

ABSTRACT

The Asset Optimization Division at PT Perkebunan Nusantara 1 Regional 2 have an important role in managing company assets, one of which is through cooperation with external partners. However, the manual process of managing cooperation agreement (PKS) documents creates various obstacles. Such as difficulty in tracking status, lack of systematic reminders, and scattered and non-standardized document storage. To address these issues, an ISO-based document management system has been designed to streamline the recording and monitoring of cooperation documents. The method used in this Final Project is Rapid Application Development (RAD), which consists of the stages of requirement planning, design, construction, and implementation. The system designed has main features in the form of PKS data management. PKS processes, partner data, and employee data, with access right based on user roles, namely Head of Subdivision (Kasubag), Person in Charge (PIC), and Administration. The system design underwent verification and validation with the Asset Optimization Division, and an analysis was conducted on the existing conditions and proposed conditions. The results of the design indicate that the information system built is capable of addressing issues related to people, equipment, and information, as well as supporting ease in managing cooperation documents, this system with the Industrial Engineering Body of Knowledge (BoK), particularly in information engineering and system design & engineering, which emphasizes the importance of data integration and user centric system design.

Keywords – Asset Optimixation Division, Cooperation Agreements, Document, Information Systems, Rapid Application Development.