps
Operating System	<ul style="list-style-type: none"> Windows Server 2008 R2 64 bit (x64) Windows Server 2003 R2 Enterprise Edition with SP2 32bit for Sharepoint 2007

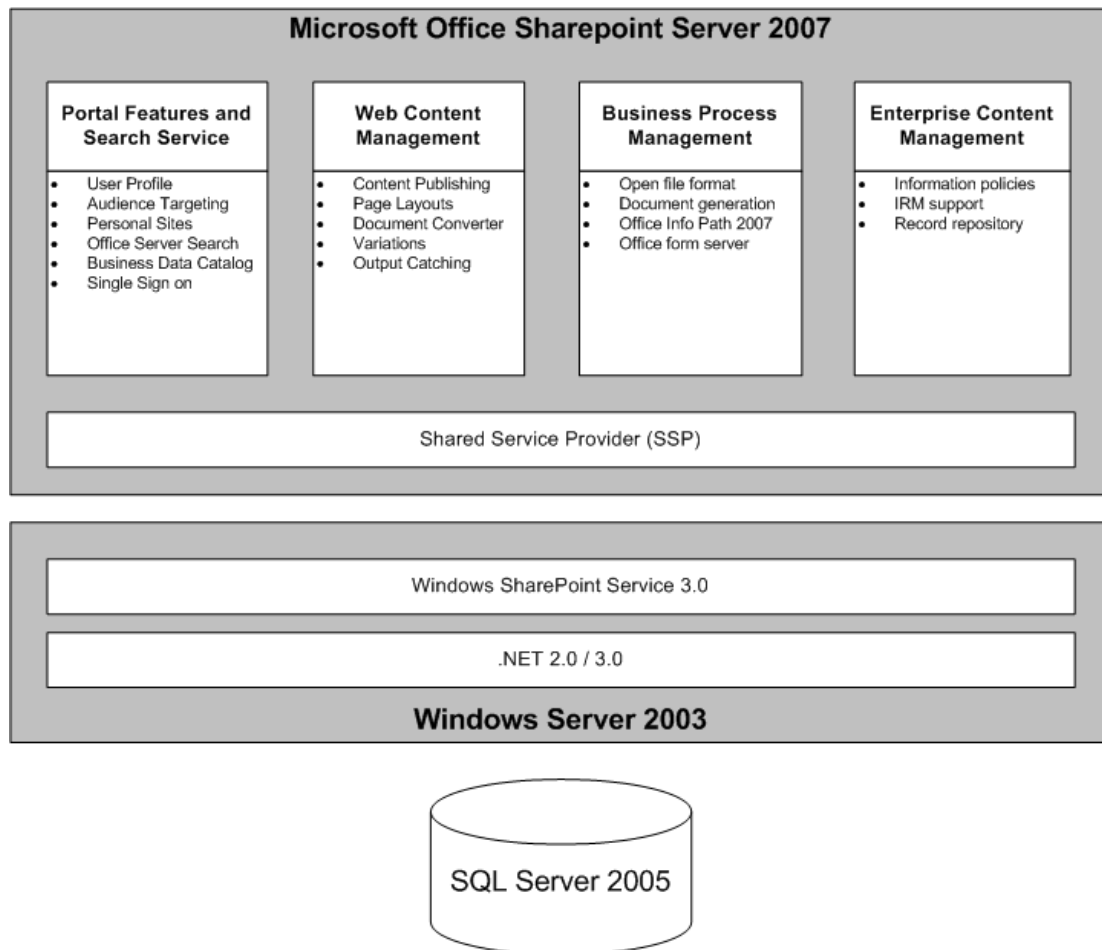
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Intranet Portal Server	
MODEL	IBM Blade server
Processor	<ul style="list-style-type: none"> • 4x2400 Intel Xeon E7340 Quad Core 8M Cache 1066 MHz FSB Memory 16GB 64bit for Sharepoint 2010. • 4x2400 Intel Xeon E7340 Quad Core 8M Cache 1066 MHz FSB Memory 16GB – 32 bit for sharepoint 2007
Memory	8GB Redundant Memory / RAID RAM
NIC	2x1000 MBps
Operating System	<ul style="list-style-type: none"> • Windows Server 2008 R2 64 bit (x64) • Windows Server 2003 R2 Enterprise Edition with SP2 32bit for Sharepoint 2007

SAN Storage	
MODEL	Dell Equal Logic (16 Disk Slot)
Processor	4x2400 Intel Xeon E7340 Quad Core 8M Cache 1066 MHz FSB Memory 16GB, HDD 6x146x15k SAS, RAID 1+0
Memory	4GB Redundant Memory / RAID RAM
Network Adapter	Fiber channel

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5.3.2.2 Software Architecture Diagram



5.3.3 System Constrains

- Applications must be running in Microsoft Environment.
- We will use basic sharepoint framework, features, and functions in producing intranet portal.
- Workflow will use basic sharepoint workflow which it use waterfall method. This method can not accept revise to creator then any reject must be void. For solution we can develop workflow using Visual Studio programming tools but it takes more time and more effort.

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6 PROJECT MANAGEMENT

6.1 PROJECT SCHEDULE

Project is divided into 2 phases. Total duration for phase 1 and phase 2 is **125 working days**. Breakdown of each phase is as follows.

