

ABSTRACT

Project Documents Management is one of the important activities in PT. Walden Global Services. Previously, the company used Exo Platform to manage projects documents. However Exo Platform does not provide approval documents feature, so the company took the decision to manage project documents manually. In fact, the document management project carried out manually itself has some shortcomings, namely frequent occurrence of errors numbering of documents, the absence of central document storage and can not be automatically allocated to the unit requiring the document. Therefore, web-based application of projects documents management has several features that the storage and dissemination of documents as well as document approval feature, which is used by the company's internal applications to manage a project or more. Application also has an additional feature that is sending the document to the client using email. This application is made by the Waterfall method, and using the programming language PHP with CodeIgniter framework and uses MySQL, as well as using Gmail for sending documents via email. This app has been built in accordance with the predetermined features are as storage and dissemination of documents, can make the process of approval, as well as email sending feature to the Client. Users of this application are employees of PT. Walden Global Services, such as COO, CHRO, CMO, Finance, Analyst, Engineer, and Sales.

Keywords: PT. Walden Global Services, Projects Documents Management, Projects Documents