Timeline Penambahan Fitur dan Perhitungan Biaya

**Sistem Informasi Pengelolaan Arsip Surat  
Rumah Sakit RK Charitas Palembang**

# Summary

## Nama project

* **Sistem Informasi Pengelolaan Arsip Surat (SIPAS)**

## Estimasi pengerjaan

* **12 minggu pengerjaan (3 bulan)**

## Personil projek

* **1 project manager**
* **1 tester dan QC**
* **1 developer web**
* **1 developer mobile**
* **1 asisten developer**

## Timeline pengerjaan

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | (dalam hitungan minggu) | | | | | | | | | | | |
| **Fitur** |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Agenda Surat** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Improve label setuju/simpan | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Kelompok Pegawai pada penerima surat dapat pilih per-pegawai | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Zoom preview berkas | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Tampil tindakan pada ekspedisi surat masuk | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Uraian surat | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Penambahan Tgl terbit (tgl surat), tgl berlaku, tgl berakhir (tgl masa aktif) | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Kunci berkas ketika memilih sifat rahasia | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Kolom pencarian no registrasi di Korespondensi | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Daftar penggunaan nomor surat | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Backdate tanggal surat keluar internal | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Backdate surat beda tahun | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Reactivate surat retensi | 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Reminder masa aktif surat | 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Kirim ulang Agenda Keluar Internal yang sudah di setujui | 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| Atur korespondensi setelah surat disetujui/akhir | 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Relokasi surat (edit lokasi surat) | 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Re-upload scan berkas | 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Tembusan surat keluar | 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| Pembatalan surat keluar | 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| Prioritas Balas Internal | 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| Pengaturan jenis per unit | 3 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Disposisi** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Disposisi ke diri sendiri melalui PLH | 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Notifikasi untuk tindakan disposisi | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Nomor Romawi Kapital pada Lembar Disposisi (SM/0000/YY) | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Penyesuaian Lembar Disposisi (Dicabut, Banyak penerima) | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Pelaporan** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Laporan perklasifikasi surat | 2 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Pengaturan Data** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mastering lampiran (set,hal) | 2 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Bank Surat** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Bank surat filter type | 2 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Mobile** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Uraian surat | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Kunci berkas ketika sifat rahasia | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Tembusan surat keluar | 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Kelompok pegawai pada penerima disposisi data pilih per-pegawai | 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| Notifikasi untuk tindakan disposisi | 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Disposisi melalui PLH | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Testing dan QC** |  |  |  |  |  |  |  |  |  |  |  |  |  |

## Alokasi Biaya Personil

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personil** | **Org** | **Biaya** | **Bulan** | **Jumlah** |
| Project manajer dan analis | 1 | 1,000,000 | 3 | 3,000,000 |
| Ahli Quality Control dan Tester | 1 | 8,000,000 | 3 | 24,000,000 |
| Ahli Programmer/Developer (Web) | 1 | 8,000,000 | 3 | 24,000,000 |
| Ahli Programmer/Developer (Mobile) | 1 | 8,000,000 | 1 | 8,000,000 |
| Asisten Developer | 1 | 6,000,000 | 3 | 18,000,000 |
|  |  |  |  |  |
| (harga real, lengkap) | | | | 77,000,000 |
| (harga ideal, tanpa asisten) | | | | 59,000,000 |
| (harga net, tanpa asisten, tanpa QC) | | | | 35,000,000 |