Timeline Penambahan Fitur

Sistem Informasi Pengelolaan Arsip SuratRumah Sakit RK Charitas Palembang

# Summary

## Nama produk

* Sistem Informasi Pengelolaan Arsip Surat (SIPAS)

## Nama instansi

* Rumah Sakit RK Charitas Palembang

## 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 |   |  |  |  |  |  |  |  |  |  |  |  |
| Kelompok Pegawai pada penerima surat dapat pilih per-pegawai |   |  |  |  |  |  |  |  |  |  |  |  |
| Zoom preview berkas |   |  |  |  |  |  |  |  |  |  |  |  |
| Tampil tindakan pada ekspedisi surat masuk |   |  |  |  |  |  |  |  |  |  |  |  |
| Uraian surat  |   |  |  |  |  |  |  |  |  |  |  |  |
| Penambahan Tgl terbit (tgl surat), tgl berlaku, tgl berakhir (tgl masa aktif) |  |   |  |  |  |  |  |  |  |  |  |  |
| Konfirmasi manual untuk status proses surat telah selesai |  |  |  |  |  |  |  |  |  |  |  |  |
| Kunci berkas ketika memilih sifat rahasia |  |   |  |  |  |  |  |  |  |  |  |  |
| Kolom pencarian no registrasi di Korespondensi |  |   |  |  |  |  |  |  |  |  |  |  |
| Daftar penggunaan nomor surat |  |  |  |  |   |  |  |  |  |  |  |  |
| Backdate tanggal surat keluar internal |  |  |  |  |   |  |  |  |  |  |  |  |
| Backdate surat beda tahun |  |  |  |  |   |  |  |  |  |  |  |  |
| Reactivate surat retensi |  |  |  |  |   |  |  |  |  |  |  |  |
| Reminder masa aktif surat |  |  |  |  |  |   |  |  |  |  |  |  |
| Kirim ulang Agenda Keluar Internal yang sudah di setujui  |  |  |  |  |  |   |  |  |  |  |  |  |
| Atur korespondensi setelah surat disetujui/akhir |  |  |  |  |  |  |   |  |  |  |  |  |
| Relokasi surat (edit lokasi surat) |  |  |  |  |  |  |   |  |  |  |  |  |
| Re-upload scan berkas |  |  |  |  |  |  |   |   |  |  |  |  |
| Tembusan surat keluar |  |  |  |  |  |  |  |   |  |  |  |  |
| Pembatalan surat keluar |  |  |  |  |  |  |  |   |   |  |  |  |
| Prioritas Balas Internal |  |  |  |  |  |  |  |  |   |   |  |  |
| Pengaturan jenis per unit |  |  |  |  |  |  |  |  |  |   |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Disposisi** |  |  |  |  |  |  |  |  |  |  |  |  |
| Disposisi ke diri sendiri melalui PLH |  |  |   |  |  |  |  |  |  |  |  |  |
| Notifikasi untuk tindakan disposisi  |  |  |  |   |  |  |  |  |  |  |  |  |
| Nomor Registrasi pada Lembar Disposisi dan Ekspedisi Surat |  |  |  |   |  |  |  |  |  |  |  |  |
| Penyesuaian Lembar Disposisi (Dicabut, Banyak penerima) |  |  |  |   |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Pelaporan** |  |  |  |  |  |  |  |  |  |  |  |  |
| Laporan perklasifikasi surat |  |  |  |  |  |  |  |  |  |   |   |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Pengaturan Data** |  |  |  |  |  |  |  |  |  |  |  |  |
| Mastering lampiran (set,hal) |  |   |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Bank Surat** |  |  |  |  |  |  |  |  |  |  |  |  |
| Bank surat filter type |  |  |   |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Mobile** |  |  |  |  |  |  |  |  |  |  |  |  |
| Uraian surat |  |  |   |  |  |  |  |  |  |  |  |  |
| Kunci berkas ketika sifat rahasia |  |  |   |  |  |  |  |  |  |  |  |  |
| Tembusan surat keluar |  |  |  |  |  |   |  |  |  |  |  |  |
| Kelompok pegawai pada penerima disposisi data pilih per-pegawai |  |  |  |   |   |  |  |  |  |  |  |  |
| Notifikasi untuk tindakan disposisi |  |  |  |   |   |  |  |  |  |  |  |  |
| Disposisi melalui PLH |  |  |  |   |   |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Testing dan QC** |   |   |   |   |   |   |   |   |   |   |   |   |
| **Penyesuaian Manual Book** |  |  |  |  |  |  |  |  |  |  |  |  |