

ABSTRACT

Universities that are improving the quality of education one of them is Telkom University. Telkom University is a private university in Indonesia. This college has applied the level of education quality through the curriculum. Curriculum at Telkom University that is running has not considered risk management according to ISO 31000: 2015 standard. In addition, Telkom University still uses ISO 9001: 2008 in its curriculum preparation. According to the applicable ISO standards, the standards should be updated, considering that ISO 9001: 2015 has been implemented now. Telkom University has not yet had a SOP of curriculum design and development. The existing problems in the form of faculty curriculum teams and study programs to date have not fulfilled the completeness of curriculum updating documents. To date, there are only 7 courses that complete the data has more than equal to 80%. So it is necessary to rearrange the design stage and curriculum development, so that the requirements of ISO 9001: 2015 are met which will affect the quality of higher education. It is necessary to design SOP design and curriculum development. SOP design is done by Bussines Process Improvement method. The method identifies and analyzes each process so that it can be identified and enhanced using the aspects contained in the method. So the design of SOP produced in accordance with existing standards. Furthermore, the SOP is simulated using joget workflow application to be efficient. The result of the BPI method is the risk register that has been designed in accordance with ISO 31000: 2015 and SOP that has been in accordance with the requirements of ISO 9001: 2015.

Keyword : Standard Operating Procedure (SOP), ISO 9001: 2015, Curriculum, Risk