Perkiraan Timeline Penambahan Fitur

Timah Electronic Office (TEO) **- PT Timah TBK Pangkal Pinang**

Tanggal: 9 September 2018

# Summary

## Estimasi pengerjaan

* 18 minggu pengerjaan (4,5 bulan)

## Personil projek

* 1 project manager (termasuk sistem analis)
* 1 tester dan QA
* 1 developer web
* 1 developer mobile

## Progres pengerjaan

* 5 September 2018 : **35%**

## Penggunaan Mandays

* 37 mandays

## Perkiraan timeline pengerjaan

|  |  |
| --- | --- |
|  | (dalam hitungan minggu) |
| **Fitur** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **23** | **24** | **25** | **26** | **27** |
| 23Agenda Keluar yang telah ditolak dapat direvisi dan dikirim kembali (melanjutkan dari penambahan sebelumnya) |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Multi Asistensi Monitoring (melanjutkan dari penambahan sebelumnya) |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Agenda Surat** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Menambahkan kolom 'Dari' di Surat Internal Keluar |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Penambahan inputan 'Alamat' di Surat Keluar Eksternal |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Perubahan label 'Disetujui' jadi 'Terkirim' |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Menu surat terkirim (sent items) |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ketika revisi bisa edit penerima dan atribut surat |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Inputan penerima terisi otomatis pada menu transfer/distribusi (internal) |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Notif agenda menampilkan data sesuai dengan informasi nya |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pilihan cetak kop di Dokumen Preview |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Filter Pelaksana Harian sesuai dengan hirarki unit (Kecuali Admin) |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Dokumen watermark surat saat masih draft |  |  |  |  |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Peningkatan fungsi toolbar editor online dokumen |  |  |  |  |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Peningkatan real time notifikasi |  |  |  |  |  |  |  |   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Menampilkan info surat terkirim (tgl) pada draft |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tooltip/marque untuk judul berkas yg panjang pada mobile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Menampilkan info size berkas |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Print persetujuan internal |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Atribut surat Tampil semua (aktif/nonaktif) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Disposisi** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Disposisi yang telah dibatalkan tampil (tidak bisa teruskan disposisi) |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Penambahan note tambahan untuk disposisi yg terkirim |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| List tindakan/log, reformat respon |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tampilkan tindakan pada ekspedisi dan uraian |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Pengaturan** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Integrasi sumber data (pegawai, unit, jabatan) dengan aplikasi HCM PT Timah |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |
| Menu Asistensi hilang ketika tidak ada role |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Atur pelaksana harian butuh konfirmasi **&** batasi dg level jabatan (selevel dan dibawahnya) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Report expedisi (merged) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tindakan/respon |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Mobile** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Perubahan label 'Tindakan' jadi 'Respon' |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Perubahan label 'Beranda' jadi 'Home' |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Disposisi yang telah dibatalkan masih bisa dilihat |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Setelah meneruskan disposisi kembali ke panel disposisi |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Menu surat terkirim (sent items) |  |  |  |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Dokumen watermark surat saat masih draft |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Bisa download manual book melalui mobile |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Peningkatan fungsi toolbar editor online dokumen |  |  |  |  |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Auto start aplikasi setelah booting mobile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Design mock-up UI dan UX mobile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Penyesuaian UI dan UX mobile\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fungsi tombol back |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pengaturan foto, ringtone, background menu |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Konfirmasi pengiriman disposisi |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Notif bawah ketika pengiriman berhasil |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Notifikasi update aplikasi |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Disposisi tidak perlu diberi balasan kecuali butuh revisi |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Notif disposisi dibaca |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Peningkatan real time notifikasi |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tooltip/marque untuk judul berkas yg panjang pada mobile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Menampilkan info size berkas |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Arahan disposisi diberikan kotak kuning |   |   |   |   |   |   |   |   |   |   |   |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |
| Tombol Lihat urutan diganti menjadi “lihat urutan arahan” |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tombol Lihat jumlah user ditampilkan angka |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Menampilkan detail status pada “Penerima Lain” |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kemudahan tambah user ketika forward disposisi |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tambah padding untuk penerima terakhir pada list (semua list) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Perubahan label terima berkas menjadi “berkas fisik disertakan” |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Menu Asistensi hilang ketika tidak ada role |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Asistensi diubah jadi “PGS” |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| List tindakan/log, reformat respon |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tembusan (list other penerima) bisa tampil |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tampilkan tindakan pada ekspedisi dan uraian |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tindakan/respon |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Penambahan note tambahan untuk disposisi yg terkirim |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Filter lebih komplit dan deskriptif untuk mobile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Search lebih komplit untuk mobile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Notifikasi alert setiap belum baca (kondisional peruser) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Prioritas disposisi pada mobile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Muncul alert jika notifikasi sistem tidak aktif |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Disable akses ketika plt |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Status aktif/nonaktif |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Atur pelaksana harian butuh konfirmasi **&** batasi dg level jabatan (selevel dan dibawahnya) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Close ekspedisi (kecuali tembusan) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

