

LAMPIRAN A. Data Project Charter

adw

Project Charter Implementasi iProc PT. Transportasi Jakarta (BUSWAY)

Jakarta, 28 October 2019

Project Name : Implementasi iProc Busway
Client : PT. Transportasi Jakarta
Location : kantor Pusat PT. Transportasi Jakarta

A. LINGKUP PEKERJAAN

- a. Implementasi aplikasi iProc, dengan modul
 - i. Full features eBidding
 - ii. Full features P2P (kecuali ePayment)
 - iii. Integrasi dengan ERP (ODOO)
- b. Konsep Implementasi:
 - i. Tahap 2019: eBidding
 - ii. Tahap 2020: P2P
- c. Platform
 - i. Laguage: PHP
 - ii. DB: Postgre
- d. Dokumentasi project sesuai dengan standar ISO dari ADW

B. JADWAL



adw consulting
PT Anggada Duta Wisana

Graha ADW, Wijaya Graha Puri
Blok H-33, Jalan Wijaya II
Jakarta 12160 - INDONESIA

Tel +62 21 720 2630
Fax +62 21 7279 3989
Web adw.co.id

adw

C. PROJECT TEAM

- Project Manager: Aulia Ulil Fadhilah
- Business Analyst: Aulia Ulil Fadhilah
- System Analyst: Prayoga Wicaksono
- Programmer: Nurul Khaqim, Ahmad Safrudin, Dini Mutia Sari, Fadil Ardiansyah
- UI/UX: Rahma Maulidya
- Implementor: Asri Artanti, Abiyu Ababil Putra, Desi Eka

Demikian Project Charter ini dibuat agar proyek dapat terlaksana sesuai dengan jadwal dan kualitas pekerjaan yang diharapkan.