6.1.1 Phase 1

Duration of Phase 1 Project is **73 working days**. The project charter is as follows:

		Task Name	Duration	Predecessors
1		Intranet Portal - Ajinomoto	125 days	
2		Phase 1	73 days	
3		Kick Off	0 days	
4		Analysis & Design	18 days	
5		Design Site Map	2 days	3
6		Design template for interface	5 days	5
7		Workflow: Update Content & Master Data	2 days	6
8		Workflow: File Sharing - Inbound & Outbound	2 days	7
9		Report: View Page Report, File Server Report	2 days	8
10		Finalizing FSD Document	5 days	5,6,7,8,9
11		Development	30 days	
12		Design template of page	8 days	4
13		Department Homepage	8 days	12,5
14		Corporate News	1 day	13
15		Corporate Announcement	1 day	14
16		Corporate Information Documents	2 days	15
17		Update content	5 days	4
18		Master Data	5 days	17,7
19		File Sharing Inbound	10 days	16,8
20		File Sharing Outbound	10 days	18
21		View Page Report	3 days	20,16
22		File Server Report	3 days	21
23		Deployment	5 days	11
24		Testing	8 days	
25		SIT	3 days	23
26		UAT	5 days	25
27		Documentation	10 days	
28		User Guide	5 days	24
29		Admin Guide	5 days	28
30		Training	2 days	
31		User Training	1 day	27
32		Admin Training	1 day	31
33		Delivery	0 days	30

6.1.2 Phase 2

Duration of Phase 1 Project is **52 working days**. The project charter is as follows:

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36	Phase 2	52 days
37	Analysis & Design	5 days
38	Workflow: LCD Rsv, Netbook Rsv, Meeting Room Rsvp	2 days 33
39	Finalizing FSD Document	3 days 38
40	Development	25 days
41	Message from CEO	1 day 39
42	Calendar Event	1 day 41
43	Task	2 days 37
44	FAQ	1 day 42
45	Project Overview	1 day 44
46	SOP Overview	2 days 43
47	LCD Reservation	8 days 45
48	Netbook Reservation	8 days 46
49	Meeting Room Reservation	8 days 47
50	Report (3): LCD Resv, Notebook Resv, Meeting Room Resv.	5 days 48
51	Photo Gallery	1 day 50
52	Link to Application (Assumption: 5 applications)	7 days 51
53	Deployment	2 days 40
54	Testing	8 days
55	SIT	3 days 53
56	UAT	5 days 55
57	Documentation	10 days
58	User Guide	5 days 54
59	Admin Guide	5 days 58
60	Training	2 days
61	User Training	1 day 57
62	Admin Training	1 day 61
63	Delivery	0 days 60

6.2 METHODOLOGY

This project will use the agile programming methodology. The scheme of Agile Programming is describe in the figure below:



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The entity description is listed in the table below:

Phase	Action	Description	Deliverables
Starting	Kick Off	It is PM meeting. Both parties are creating an agreement about how the project management will do.	<ul style="list-style-type: none"> Project organization structure with the people in charge Schedule, project rules, and communication model agreement
	Analysis & Design	<p>System analysts (SA) will analyst the requirement into technical design.</p> <p>SA will collaborate with team of project owner that responsible to business analysis sector.</p> <p>All final design document must be sign off by both party.</p>	<ul style="list-style-type: none"> Functional Specification Document Design Document
Development	Software Development	<p>Development of applications base on design document that already sign off by both parties.</p> <p>Meanwhile the development was in progress, the quality assurance (QA) is checking the result package by package until it assembles into a module or a complete application.</p> <p>Application will be identified as Beta Version whenever has pass QA and it will be release soon.</p>	Beta Version Software
Release	Deployment	<p>The beta version application is installed on testing server to be tested by project owner.</p> <p>The developer team will produce the testing scheme documents to test the application meanwhile PM will sounding the testing schedule and how the involvement of project owner team.</p>	<ul style="list-style-type: none"> Beta Version ready to be tested Testing scheme Testing schedule
Testing	System Integration Testing	This testing is performing in technical aspect. The team mostly from technical background.	Formal testing result document

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		<p>All error and unrespectable result will be documented and signed off by both party.</p> <p>The testing must follow the testing scenario that built before.</p>	
	User Acceptance Test	<p>This testing is performing in user and process aspect. The team mostly from user and business process background.</p> <p>All error and unrespectable result will be documented and signed off by both party.</p> <p>The testing must follow the testing scenario that built before.</p> <p>Mostly from this phase, all activities will iterate from development phase again until project owner accept the result.</p>	Formal testing result document
Release & Installation	Install Software	<p>After completing the refinement, Integrasi shall release the final version software.</p> <p>This final version software will be installed on the real server.</p>	<ul style="list-style-type: none"> • Final version Software • Installation final Version Software
Training	Administrator Training	Integrasi will conduct training to administrator about how to use the system as administrator.	Administrator is ready to operate software
	User Training	Integrasi will conduct training to system users about how to use the system.	Users are ready to operate software
Delivery	Project Sign Off	<p>This is the final phase of the project. Both PM will sign off the document of project delivery.</p> <p>All related document in this phase will deliver as well.</p>	<ul style="list-style-type: none"> • Project is accomplished. Deliver result to project owner. Delivery document must be signed off • Guidance Document for User and Administrator • Troubleshooting Document • Other document related to project

