Laporan Progres

**Jasa Implementasi Aplikasi E-Disposisi (TEO)  
PT TIMAH TBK**

# Summary

## Nama project

* **Jasa Implementasi Aplikasi E-Disposisi (TEO) PT TIMAH TBK**

## Estimasi pengerjaan

* **9 minggu developing**
* **5 minggu testing, implementasi**
* **4 minggu pengerjaan revisi tahap 2**
* **? minggu pengerjaan revisi tahap 3**

## Estimasi selesai

* **2 Maret 2018 (18 minggu dari 1 November 2018)**

## Status pengerjaan

**Tahap 1**

* **17 November 2017 : 30 %**
* **12 Desember 2017 : 53 %**
* **21 Desember 2017 : 56 %**
* **28 Desember 2017 : 80 %**
* **12 Januari 2018 : 89 %**
* **16 Januari 2018 : 93 %**

**Tahap 2**

* **29 Januari 2018 : 72 %**
* **5 Februari 2018 : 80 %**
* **9 Februari 2018 : 89 %**
* **16 Februari 2018 : 92 %**

# Timeline Pengerjaan

Timeline agenda dan progress pengerjaan pertanggal 9 Februari 2018 (minggu 15).

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  | | | | | *(Hitungan dalam minggu)* | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | |  | **Tahap 1** | | | | | | | | | | | | | | | | | | | **Tahap 2** | | | | | | |
| **Fitur** | | | | | | | **TOR** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | | **11** | | **12** | | **13** | | **14** | | **15** | | **16** | | **17** | | **18** |
| **MASA DESIGN** | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Analisa **(100%)** | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Prototype **(100%)** | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| **MASA DEVELOP** | |  | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| **Penyesuaian Core/System:** | |  | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Modul Surat External: **(100%)** | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Registrasi Agenda Surat Masuk Eksternal | | | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Agenda Surat Masuk Eksternal | | | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Cetak Resi Agenda Surat Masuk Eksternal | | | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Ekspedisi Agenda Surat Masuk Eksternal | | | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Agenda Surat Keluar Eksternal | | | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Agenda Surat Keluar Eksternal Backdated | | | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Persetujuan Agenda Surat Keluar Backdated | | | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Pembuatan Konsep Agenda Surat Keluar Eksternal (Modul Konsep Surat) | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Pencatatan Ekspedisi Pengiriman Agenda Surat Keluar Eksternal | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Upload Berkas | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Preview Berkas Terupload (PDF) | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Manajemen Masa Aktif Dan Pengarsipan Surat Masuk Eksternal | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Korespondensi Surat Eksternal | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  |  | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | Modul Surat Internal: **(100%)** | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Agenda Surat Internal | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Pembuatan Konsep Agenda Surat Internal (Modul Konsep Surat) | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Korespondensi Surat Internal *(lanjut ke tahap 2)* | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Upload Berkas | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Preview Berkas Terupload (PDF) | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  |  | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | Modul Konsep Surat: **(100%)** | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Agenda Konsep Surat | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Persetujuan Konsep Surat | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Riwayat Pengajuan Konsep Surat | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Upload Berkas | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
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|  | Modul Disposisi: **(100%)** | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Disposisi Surat | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Tindakan dan Pencabutan Disposisi | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Ekspedisi Disposisi | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Riwayat Pengiriman Disposisi | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  |  | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | Modul Arsip Bebas: **(100%)** | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Agenda Arsip Bebas | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Upload Berkas | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
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|  | Modul Pelaporan Surat: **(100%)** | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Laporan Rekap Surat Per Unit (PDF) | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Laporan Agenda Surat Masuk Eksternal Per Unit (PDF) | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Laporan Agenda Surat Keluar Eksternal Per Unit (PDF) | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Laporan Rekapitulasi Korespondensi Surat Eksternal Per Unit (PDF) *(lanjut ke tahap 2)* | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Laporan Agenda Surat Masuk Internal Per Unit (PDF) *(lanjut ke tahap 2)* | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Laporan Agenda Surat Keluar Internal Per Unit (PDF) *(lanjut ke tahap 2)* | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
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|  | Modul Asistensi Monitoring: **(100%)** | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Monitoring Surat Masuk | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Monitoring Disposisi Masuk | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Monitoring Riwayat Disposisi | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | Monitoring Koreksi Surat | | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
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|  | Modul Pengaturan: **(100%)** | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Manajemen Pegawai dan Unit Kerja | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Manajemen Parameter Surat | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Manajemen Hak Akses User | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | |  | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| **Revisi dan Penambahan Fitur: Tahap 1** | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | Modul Surat External: **(100%)** | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Penanda untuk atribut prioritas surat eksternal | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Menampilkan status surat pada korespondensi eksternal | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Flag terima berkas, tampil mulai dari awal distribusi surat (ekspedisi) | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Surat Rahasia, berkas tidak tampil ketika surat berstatus rahasia | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Pembeda jenis surat pada Surat Masuk untuk Surat Eksternal/Internal | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Ekspedisi Surat Eksternal ada pemberian status Surat "Selesai" | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | |  | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | Modul Surat Internal: **(100%)** | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Penanda untuk atribut prioritas surat internal | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Pembeda jenis surat pada Surat Masuk untuk Surat Eksternal/Internal | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Menampilkan status surat pada korespondensi internal | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Surat Rahasia, berkas tidak tampil ketika surat berstatus rahasia | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | |  | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | Modul Konsep Surat: **(100%)** | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Tambah status revisi pada konsep surat | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Live Edit, pembuatan konsep surat langsung dari aplikasi | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Surat Rahasia, berkas tidak tampil ketika surat berstatus rahasia | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | History perubahan koreksi konsep surat | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | |  | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | Modul Disposisi: **(100%)** | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Disposisi Rahasia, perintah | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Penyesuaian