\*Jika design mock-up disetuju

## Rincian penggunaan mandays

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Deskripsi** |  | **Request** | **Pengerjaan** | **Ket** |
| **Developer** | **Jumlah** | **Mandays** |
| 1 | Penambahan Fitur Multi Asistensi (Web) | Improve | Pertemuan17-April-2018 | Dimas R. | 3 hari | 3 |   |
| 2 | Penambahan Fitur Multi Asistensi (Mobile) | Improve | Adi N. | 2 hari | 2 |   |
| 3 | Penambahan Fitur Alamat Surat (Web) | Improve | Dimas R. | 1 hari | 1 |   |
| 4 | Penambahan Fitur Alamat Surat (Mobile) | Improve | Adi N. | 1 hari | 1 |   |
| 5 | Penambahan Fitur Kunci Disposisi yang Dibatalkan (Web) | Improve | Dimas R. | 1 hari | 1 |   |
| 6 | Penambahan Fitur Kunci Disposisi yang Dibatalkan (Mobile) | Improve | Adi N. | 1 hari | 1 |   |
| 7 | Penambahan Penerima Otomatis pada Transfer/Distribusi Surat Internal | Improve | Dimas R. | 1 hari | 1 |   |
| 9 | Update (upload) TEO dan testing | Support | Pak Ihya20-Juli-2018 | Dimas R. | 2 hari | 2 |   |
|
| Michelle | 2 |   |
| Luqni | 2 |   |
| Adi N. | 2 |   |
| 10 | Perubahan tampilan berkas pada surat dengan tab (Mobile) | Improve | Pak Parikesit (WA)30-Juli-2018 | Adi N. | 1 hari | 1 |   |
| 11 | Pencarian staf berdasarkan jabatan (Mobile) | Improve | Pak Parikesit (WA)1-Agustus-2018 | Adi N. | 1 hari | 1 |   |
| 12 | Perbaikan sorter pada Nota Dinas di Pelaksana Harian | Bug Fix | - | Adi N. | 1 hari | 0 | free support |
| 13 | Perbaikan tampilan kepala unit kerja setelah ubah pada fitur Unit Kerja | Bug Fix | Pak Ihya (WA)3-Agustus-2018 | Adi N. | 1 hari | 1 |   |
| 14 | Perbaikan tampilan unit kerja setelah ubah pada fitur Jabatan | Bug Fix |
| 15 | Tambah jenis surat 'Surat Umum' | Support | Bu Dista Febri (WA)6-Agustus-2018 | Adi N. | 1 jam | 0 | free support |
| 16 | Variabel tembusan pada pilihan template | Improve | Pak Ihya (WA)7-Agustus-2018 | E. Hoggy | 1 hari | 1 |   |
| 17 | Penyesuaian variable nilai online dokumen dgn template Memo | Improve | Pak Ihya (WA)9-Agustus-2018 | Michelle | 1 hari | 1 |   |
| 18 | Testing dan upload penyesuaian variable template Memo | Support | Pak Ihya (WA)9-Agustus-2018 | Michelle | 3 jam | 0 | free support |
| 19 | Online dokumen dapat di download dalam bentuk PDF (Mobile) | Improve | Pak Ihya4-Agustus-2018 | Adi N. | 4 hari | 4 |   |
| 20 | Online dokumen dapat di download dalam bentuk PDF (Web) | Improve | Pak Ihya4-Agustus-2018 | Adi N. |   |
| 21 | Disposisi tdk bs dibuka ketika fail prioritas | Bug Fix | Pak Ihya13-Agustus-2018 | Adi N. | 1 hari | 0 | free support |
| 22 | Upload berkas PDF dibaca sebagai 'Other' | Bug Fix | Pak Ridha A.13-Agustus-2018 | Adi N. | 0 | free support |
| 23 | Peringatan prioritas disposisi | Improve | Pak Ihya13-Agustus-2018 | Adi N. | 1 hari | 1 |   |
| 24 | Penambahan Unit kewenangan di Korespondensi | Improve | Pak Ihya10-Agustus-2018 | E. Hoggy | 1 hari | 1 |   |
| 25 | Support backup dan pengecekan aplikasi mobile | Support | Grup Timah19-Agustus-2018 | Adi N. | 3 jam | 0 | free support |
| 26 | Memo persetujuan tidak urut fail buat nomor surat | Support | Pak Ihya20-Agustus-2018 | E. Hoggy | 1 jam | 0 | free support |
| 27 | Penomoran backdate fail | Support | Bu Dista Febri20-Agustus-2018 | E. Hoggy | free support |
| 28 | Tombol online dokumen fail | Bug Fix | Pak Ihya20-Agustus-2018 | Adi N. | 5 jam | 0 | free support |
| 29 | Update production | Support | Pak Ihya20-Agustus-2018 | Adi N. | free support |
| 30 | Penyesuaian logo Timah TEO di Google Play | Support | Pak Ihya23-Agustus-2018 | Michelle | 5 jam | 0 | free support |
| Adi N. | 5 jam | 0 | free support |
|
| 31 | Penyesuaian fitur file opener (PDF) | Improve | Pak Parikesit22-Agustus-2018 | Adi N. | 4 hari | 4 |   |
| 32 | Fitur notifikasi untuk update aplikasi | Improve | Pak Ihya20-Juli-2018 | Adi N. |
| 33 | Penyesuaian fitur download file PDF (Android 5+) | Support | Grup Timah23-Agustus-2018 | Adi N. | 5 jam | 0 | free support |
| Eko Dedy | 5 jam | 0 | free support |
| 34 | Support cek kepala unit kerja | Support | Pak Ihya4-September-2018 | Adi N. | 4 jam | 0 | free support |
| 35 | Pembuatan mock-up design UX TEO Mobile | Improve | Pak Ihya4-September-2018 | Michelle | 4 hari | 4 |   |
|  |  |  |  |  |  |  |  |
| Jumlah : | **37** | **Mandays** |
|  |  |  |  |  |  |  |  |