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delivery.			
Record Changes	Change Management	<p>All changes an unexpectations must be record in a log.</p> <p>Select the changes that can be adjust. If the changes cannot be adjust then PM will decide what action should be taken.</p>	<ul style="list-style-type: none"> Unacceptable result list Changes list
Adjust & Track	Mapping testing result to existing condition	After all changes has recorded, then Developer team will select the changes and decide solutions to fulfill expectations.	Changing and adjustment map

6.3 USER TRAINING

6.3.1 User Training

Duration: 1 day

- Syllabus:
 - Introducing new intranet portal
 - Guideline to manage content (news, announcement, calendar event, etc.)
 - Guideline to use modules inside (reservation)
- Model: Worksoop
- Tools needed:
 - Access to intranet portal
 - Set of PC. Provided by Ajinomoto

6.3.2 Administrator Training

- Duration: 1 day
- Syllabus:
 - Introducing new intranet portal
 - Guidelines to manage access
 - Guideline to manage content
 - Guideline to manage data from external source
 - Minor Troubleshooting
- Model: Worksoop
- Tools needed:
 - Access to intranet portal
 - Set of PC. Provided by Ajinomoto

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6.4 PROJECT DELIVERABLES

6.4.1 Deliverables By Phase

Project Step	Deliverables	Documents to be Signed Off
Kick Off Meeting	Project management Agreement between client and Integrasi.	MoM Kick Off.
System Analysis and Design	<ul style="list-style-type: none"> • Business requirements. • Functional requirements. • Other user requirements that relate to proposal and MoM Kick Off Documents. • Interface design. • Technical design. 	<ul style="list-style-type: none"> • Functional Specification Document (FSD) • Technical Specification Document (TSD)
Development	<ul style="list-style-type: none"> • Modules / application that ready to be tested • Could be delivered in modular or one big piece application as well 	Roll out documents
Deployment	Application / modules installed on production server	Deployment document
Testing	<ul style="list-style-type: none"> • System integration test (SIT) • User acceptance test (UAT) 	Testing document.
Documentation	<ul style="list-style-type: none"> • User Guide Document • Administrator Guide Document • Could be in soft copy (CD) or print out as well. 	Guidance book for user and administrator.
Training	<ul style="list-style-type: none"> • Training for user or trainer • Training for administrator 	Training event document
Delivery	Application fully operated by client	Sign off documents

6.4.2 Deliverables By SDLC

- Project Documentation: Minutes of meeting, etc.
- Progress Report

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6.4.3 Deliverables By Project

- Intranet Portal
- User Guide and Admin Guide
- Training for user and admin

6.4.4 Maintenance Scheme

- Maintenance period is 1 year after Sign off Phase.
- Maintenance scope is error refinement only.
- Maintenance will not upgrade the application. It focuses on error and malfunction only.
- All support will be performing on working days and working hours in Jakarta. Request at non working hour will be responded on next business day.

6.5 QUOTATION

6.5.1 Implementation Cost

6.5.2 Maintenance Cost

Term of Maintenance:

- Maintenance is valid for 3 months starting from end of delivery phase.
- Maintenance scope is error refinement only.
- Maintenance will not upgrade the application. Its focus on error and malfunction only.
- Integrasi can change the team member and change them with another person.
- All support will be done on working days and working hours in Jakarta.
- Support Coverage:
 - Office hour Monday thru Friday : 08:00 AM – 17:00 PM
 - Unlimited telephone and email support

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7 APPENDIX

7.1 COMPANY OVERVIEW

7.1.1 Company Address

Company Name : PT INTEGRASI SOLUTION
Address : Barclay's House I 9th Fl
Jl. Jend. Sudirman Kav. 22 – 23
Phone : 021-5711400
Fax : 021-5711002

7.1.2 Company profile

Vision

- To understand client's needs and provide outstanding Infrastructure and Business solutions.

Mission:

- To be the leading and innovative IT service company in Indonesia
- To be a trusted business partner for our customers and business alliances
- To achieve significant and sustainable growth
- To provide an environment as the destination for the best people

Company Background

Since the start-up in 1989, INTEGRASI focuses on finding the most cost effective and innovative solutions. Our total solution has been a unique competitive advantage of our company.

INTEGRASI believe every organization are looking for systems and solutions to deliver on essential goals:

- To facilitate business,
- To support goals of cost reduction,
- To increase employee productivity and
- To help generate opportunities for growth.

7.1.3 Special Achievement

NATIONAL ELECTION

INTEGRASI won the Election 2004 project. It was the single largest and the most complex IT project in 2004 in Indonesia.

We successfully developed, deployed and supported Information Technology infrastructure for Komisi Pemilihan Umum (KPU) or The National Elections Commission.

We built data center and disaster recovery center that connect to all the 8000 personal computers all over the country.

We distributed, installed, and supported 8,000 personal computers to around 5,000 locations in cities, rural and remote areas all over Indonesia in 51 days.

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We distributed, deployed and reinstalled the application to all personal computers for three elections (Legislative I, Legislative II, and Presidential Election).