Cabut Disposisi, fitur cabut untuk penerima disposisi | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Penyesuaian status disposisi "dicabut" (untuk pengirim dan penerima disposisi) | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Pencabutan disposisi tercatat di ekspedisi | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | |  | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | Modul Pelaporan Surat: *(lanjut ke tahap 2)* | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | Laporan Presentase Surat Selesai | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | Chart Naskah Masuk | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | Chart Naskah Ditindak lanjuti | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | Naskah Hold | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | Naskah Top Urgent | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | Laporan Rekap Masa Retensi Arsip | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | |  | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | Modul Asistensi Monitoring: **(100%)** | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | Penyesuaian fitur asistensi monitoring untuk Delegasi / PLT | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | |  | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | Modul Pendukung: *(lanjut ke tahap 2)* | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | SMS | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | Email | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | Mobile | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
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| **Revisi dan Penambahan Fitur: Tahap 2** | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | |  | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | Agenda Surat : **(100%)** | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | Reposisi Agenda Surat : Dari, Nomor Surat, Perihal | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | Tanda bintang untuk isian wajib | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | Surat nomor dan perihal tampil di Resi | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | Pilihan Pembeda Jenis surat untuk Agenda Internal dan Eksternal | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | No Agenda dapat diisi selain angka | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | Penyesuaian status “Belum Didistribusikan” menjadi “Draft” | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | |  | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | Agenda Surat Keluar (Eksternal+Internal) : **(75%)** | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | Sistem booking nomor pada Agenda Surat Keluar | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | Sistem Pembuatan Agenda Surat Keluar tanpa penyetuju | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | Sistem Penomoran disisipkan untuk Agenda Backdated | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | Sistem Penomoran terpusat dan tidak terpusat | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | Penomoran surat memakai 4 digit angka | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
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|  | Agenda Surat Internal : **(60%)** | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | Korespondensi Surat Internal | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | |  | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | Koreksi Surat : **(70%)** | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | | Penyesuaian status “Tolak” menjadi “Revisi” | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | | Agenda Keluar yang telah ditolak dapat direvisi dan dikirimkan kembali | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | |  | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | Pelaporan : **(100%)** | | | |  | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | | Laporan Rekapitulasi Korespondensi Surat Eksternal Per Unit (PDF) | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | | Laporan Agenda Surat Masuk Internal Per Unit (PDF) | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | | Laporan Agenda Surat Keluar Internal Per Unit (PDF) | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | | Laporan Presentase Surat Selesai | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | | Chart Naskah Masuk | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | | Chart Naskah Ditindak lanjuti | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | | Naskah Hold | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | | Naskah Top Urgent | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | | Laporan Rekap Masa Retensi Arsip | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | |  | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | Core : **(100%)** | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | | Penyesuaian bahasa label : Upload, Download, Nama Menu, Tindakan Disposisi | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | | Penyesuaian pesan atau alert action | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
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|  | Multi Asistensi Monitoring **(0%)** | | | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
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|  | Reposisi pada Disposisi **(100%)** | | | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
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|  | Modul Pendukung: **(85%)** | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | | SMS | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | | Email | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | | Mobile | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
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| **Revisi dan Penambahan Fitur: Tahap 3** | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Agenda Surat: | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Masa aktif mengikuti klasifikasi surat | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Agenda Surat Keluar (Eksternal+Internal): | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Tambah berkas setelah disetujui | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Penyesuaian Format Nomor Backdate | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Agenda Surat Internal: | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Penerima Agenda Keluar menjadi penerima distribusi Agenda Masuk | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Disposisi:: | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Cabut disposisi per-penerima | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Identifier surat/terima berkas | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Asistensi: | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Multi Asistensi | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Template Surat: | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Isian kepada diganti dari isian nama menjadi jabatan | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Pencarian template berdasarkan jenis (kelompok) | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Mobile: | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Re design tampilan untuk Preview di pdf | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Pada riwayat tampil status dan tindakan disposisi | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Ubah label Tindakan menjadi Respon Balik | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Peringatan belum memilih tindakan | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| **MASA TESTING DAN PUBLISHING** | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Dokumentasi | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | Testing, Bug Fix dan Revisi | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | Pelatihan | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
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|  |  | | | | |  |  |  |  |  | Selesai | | | | |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | | |  |  |  |  |  | Dalam proses | | | | |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | | |  |  |  |  |  | Rencana pengerjaan | | | | | | |  | |  | |  | |  | |  | |  | |  | |  | |
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|  |  | | | | |  |  | TOR | |  | Fitur ada dalam TOR | | | | | | |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | | | |  |  | BARU | |  | Fitur penambahan | | | | | | |  | |  | |  | |  | |  | |  | |  | |  | |
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|  |  | | | | |  |  |  |  |  | Minggu akhir TOR dan batas tahap 1 dan tahap 2 | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | |  |  |  |  |  | Minggu sekarang | | | | | |  |  | |  | |  | |  | |  | |  | |  | |  | |