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).

|  |  |  |  |
| --- | --- | --- | --- |
|   |   |   | *(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 |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |
|   |   |   |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |
|   | 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 |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |
|   |   |   |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |
|   | 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 |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |
|   |   |   |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |
|   | Modul Asistensi Monitoring: **(100%)** |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |
|   |   | Monitoring Surat Masuk | TOR |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |
|   |   | Monitoring Disposisi Masuk | TOR |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |
|   |   | Monitoring Riwayat Disposisi | TOR |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |
|   |   | Monitoring Koreksi Surat | TOR |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |
|   |   |   |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |
|   | 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 |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **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 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 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 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Multi Asistensi Monitoring **(0%)** | BARU |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Reposisi pada Disposisi **(100%)** | BARU |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Modul Pendukung: **(85%)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | SMS | BARU |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Email | TOR |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Mobile | BARU |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **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 |   |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | Selesai |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |   |  | Dalam proses |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |   |  | Rencana pengerjaan |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | TOR |  | Fitur ada dalam TOR |  |  |  |  |  |  |  |  |
|  |  |  |  | BARU |  | Fitur penambahan |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | Minggu akhir TOR dan batas tahap 1 dan tahap 2 |
|  |  |  |  |  |  |  | Minggu sekarang |  |  |  |  |  |  |  |  |  |