These infrastructures supported three elections: DPR, first and second Presidential Election.

We provided help desk support to all technical issue 7x24 for one year.

The project completed successfully.

OUTSOURCING FOR LG CNS

LG CNS wins the tender for “Indonesian National Crime Information System”

Integrasi was selected to become LG CNS Partner.

We provide outsourcing professional services with total resources: 70 resources consist of Project Manager, Oracle DBA, System Analyst, Developer, Quality Assurance and Technical Writer

Total man days we provide to LG CNS are 18.000,- man days.

Strategic Business Partner



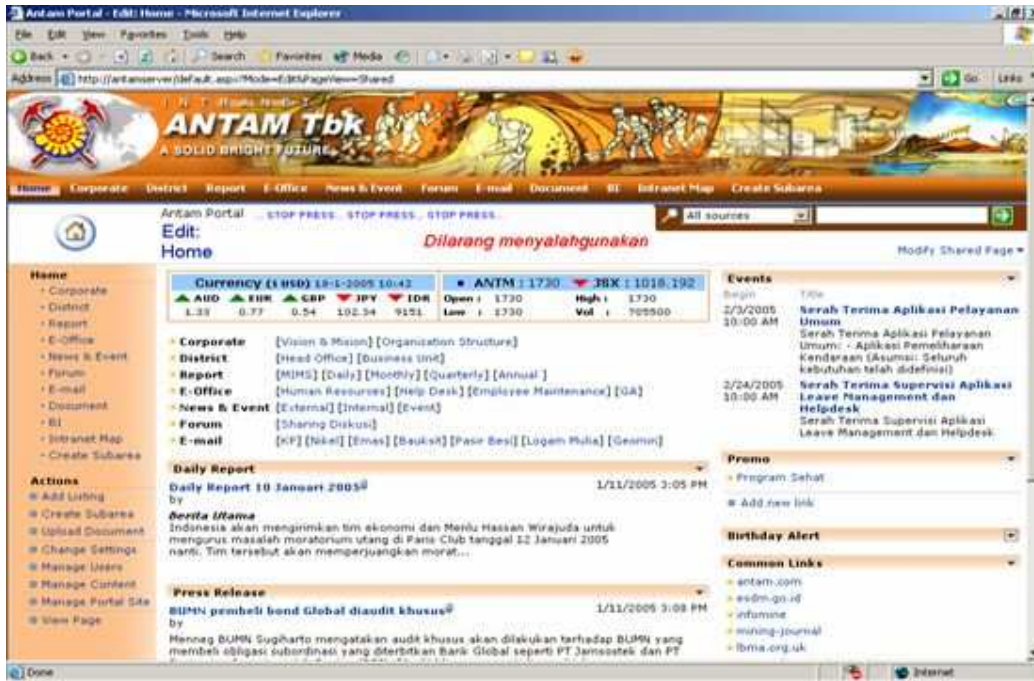
7.2 PROJECT EXPERIENCE

7.2.1 Aneka Tambang

No	Company Name	Location
1	Aneka Tambang, Tbk	Gedung Aneka Tambang, Jl. TB Simatupang No 1 Tanjung Barat
<p>Installation and Implementation of corporate portal using Share Point Portal with features:</p> <ul style="list-style-type: none"> • Corporate News • Corporate Events • Discussion • Document Management • Image Gallery • Additional applications: <ul style="list-style-type: none"> ○ Annual Leave Application 		

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- SPJ Application
- Meeting Room Reservation Application
- eProcurement Application
- Vehicle Maintenance Application
- Vehicle Reservation Application
- ATK Application
- Employee Self Service Application integrate dengan ERP (MIMS)
- Help Desk Application



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Meeting Room Reservation Application

Antam Portal - Peminjaman Ruang Rapat - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://antamserver/C6/Peminjaman%20Ruang%20Rapat/default.aspx

Go

Antam Portal
Peminjaman Ruang Rapat

This topic

Current Location

- Home
- E-Office
- General Affair
- Peminjaman Ruang Rapat

Peminjaman Ruang Rapat

Menu Utama > Daftar Ruangan

Daftar Ruangan Daftar Menu Makanan Jadwal Ruangan Permohonan Peminjaman Ruangan Melihat Status Permohonan

Daftar Ruang

Kode Ruang: Director

Deskripsi: Ruang meeting direktur

Kapasitas: 70

Lantai: 5

ID Penanggung Jawab: 4528

	Kode Ruang	Deskripsi
	Director	Ruang meeting direktur
Pilih	Meeting	Meeting room
Pilih	Profit	Profit Room
Pilih	Seminar	Seminar Room

