

ABSTRACT

The Faculty of Industrial Engineering (FRI) is one of the faculties at Telkom University. FRI has several support personnel in carrying out its duties. Currently, FRI student affairs are experiencing difficulties in obtaining information and supervision of the implementation of student competitions and character development. The system used in FRI today is the use of a linktree that functions as a collection of document links. However, this is considered less effective because the data is scattered in various places, causing many steps to access the information needed. Therefore, in this final project, an e-archive system was designed to assist FRI student affairs in the process of documenting business processes and supervising the implementation of student competitions and character development.

The Rapid Application Development (RAD) method is used in the e-archive design process. There are four phases of design in the RAD method, namely the requirement planning, user design, construction, and implementation phases. The system that has been developed will be verified using black box testing and validation using the User Acceptance Test (UAT) method.

The result of this final project is in the form of an e-archive system that is able to become a centralized repository for all information related to the implementation of activities, archive activity proposals, and documentation of the implementation of student competition activities as well as character development work programs in FRI student affairs. With this system, access to information will be easier, transparent, and integrated. In addition, this system will also allow for more effective monitoring of business processes.

With this e-archive system, FRI will be able to overcome challenges in information management and archiving. Easier and integrated access will increase efficiency in information retrieval, while better oversight of business processes will allow for improved overall performance quality. The e-archive is not only a solution to today's problems, but also an investment for a more effective and efficient future for FRI.

Keywords - Archive, Business Process, E-archive, RAD