

ABSTRACT

The utilization of Information and Communication Technology (ICT) is increasing as a consequence of the COVID-19 pandemic and the work-from-home (WFH) method. In this circumstance, every industrial sector must use technology to facilitate its operations. ICT has grown, especially in the education industry, as an integrated fundamental system for keeping academic activities effectively monitored and supervised. ICT advancements can significantly enhance the effectiveness of educational institution management, management, and administration. one of the most critical issues to address while implementing the project is project delay. For example, the project was scheduled to begin in October but could not begin until early December. This project will affect cost overruns and take longer to complete when it is delayed. Costs that must be expended for a project must be precisely maintained and tracked. Consequently, the dashboard for cost reimbursement will optimize the documentation of this project's finance. It is essential to adopt cost reimbursement since it facilitates every step of cost expenditure, and it is required to record and track these expenditures.

Based on those issues, this research focused on the design of the baseline scope, baseline schedule, and dashboard of the reimbursement dashboard system. The methods are implemented by company XYZ as one of the sub-contractors of the integrated education application development program from Z University. The decomposition method is used to divide the scope or project scope and project results into levels or hierarchical tiers of work to make them more specific and manageable. This starts with the project document and project charter as inputs, which will produce the project scope statement to provide a basic overview of the scope of a project, including the project's scope and deliverables, and to ensure that all stakeholders understand the project's scope. work breakdown structures to break down each work process in more detail. and the work breakdown structure dictionary to find out the detailed activities in the project, such as level, number, task, and description of WBS. After the scope baseline is completed, it will be input into the schedule baseline with another input such as a milestone list using the

critical path method (CPM) to calculate the time required to complete the various stages of a project, which is supposed to be precise as well as the relationship between the resources utilized and the time required to complete the project. that produces the project activities, network diagrams, and Gantt charts. The design of the cost reimbursement dashboard is based on the issues stated in this project because the reimbursement process is still conducted manually, making it difficult to monitor and control expenses. It will take quite a while to complete because there is no special application to manage this process. By utilizing this dashboard, it is expected that users and other stakeholders will be able to streamline each step of this expense reimbursement. This design process requires user requirements, system requirements, and input-output requirements for the system, which will be turned into a design system. The function of system design is to give the user an overview of the new system. After that, simply enter the dashboard design process stage by the data gathering needs and adjust the dashboard's components based on the design system to create a dashboard.

The author verified this design by re-checking if the generated design adheres with the design systematics and the intended output to solve problems on the project. This design has been validated by the company, indicating that the author's design can be used to solve the project's problems.

Keywords: *Integrated education application development, baseline scope, baseline schedule, project management, cost reimbursement*