

ABSTRACT

Faculty staff development program (FSDP), is an advanced study plan program designed to support advanced study programs for lecturers in the Faculty of Industrial Engineering (FRI) at Telkom University. According to the Head of Human Resources and Finance, the Faculty Staff Development Program (FSDP), industrial engineering faculty currently documents and monitors data on lecturers who will continue their doctoral studies is still done manually using Excel, Google Drive and email. And this makes it difficult for the Human Resources and Finance units of the industrial engineering faculty to document and monitor data on lecturers who wish to continue their doctoral studies. Given these problems, it is proposed to design an e-archive system. Because the existence of an e-archive system can make it easier to collect and store information in the form of electronic documents with the aim of making it easier for the Human Resources and Finance units of the industrial engineering faculty to view, manage and find data.

In designing the system this time using the SECI method to facilitate knowledge conversion starting from tacit knowledge to explicit knowledge. The SECI method consists of four stages, namely Socialization, Externalization, Combination and Internalization. Then the design method that will be made in this final project uses the waterfall method. The results of programs created using the waterfall method in coding are made using programming languages such as php, html, and css. For system testing on the e-archive this time using verification is done by testing using blackbox testing for verification and for validation using user acceptance testing (UAT).

The result of this final project is to design an e-archive system that can monitor and also document lecturer reporting data related to advanced studies of FSDP lecturers. There is also information on the system that has been created, namely FSDP lecturer data related to academic positions, study programs, and required documentation files.

It is hoped that the creation of an e-archive system will help in documenting and also simplify monitoring regarding reporting of further studies for Doctoral staff lecturers in the Faculty Staff Development Program (FSDP). Then it can also help in storing the necessary data related to the further studies of PhD lecturers, Faculty Staff Development Program (FSDP) lecturers.

Keywords: documentation, lecturer, e-archive, seci, blackbox testing, user acceptance testing.