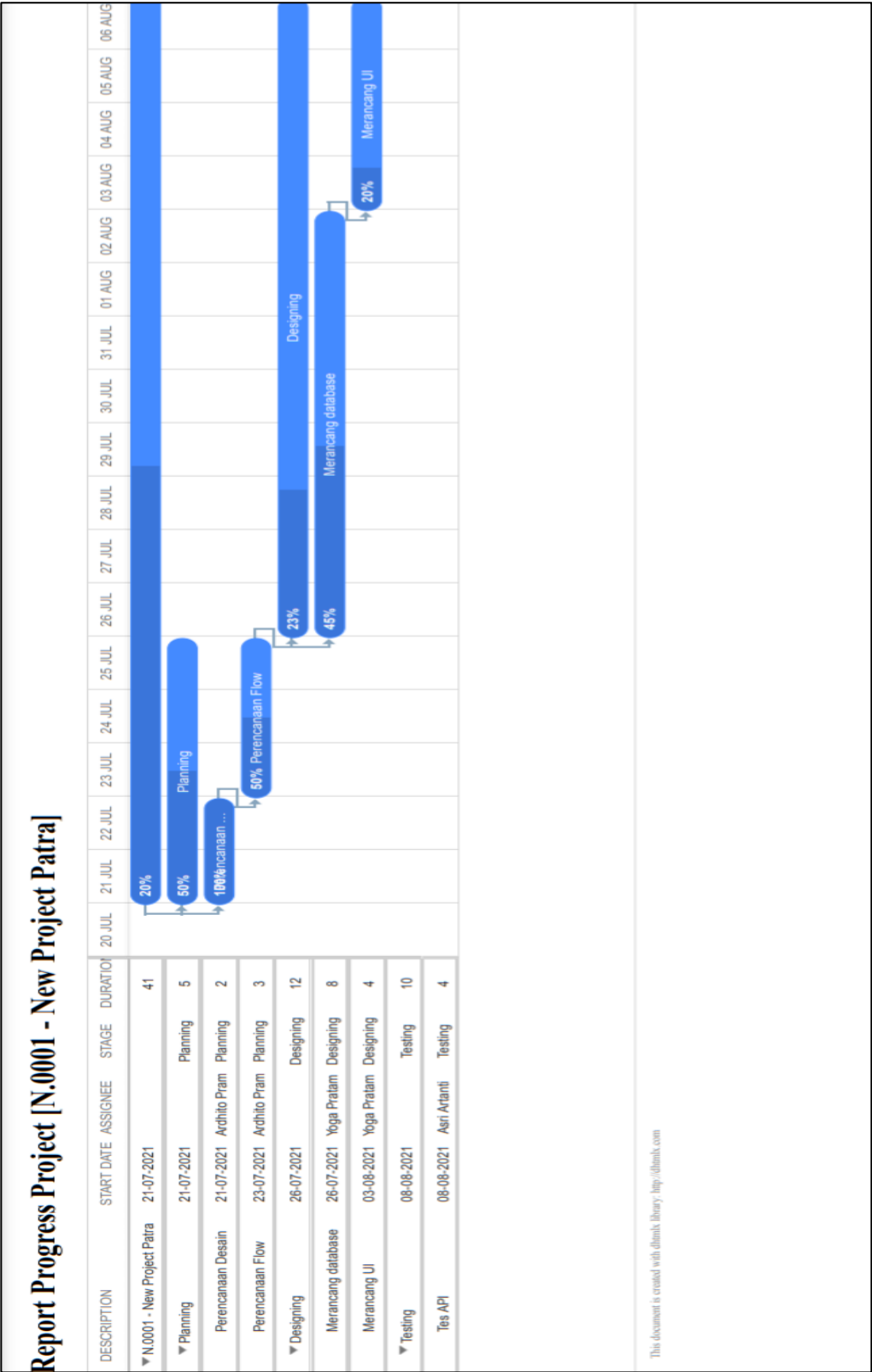
Terima Kasih,

Katri Iskandar

LAMPIRAN B. Laporan Mingguan Kegiatan Proyek Berjalan

[illegible]

LAMPIRAN C. Laporan Kemajuan Proyek



LAMPIRAN D. Laporan Kegiatan Tim Proyek

	A	B	C	D	E	F	G
1		Project Name	N.0001 - New Project Patra				
2		Project Manager	Riski Akbar				
3							
4	No	Team Project	Activity Name	Hour of Activity	Activity Progress	Activity Date	Activity Status
5	1	Ardhito Pramono	Planning - Perencanaan Desain	8	40.00%	21/07/2021	Approved
6	2	Ardhito Pramono	Planning - Perencanaan Desain	8	100.00%	22/07/2021	Approved
7	3	Ardhito Pramono	Planning - Perencanaan Flow	8	20.00%	23/07/2021	Approved
8	4	Ardhito Pramono	Planning - Perencanaan Flow	8	60.00%	24/07/2021	Approved
9	5	Ardhito Pramono	Planning - Perencanaan Flow	4	100.00%	25/07/2021	Approved
10	6	Yoga Pratama	Designing - Merancang database	8	25.00%	26/07/2021	Approved
11	7	Yoga Pratama	Designing - Merancang database	5	40.00%	28/07/2021	Approved
12	8	Yoga Pratama	Designing - Merancang database	3	45.00%	29/07/2021	Approved
13	9	Yoga Pratama	Designing - Merancang database	8	70.00%	30/07/2021	Approved
14	10	Yoga Pratama	Designing - Merancang database	4	80.00%	01/07/2021	Approved
15	11	Yoga Pratama	Designing - Merancang database	8	100.00%	02/07/2021	Approved
16	12	Yoga Pratama	Designing - Merancang UI	5	15.00%	03/07/2021	Approved
17	13	Yoga Pratama	Designing - Merancang UI	8	40.00%	04/07/2021	Approved
18	14	Yoga Pratama	Designing - Merancang UI	8	45.00%	05/07/2021	Approved
19	15	Yoga Pratama	Designing - Merancang UI	8	45.00%	06/07/2021	Approved
20	16	Yoga Pratama	Designing - Merancang UI	8	45.00%	07/07/2021	Approved
21	17	Yoga Pratama	Designing - Merancang UI	8	45.00%	08/07/2021	Approved
22	18	Yoga Pratama	Designing - Merancang UI	8	45.00%	09/07/2021	Approved
23	19	Yoga Pratama	Designing - Merancang UI	8	45.00%	10/07/2021	Approved
24	20	Yoga Pratama	Designing - Merancang UI	8	45.00%	11/07/2021	Approved
25	21	Yoga Pratama	Designing - Merancang UI	8	45.00%	12/07/2021	Approved
26	22	Yoga Pratama	Designing - Merancang UI	8	45.00%	13/07/2021	Approved
27	23	Yoga Pratama	Designing - Merancang UI	8	45.00%	14/07/2021	Approved
28	24	Yoga Pratama	Designing - Merancang UI	8	45.00%	15/07/2021	Approved
29	25	Yoga Pratama	Designing - Merancang UI	8	45.00%	16/07/2021	Approved
30	26	Yoga Pratama	Designing - Merancang UI	8	45.00%	17/07/2021	Approved
31	27	Yoga Pratama	Designing - Merancang UI	8	45.00%	18/07/2021	Approved
32	28	Yoga Pratama	Designing - Merancang UI	8	45.00%	19/07/2021	Approved
33	29	Yoga Pratama	Designing - Merancang UI	8	45.00%	20/07/2021	Approved
34	30	Yoga Pratama	Designing - Merancang UI	8	45.00%	21/07/2021	Approved
35	31	Yoga Pratama	Designing - Merancang UI	8	45.00%	22/07/2021	Approved
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44	40	Yoga Pratama	Designing - Merancang UI	8	45.00%	31/07/2021	Approved
45	41	Yoga Pratama	Designing - Merancang UI	8	45.00%	01/08/2021	Approved
46	42	Yoga Pratama	Designing - Merancang UI	8	45.00%	02/08/2021	Approved
47	43	Yoga Pratama	Designing - Merancang UI	8	45.00%	03/08/2021	Approved
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164	160	Yoga Pratama	Designing - Merancang UI	8	45.00%	28/11/2021	Approved
165	161	Yoga Pratama	Designing				

