

ABSTRACT

DISKOPERINDAG in Bandung Regency has a role in the preparation of the planning area, one of which is the preparation of work planning. In the actual conditions of the work by DISKOPERINDAG has a problem like the inaccuracy in the preparation of work planning. This research aims to design business processes in the preparation of proposals to address the problems of work planning currently faced.

Business process improvement method that is used is a Business Process Improvement (BPI). Business process improvement done by identifying the gap business process the preparation of the actual plot and PERMENDAGRI No. 54 of 2010 and the requirements of clause 7.3 of ISO 9001: 2008. Gap analysis results will be entered for activity analysis, where each activity is grouped into RVA, BVA and NVA. Business process improvement done by eliminating NVA were activity, manage the activity of the BVA and streamlining the activities of the RVA.

At the stage of data collection retrieved 11 actual work planning drafting business process, 21 process of PERMENDAGRI work planning. The gap between the actual business processes and business processes based on PERMENDAGRI there are 31 process. Results of activity analysis shows 12 RVA, 19 BVA, and 0 NVA. Business process improvement tools used in this study among others value-added assessment, simplification and duplication elimination. Based on the results of the comparison of time efficiency, existing business processes 19,14%, while at 21,88% proposed business process. The proposed business processes drafting Renja became enter in drafting SOPS and working, so there are instuksi guide on the process of preparing, drafting work planning DISKOPERINDAG are standard, the consistency of the process more assured, the parties involved the process of drafting could do its job independently, and create measures of performance standards as well as help evaluate process that has been done.

Keywords : Work Planning, Business Process Improvement, PERMENDAGRI No. 54 of 2010, Clause 7.3 ISO 9001:2008, Standard Operating Procedure.