Internet

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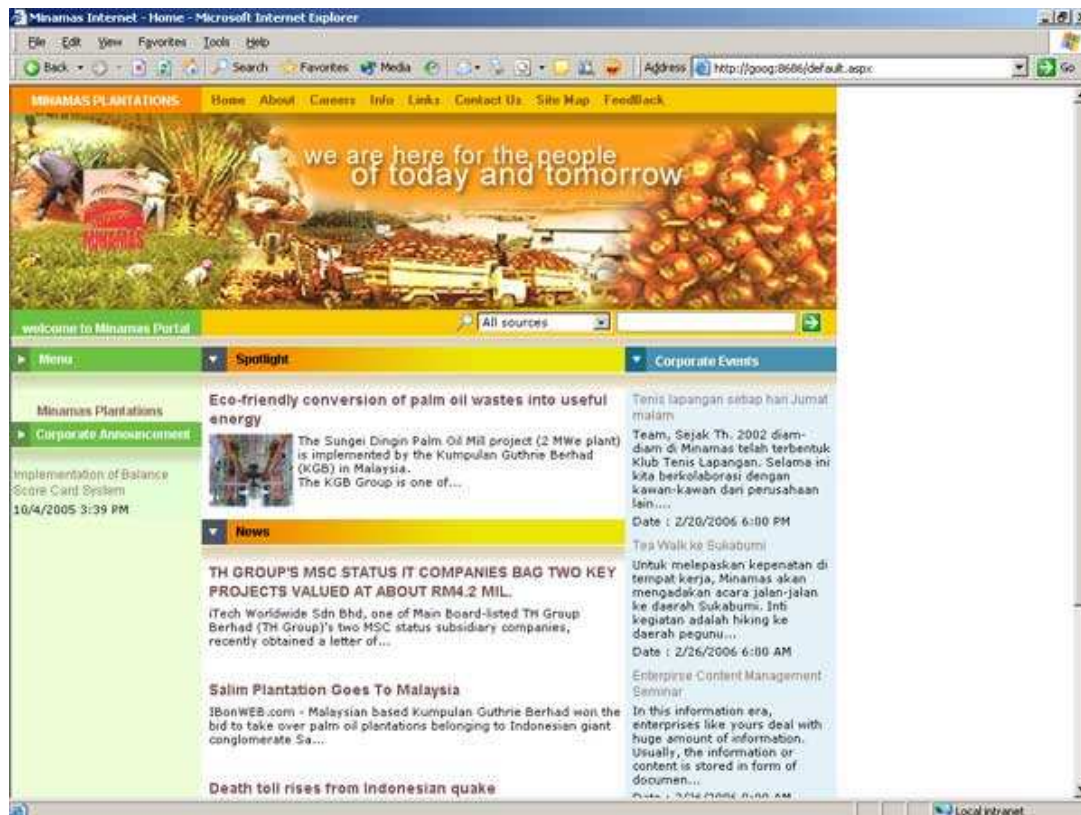
7.2.2 Minamas Plantation

No	Company Name	Location
2	Minamas Plantation, Tbk	Plaza Central Lt 5. Jl. Sudirman Kav 47 Jakarta 12930
<p>Installation and Implementation of corporate portal using Share Point Portal with features:</p> <ul style="list-style-type: none"> • Internet Portal <ul style="list-style-type: none"> ○ Corporate News ○ SpotLight ○ Corporate Announcement ○ Corporate Event ○ Careers ○ Feedback ○ Image Gallery ○ Sitemap • Intranet Portal <ul style="list-style-type: none"> ○ Team Site Region ○ Personal Site (My Site) ○ News ○ Event ○ Polling ○ Room Reservation Application ○ Memo ○ Birthday Alert ○ Image Gallery • Knowledge Management <ul style="list-style-type: none"> ○ Legal ○ IT Services ○ Operation ○ Finance ○ Marketing ○ Human Resource ○ Mills • Additional application <ul style="list-style-type: none"> ○ Meeting room reservation 		

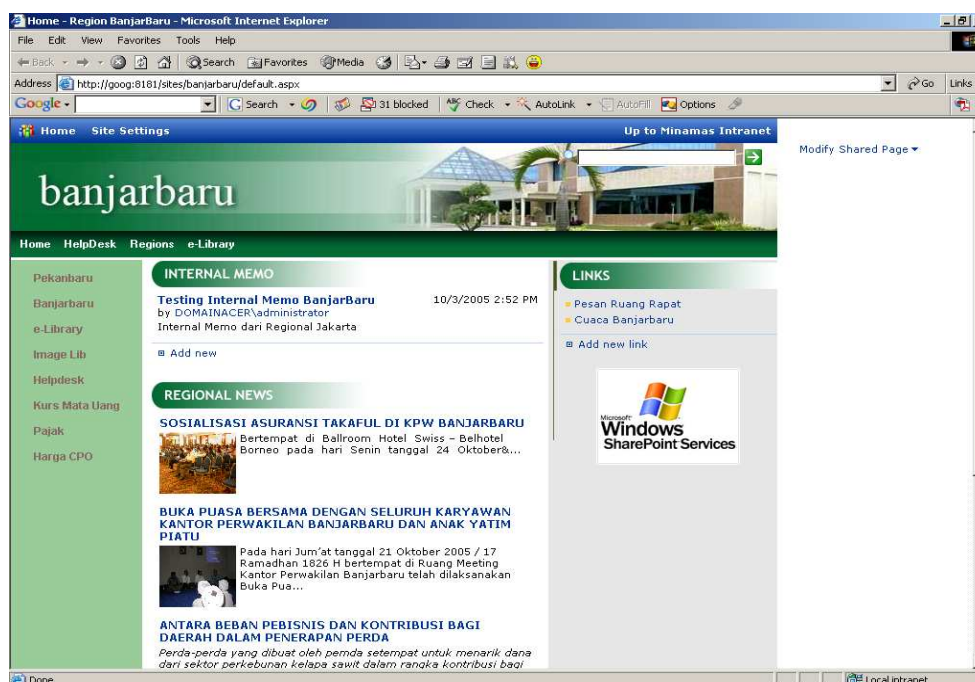
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INTEGRASI

