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**
* **6 minggu pengerjaan revisi tahap 3 (pengembangan security)**

## Estimasi selesai

* **20 April 2018 (25 minggu dari 1 November 2017)**

## 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 %**

**Tahap 3**

* **6 Maret 2018 : 75 %**
* **13 Maret 2018 : -**
* **20 Maret 2018 : -**
* **27 Maret 2018 : -**
* **3 April 2018 : -**
* **10 April 2018 : -**
* **17 April 2018 : -**

# Timeline Pengerjaan

Timeline agenda dan progress pengerjaan pertanggal 6 Maret 2018 (minggu 19).

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  | |  | |  | | *(Hitungan dalam minggu)* | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |
|  |  | |  | | | |  | **Tahap 1** | | | | | | | | | | | | | | | | | | | **Tahap 2** | | | | | | | **Tahap 3** | | | | | | |
|  |  | | **Fitur** | | | | **TOR** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | | **11** | | **12** | | **13** | | **14** | | **15** | | **16** | | **17** | | **18** | **19** | **20** | **21** | **22** | **23** | **24** | **25** |
|  | | | **MASA DESIGN** | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Analisa **(100%)** | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Prototype **(100%)** | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  | | | **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 |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | 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 |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | Preview Berkas Terupload (PDF) | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | Modul Konsep Surat: **(100%)** | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Agenda Konsep Surat | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Persetujuan Konsep Surat | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Riwayat Pengajuan Konsep Surat | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | Modul Disposisi: **(100%)** | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Disposisi Surat | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Tindakan dan Pencabutan Disposisi | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Ekspedisi Disposisi | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Riwayat Pengiriman Disposisi | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | Modul Arsip Bebas: **(100%)** | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Agenda Arsip Bebas | | | | 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 |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  | |  | | **Tahap 1 (Revisi dan Penambahan Fitur)** | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | 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 |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | 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 |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | 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 |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | 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 |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | 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 |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | Modul Asistensi Monitoring: **(100%)** | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Penyesuaian fitur asistensi monitoring untuk Delegasi / PLT | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | Modul Pendukung: *(lanjut ke tahap 2)* | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | SMS | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Email | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Mobile | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  | | | **Tahap 2 (Revisi dan Penambahan Fitur setelah UAT)** | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | 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 |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | Agenda Surat Keluar (Eksternal+Internal) : **(100%)** | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | 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 : **(100%)** | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Korespondensi Surat Internal | | | | TOR |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | Koreksi Surat : **(100%)** | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Penyesuaian status “Tolak” menjadi “Revisi” | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Agenda Keluar yang telah ditolak dapat direvisi dan dikirimkan kembali | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | 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 |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | 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 *(lanjut ke tahap 4)* | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | Reposisi pada Disposisi **(100%)** | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | Modul Pendukung: *(lanjut ke tahap 4)* | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | Mobile | | | | BARU |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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| **Masuk Masa Maintenance** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | **Tahap 3 (Pengembangan Security)** | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | Perancangan dan pemetaan **(50%)** | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | Bad Session Management: **(0%)** | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Pemberlakuan verifikasi session dan role terhadap setiap akses API | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | Leads to IDOR: **(0%)** | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | Penghapusan informasi systempath pada setiap respon API | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Pemberian proteksi pada direct access pada filepath dokumen upload | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | Unrestricted Files Upload: **(0%)** | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Konfigurasi filetype upload dipindahkan | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | Weak Password Quality: **(0%)** | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Penggantian password untuk user server | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | Unencrypted Database Connection String: *(skip)* | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | Improper Acccess Control: *(skip, penanganan sudah ada pada poin lain)* | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Pemberlakuan verifikasi session dan role | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | User Credentials and Its Data are Sent in Plaintext: **(0%)** | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | End to end encryption komunikasi | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | Insecure Cookies Attribute at Application: **(0%)** | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Menambahkan konfigurasi parameter `secure` pada cookie | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | Unlimited Password Guessing Attack at Application: **(0%)** | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Menambahkan fitur captcha jika user gagal 2x | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Menambahkan fitur delay login jika user gagal login 6x | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  | | | **MASA TESTING DAN PUBLISHING** | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Dokumentasi | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Testing dan Bug Fix | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | Pelatihan | | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | | | |  |  |  |  |  | Selesai | | | | |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | | | |  |  |  |  |  | Rencana pengerjaan | | | | | | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | | | |  |  |  |  |  | Batas daftar antar tahap | | | | | | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | | | |  |  | TOR | |  | Fitur ada dalam TOR | | | | | | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
|  |  | | | | |  |  | BARU | |  | Fitur penambahan | | | | | | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |
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|  |  | | | | |  |  |  |  |  | Minggu batas antar tahap | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |
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