

## **ABSTRACT**

*The projects undertaken by PT. ABC often incur fines, resulting in a decrease in profit. These project fines occur due to the inadequate project management processes. The projects at PT. ABC are under the supervision of the PM Department, which plays the role of the Project Management Office (PMO). Therefore, the PM Department is responsible for managing the projects at PT. ABC. To assess the extent to which the PM Department fulfills its role as a PMO and to determine how well it functions as a project manager, an assessment of maturity is carried out using the PMO Maturity Cube method. This method measures the PM Department based on the current state and the expected conditions of each approach within the PM Department. Through this assessment, it is revealed that the PM Department still has a maturity gap, indicating that it has not fully maximized its function towards the projects and project managers. Recommendations for improvements are made based on the approach with the highest maturity gap, which, in the calculation results, is found to be the tactical approach. Within the tactical approach, there are nine functions that the PM Department needs to fulfill to enhance its role and function as a PMO. According to the assessment results, the function with the highest importance is the implementation and management of the Project Management Information System (PMIS). To enhance the maturity level of the PM Department, the design of the Project Management Information System (PMIS) is carried out using the Software Development Life Cycle (SDLC) method. There are four stages in developing the information system using the SDLC method: planning, analysis, design, maintenance, and implementation. In this final system design, it is limited to the design stage. Based on the user requirements identified in the information system design, the proposed PMIS design consists of the following menus: Summary, Overview, Project Report, and Project Plan. The proposed PMIS design can address the issues that occur during the project management process. To develop the PMIS, PT. ABC can utilize internal resources as it has the lowest design costs.*

**Keyword:** *Project Management Office, Project Management Office Maturity Cube, Project Management Information System, Software Development Life Cycle*