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Minamas Team Site



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7.2.3 Indosat

No	Company Name	Location
3	INDOSAT, Tbk	Jalan Medan Merdeka Barat 21, Jakarta Pusat
<p>Installation and Implementation of corporate portal using Share Point Portal with features:</p> <ul style="list-style-type: none"> • Corporate News • Corporate Events • Discussion • Document Management • Elearning through Video Streaming • Image Gallery • Iklan Baris • Integrate with existing HR Application (SAP Based) • Shalat Time application • Index Saham application • Help Desk Application 		

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7.2.4 Asuransi Tugu

No	Company Name	Location
1	Asuransi Tugu Pratama	Wisma Tugu I. Jl HR Rasuna Said - Jakarta
<p>Installation and Implementation of corporate portal using Share Point Portal with features:</p> <ul style="list-style-type: none"> • Corporate News • Corporate Events • Corporate Highlight • Antar Anggota • Tips • Discussion • Pooling / Voting • Image Gallery • Applications: <ul style="list-style-type: none"> ○ Annual Leave Application ○ Meeting Room Reservation Application ○ Vehicle Maintenance Application ○ Vehicle Reservation Application ○ Help Desk Application 		

INTRACCESS
INTRANET APPLICATION

Home Workflow Berita spsadmin, NA - NA This topic

Peran Broker Asuransi Perlu Dioptimalkan
Sumber : Investor Daily

Masyarakat, baik individu maupun korporasi diminta untuk mengoptimalkan jasa pialang asuransi (*broker*) di tengah kondisi yang sulit saat ini. Direktur PT VBS *Insur selanjutnya...*

Pengesahan Susunan Pengurus Serikat Pekerja Tugu Pratama Indonesia
PENGESAHAN SUSUNAN PENGURUS
SERIKAT PEKERJA TUGU PRATAMA INDONESIA
PERIODE 2005 – 2006

4/10/2007 12:00 AM
Pekan Olah Raga Tugu
Hadiri dan Ikuti acara
Pekan Olah Raga Tugu
Add new event

highlight
by spsadmin
3/22/2007 8:04 PM
highlight

Kinerja TPI 2004
by TPI-PUSAT\spadmin
3/8/2007 12:47 PM
TPI, saat ini dan kedepan.
Berdasarkan laporan keuangan tahun 2004, audited, Perusahaan membukukan keuntungan (Own Operation) kl. Rp 94 milyar atau mencapai 81.5% dari laba Rencana Kerja yang telah ditetapkan untuk tahun 2004. Walaupun Premi...

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IT Dept

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PT TUGU PRATAMA INDONESIA

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PT TUGU PRATAMA INDONESIA



welcome to TUGU PRATAMA

News: Sejumlah perusahaan asuransi yang terlibat dalam pertanggungan risiko untuk PT Lapindo Brantas menjanjikan pembayaran klaim akan diselesaikan secepatnya sesuai proses penilaian klaim oleh loss adjuster.

Lima perusahaan asuransi tercatat sebagai pihak penanggung aset Lapindo yaitu PT Asuransi Tugu Pratama Indonesia (TPI) sebagai leader dengan share keikutsertaan 42,5%, PT Asuransi Jasa Indonesia (37,5%), sisanya Panin Insurance, Astra Buana dan PT Asuransi Wahana Tata (Aswata).

PT Lapindo Brantas adalah kontraktor pelaksana eksplorasi gas yang menyebabkan luapan lumpur panas di empat desa di Kecamatan Porong, Kabupaten Sidoarjo sejak 28 Mei 2006.

Nilai uang pertanggungan untuk pertanggungan risiko atas aset Lapindo senilai Rp11,9 miliar.

Latest Company News

18 July 2005
Lima perusahaan asuransi tercatat sebagai pihak penanggung aset Lapindo yaitu PT Asuransi Tugu Pratama Indonesia (TPI) sebagai leader dengan share keikutsertaan 42,5%, PT Asuransi

[<< more](#)

03 March 2005
Lima perusahaan asuransi tercatat sebagai pihak penanggung aset Lapindo yaitu PT Asuransi Tugu Pratama Indonesia (TPI) sebagai leader dengan share keikutsertaan 42,5%, PT Asuransi

[<< more](#)

18 April 2005
Lima perusahaan asuransi tercatat sebagai pihak penanggung aset Lapindo yaitu PT Asuransi Tugu Pratama Indonesia (TPI) sebagai leader dengan share keikutsertaan 42,5%, PT Asuransi

[<< more](#)

27 Augustus 2005
Lima perusahaan asuransi tercatat sebagai pihak penanggung aset Lapindo yaitu PT Asuransi Tugu Pratama Indonesia (TPI) sebagai leader dengan share keikutsertaan 42,5%, PT Asuransi

[<< more](#)