LAMPIRAN E. Hasil Wawancara

Hasil Wawancara dengan Aulia Ulil Fadhilah, S.Kom. selaku Project Manager.

- 1. Mba Ulil selaku salah satu Project Manager di PT ADW Consulting, kira – kira apa saja tugas dan tanggung jawab seorang Project Manager di dalam suatu proyek ?**

sdr. Aulia Ulil Fadhilah, S.Kom. : Sebagai project manager, tugas saya di dalam proyek antara lain mencakup membuat perencanaan terhadap proyek tersebut, mengalokasi tim proyek, melakukan estimasi biaya proyek, mengelola jalannya proyek dari awal sampai akhir, juga mengawasi kegiatan proyek seperti memantau apa saja yang dilakukan oleh tim proyek. Tugas itu semua dilakukan agar proyek dapat diselesaikan tepat waktu dan sesuai dengan kualitas yang diharapkan.

- 2. Mengenai pengawasan proyek, bagaimana Mba Ulil dapat melakukan pengawasan terhadap kegiatan tim proyek saat ini?**

sdr. Aulia Ulil Fadhilah, S.Kom.: Agar dapat melakukan pengawasan terhadap kegiatan tim proyek, biasanya saat ini kita mengadakan agenda pertemuan atau *meeting* tim supaya masing – masing anggota tim proyek dapat melaporkan kegiatan yang sudah dilakukan. Kemudian dari laporan anggota tim, saya akan membuat laporan rekapnya agar nanti bisa dilaporkan ke *Program Manager*

- 3. Berapa kali agenda pertemuan untuk laporan kegiatan tim proyek dilaksanakan?**

sdr. Aulia Ulil Fadhilah, S.Kom.: Untuk saat ini kita mengadakan pertemuan mingguan atau seminggu sekali. Biasanya dilakukan saat hari Jum'at.

- 4. Apa format dokumen rekap kegiatan tim proyek yang digunakan sebagai laporan ke Program Manager?**

sdr. Aulia Ulil Fadhilah, S.Kom.: Format dokumen laporannya adalah Microsoft Excel atau Spreadsheet.

5. Apakah menurut Mba Ulil cara yang dilakukan tim proyek dalam pelaporan kegiatan sudah efektif?

sdr. Aulia Ulil Fadhilah, S.Kom.: Menurut saya pengawasan belum dapat dilakukan secara efektif karena laporan dari masing masing anggota tim proyek belum terdefinisi secara detail, sehingga saya tidak tahu *progress* kegiatan mereka per harinya itu seperti apa. Selain itu saya juga harus melakukan rekapan laporan secara manual per minggunya untuk dilaporkan kepada program manager, yang mana proses tersebut sangat memakan waktu dan tenaga karena jumlah proyeknya pun tidak cuma satu.

6. Sudah berapa proyek yang Mba Ulil kelola saat ini?

sdr. Aulia Ulil Fadhilah, S.Kom.: Sudah ada 3 proyek yang saya kelola sampai saat ini. Di antaranya ada proyek yang masing - masing berkaitan dengan klien dari BTPN, Transjakarta, dan BP Tapera

Jakarta, 26 April 2021

Aulia Ulil Fadhilah, S.Kom.