

## **ABSTRACT**

*CDC Telkom University is an institution under the 4<sup>th</sup> Directorate (Research and Student Affairs), which is the central of development and career services. Career development is the unit under the Directorate of Career Development Centre and Graduates Management whose main task is to focus on activities that facilitates students and graduates candidate to get counseling and softskill training. During this time, the procedure for counseling is still done manually, starts from filling out the form of counseling agreement, making decision of schedule, giving feedback, filling up the result of counseling. Many problems are found, such as the excessibe use of paper, counseling management, until the saving of data that is not centralized yet well.*

*Therefore, this research will build an information system with Prototyping-Oriented Software method to help the counseling management. Start by collecting data related to problems that occurred in this counseling management processes, including counseling scheduling dan counseling data storage. In-depth interview with CDC staff and give quitionnaires to some students will result the identification of existing problems. After getting the required data, then will be done the system designs using UML (Unified Modelling Language) as needed. The system continues to receive revisions to meet the necessary needs. Furthermore, the system will be tested using the functionality testing and user feedback.*

*The result of this research is a management information system of counsseling based on websites that can be used to facilitate the CDC staffs and students to decide the counseling schedule and counseling data storage. The result of the testing indicates that the system is conformity with the design and user requirements.*

*Keywords: Counseling, Prototyping-Oriented Software, In-depth interview, Feedback*