Services Plan



Services Plan
Lima perusahaan asuransi tercatat sebagai pihak penanggung aset Lapindo yaitu PT Asuransi Tugu Pratama Indonesia (TPI) sebagai leader dengan share keikutsertaan 42,5%, PT Asuransi

[<< more](#)



Services Plan
Lima perusahaan asuransi tercatat sebagai pihak penanggung aset Lapindo yaitu PT Asuransi Tugu Pratama Indonesia (TPI) sebagai leader dengan share keikutsertaan 42,5%, PT Asuransi

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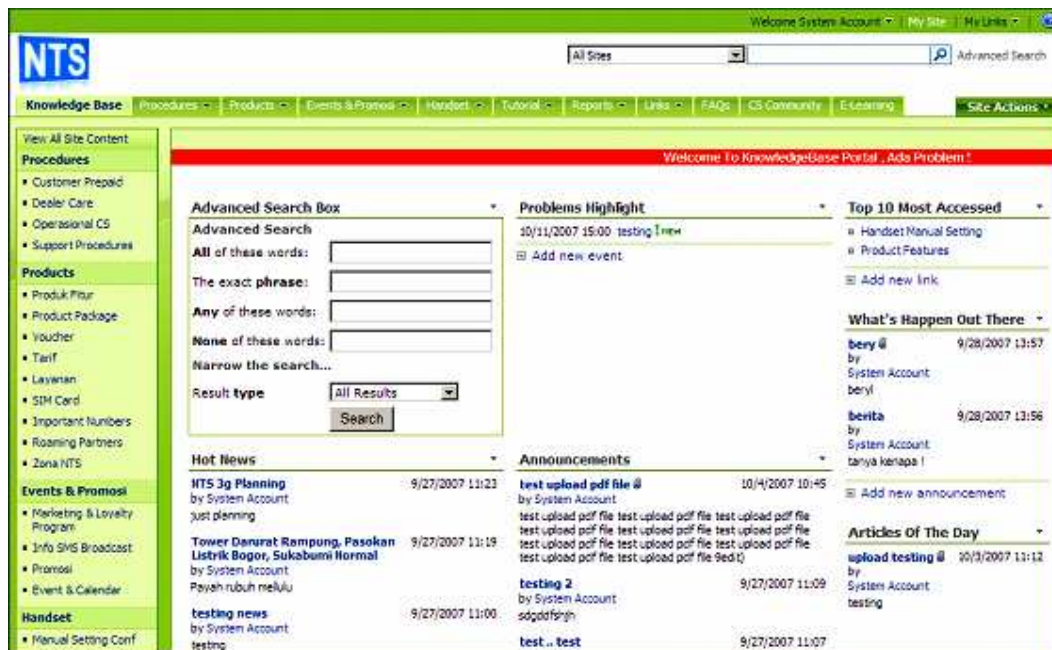
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7.2.5 Natrindo Selular

No	Company Name	Location
5	Natrindo Selular (Axis)	Manara Axis – DEA Tower Complex. Mega Kuningan Barat – Jakarta

Installation and Implementation of corporate portal using Share Point Portal with features:

- Knowledge Management
 - Hot news
 - Problems highlight
 - What's happened out there
 - Articles of the day
 - Top 10 most access
 - Announcement
 - Department:
 - Legal
 - IT Services
 - Operation
 - Finance
 - Marketing
 - Human Resource
- Additional application
 - Meeting room reservation

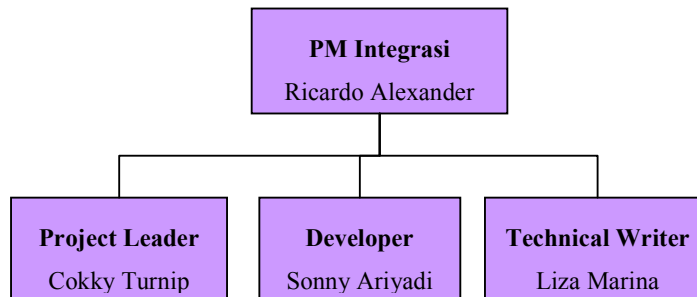


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7.3 PROJECT STAFFING

7.3.1 Project Organization



7.3.2 Curriculum Vitae Of Project Leader

7.3.2.1 Project Manager

Name : Ricardo Alexander

Position : Project Manager

Project Experience :

- Inventory Controlling System
- Point of Sales System
- PDA Golf System
- ERP System
- Enhance ERP System for Manufacturing

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- Invoice Controlling System
- Operating Expense Budget System
- Integrated Treasury System
- FA Shared System
- Call Center (Mumbai India)
- Document Filing Management System
- Complex CRM Reporting System (Indonesia, Taiwan, China, Dubai, Phillipine, Thailand, Singapore)

Technology Skill:

Borland C/C++, Visual Basic 6, Borland Delphi 6, .NET 1.1/2.0/3.0/3.5 (C#/VB), ASP, ASP.NET 1.1/2.0/3.5, PHP, Javascript, HTML, XML, J2SE, Database: Microsoft SQL Server 2000/2005/2008 (SSIS, SSRS,DBMS), Microsoft Access, MySQL, Oracle, Networking: LAN Networking, WAN Networking, WiFi Networking, Router Configuration, Switch Configuration, Proxy Configuration, Operating System: Windows 98/XP, Windows Vista, Windows 2000, Windows Server 2003, Lain-lain: Windows Communication Foundation (WCF), Microsoft Office, Microsoft Infopath, Flash, Adobe Photoshop, Adobe Premiere, Dreamweaver, Freehand, ComponentOne, Developer Express Component, OOP, Design Pattern, NHibernate, NUnit, Crystal Report, iBatis, Silverlight, ASP.NET AJAX, Microsoft Visual SourceSafe, Active Directory, LINQ, DLINQ, ExtJS, MonoRail (MVC Framework for .NET)

7.3.2.2 Project Leader

Name : Cokky Saut Monang Turnip

Position : Project Leader

Project Experience :

- Helpdesk System
- Aplikasi Listing and Selling
- eLearning System

Technology Skill :

- Microsoft Sharepoint Server 2007, Microsoft Dyanamic CRM 3.0
- Web Programing: ASP.Net, HTML, CSS, ASP, PHP
- Programing: C#, VB.Net, Java
- Database: Microsoft SQL Server, MySQL
- Office: Microsoft Office, OpenOffice
- Operating System: Microsoft Windows, Linux (Ubuntu)

Certificate : MCTS

7.3.3 Job Description

7.3.3.1 Project Manager

- Oversee the time completion of all tasks outlined in the project work plan
- Plan, organize, and assign resources to accomplish the project
- Develop Change Management strategy
- Prepare Engagement (sign-off) administration

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7.3.3.2 System Analyst

- Design the solution architecture
- Design application specification and functionality (together with client)
- Design application and database
- Design user interface
- Prepare user acceptance test scenario

7.3.3.3 Developer

- Customize the application to meet the user requirement
- Perform physical installation of the application
- Prepare and execute user acceptance test
- Conduct application training

7.3.3.4 Technical Writer

- Do all the necessary documentation.

7.4 SAMPLE SCREEN SHOTS AND REPORT IMAGES

All screen shots below is only ilustration and not a final design. Final design will be conducted in design phase on project.

7.4.1 Corporate Homepage



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7.4.2 Department Homepage



7.4.3 Report



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7.4.4 Integrated with Ultimus Inbox (Future Development)

AJINOMOTO

Home | Department 1 | Department 2 | FAQ

Department > Home

Ultimus Process

AJINOMOTO

Common

- Korea View
- eExpense View
- eProcurement View
 - PR Personal View
 - In Process
 - Requested Doc
 - Approved Doc
 - Approved By Me
 - Temporary
- Purchasing Staff (Self)
- Received Note View
- Finance View
- eAutoTrans View
- Admin

View: Requested_Doc

Grouped By: Year Month

Request Date	PR No	Title	Amount	Status
Year: 2009 (2 Items)				
Month: August (1 Item)				
26 - 08 - 2009	IS2009000006	Testing PR 20 august Ketiga	8000	On Progress
Month: November (1 Item)				
02 - 11 - 2009	IS2009000016	this is title	1233	On Progress

Page 1 of 1

Displaying 1 - 2 of 2

Total: 7,233

Approve Reject

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8 ASUMPTIONS

8.1 PROJECT MANAGEMENT ASSUMPTIONS

- All of business process flow, user interface design and any decision that have been made by project team need to be signed by person from both parties to ensure that execution of the project will be smooth.
- Documents signed off both parties will super cede the agreements.

8.2 RESOURCES ASSUMPTIONS

- Group Ajinomoto Indonesia will provide access to any documentation needed by this project.
- Group Ajinomoto Indonesia will provide a person who will act as a contact person between Group Ajinomoto Indonesia and Integrasi Solutions. This contact person should be able to make decisions regarding to the project in a reasonable time (should not be more than 1 (one) day).
- Group Ajinomoto Indonesia will give access right such as network, software, and hardware needed in this project.
- Group Ajinomoto Indonesia will create a counter team part to support INTEGRASI by giving any input related to this project such as user requirements, system analysis, system design, acceptance test, etc.
- All modification to existing system will be conducted by Group Ajinomoto Indonesia team's.

8.3 SCOPE OF WORKS ASSUMPTIONS

- The proposed solution will be in English only and so with the documentation of the project.
- Integrasi Solutions will develop the application at the office of Integrasi Solutions.
- Integrasi Solutions will do all scenarios based on the Scope of Work (SOW) above. If there is a scenario out of the scope, it will be treated as a "Change Request" that will be signed both Integrasi Solutions and Group Ajinomoto Indonesia. The impact on schedule and cost incurred in this change request will be determined later.
- Training shall be conducted at Group Ajinomoto Indonesia premises. Group Ajinomoto Indonesia shall provide classroom equipped with Projection system for the conduct of training. Since the training would be on the application software developed, Group Ajinomoto Indonesia shall provide access to the course participants to the computer hardware and the application software for the smooth conduct of training.
- Before deploying the application, Group Ajinomoto Indonesia will assign one or more person to help Integrasi Solutions when doing the deployment especially with the infrastructure area.
- Changes to project plan, duration, and cost will be done through Change Request mechanism, which will be signed by both parties (Integrasi Solutions and Group Ajinomoto Indonesia)

----end of document----