Perkiraan Timeline Penambahan Fitur

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

Tanggal: 28 November 2018

# Summary

## Estimasi pengerjaan

* 22 minggu pengerjaan (3 bulan 1 minggu)

## Personil projek

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

## Progres pengerjaan

* 28 September 2018 : 0%

## 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** | **22** |
| **Agenda Surat** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Peningkatan fungsi toolbar editor online dokumen |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Nama berkas otomatis sesuai dengan nama file ketika diupload |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ubah nama berkas setelah berkas diupload (tombol simpan) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Menambah QRCode di online dokumen |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Notif agenda menampilkan data sesuai dengan informasi notif nya |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tambah berkas surat setelah surat disetujui |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Menambah hakakses untuk melihat disposisi bersifat rahasia pada ekspedisi |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Alert notifikasi permintaan berkas fisik (admin surat) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Menambah koneksi fitur Klasifikasi ke fitur Masa Aktif Surat |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Menampilkan logo TIMAH pada online dokumen ketika surat sudah disetujui |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Terdapat pilihan untuk menggunakan tanda tangan digital atau QR Code |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fitur rekam tanda tangan digital |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fitur tembusan Agenda Keluar Eksternal |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fitur pemusnahan arsip surat |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Disposisi** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fitur note (arahan) tambahan untuk disposisi yg sudah terkirim |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Menampilkan info surat terkirim (tgl) pada draft |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tooltip/marque untuk judul berkas yg panjang |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Info aktif/tidak aktif plt untuk pimpinan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Watermark 'DRAF' pada online dokumen saat surat masih draft/dalam persetujuan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fitur export surat dan download file hasil kompres (berkas surat, lembar disposisi, lembar ekspedisi, lembar persetujuan) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Notif penerima disposisi memberi respon bagi pengirim disposisi |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tampil respon dan uraian respon pada ekspedisi surat masuk |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fitur log respon |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fitur permintaan berkas fisik kepada admin surat |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Alert jika sudah pernah distribusi surat untuk user yang sama |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Info jika user menerima surat/disposisi yang sama |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Menghapus tampilan arahan dan uraian pada tabel di menu Terkirim |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Menampilkan arahan sebelumnya di menu Terkirim |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Menggabung fitur Status Penyetujuan di detail Draf |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tampilan Berkas Surat dapat dipindah layout ke sisi kiri |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Menambah tab menu 'Semua' di semua menu di Menu User |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Menambah label tipe surat di pilihan 'Semua Surat' |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mengganti warna text abu-abu menjadi lebih gelap |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mengganti warna text nomor surat menjadi biru |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tambah kolom 'Pengirim Surat' di Menu User |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Pengaturan** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fitur konfirmasi (pada pimpinan maupun asisten) ketika mengatur pelaksana harian |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mengatur pelaksana harian dibatasi sesuai hiraki jabatan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pimpinan dibatasi akses ketika ada plt aktif (tampilkan status aktif/tidak nya) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Mobile** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Prioritas disposisi pada mobile. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Notifikasi alert setiap belum baca (kondisional peruser). |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Muncul alert jika notifikasi sistem tidak aktif. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Disable akses ketika ada plt aktif |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Dapat mengatur PGS/Pelaksana Harian di mobile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Download manual book |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Auto start aplikasi setelah booting mobile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pengaturan foto, ringtone, background menu |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Tutorial singkat aplikasi di menu profil |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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