

E-INVITATION SEBAGAI SOLUSI OPTIMALISASI MANAJEMEN KEGIATAN KOORDINASI AKADEMIK DI UNIVERSITAS DIAN NUSWANTORO SEMARANG

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ABSTRAK

Unit dan satuan kerja berperan penting dalam pelaksanaan koordinasi akademik di Universitas Dian Nuswantoro Semarang. Seiring meningkatnya mutu dan kualitas akademik membuat koordinasi semakin meningkat. Meningkatnya koordinasi ini tidak dibarengi manajemen terpusat yang mengatur banyaknya kegiatan rapat, sehingga menjadi permasalahan bagi para pelaku koordinasi. Permasalahan yang terjadi antaralain, banyak agenda rapat berbenturan dengan agenda akademik lain, banyak undangan tidak hadir karena memiliki agenda akademik lain, sulitnya mencari informasi agenda dan dokumentasi hasil rapat koordinasi akademik. e-invitation menawarkan solusi manajemen rapat koordinasi akademik secara terpusat. e-invitation merupakan sistem yang dapat digunakan untuk pembuatan agenda, publikasi dan pendokumentasian rapat koordinasi akademik secara terpusat. Pembuatan agenda rapat dilengkapi pengecekan tempat dan jadwal akademik penerima undangan secara realtime sehingga dapat dijadikan acuan dalam memutuskan pengadaaan agenda rapat. Metode pengembangan sistem menggunakan waterfall model dengan tahapan perancangan meliputi identifikasi, desain, implementasi, testing, maintenance. Metode pengumpulan data dilakukan dengan wawancara kepada pelaku koordinasi akademik tentang permasalahan dalam pelaksanaan rapat koordinasi akademik dan studi literatur dengan mencari referensi berkaitan tema tugas akhir. Adanya e-invitation diharapkan membantu unit dan satuan kerja dalam memajemen kegiatan rapat koordinasi akademik secara terpusat.

Kata Kunci : unit, satuan kerja, rapat koordinasi, realtime, e-invitation.

**E-INVITATION AS OPTIMIZATION SOLUTIONS FOR EVENT
MANAGEMENT OF ACADEMIC COORDINATION AT DIAN
NUSWANTORO UNIVERSITY SEMARANG**

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ABSTRACT

Unit of work is role important in implementation of coordination academic in Dian Nuswantoro University Semarang. With the increasing quality of good academic make coordination activities increased. Increased coordination is not accompanied by a centralized management which regulates the activity of coordination meetings. so that becomes a problem for the actors of coordination. Problems that occur is many agenda that conflicts with other academic agenda, many invitations did not attend because they have other academic agenda, difficult to find information about the agenda and documentation of the results of the coordination meeting academic. E-invitation offer management solution of coordination meeting academic centrally. E-invitation is system which can be used to make agenda, publication and documentation of coordination meeting academic. Preparation of meeting agenda equipped with checks of meeting location and academic schedule of the invitation recipient in realtime so it can be used as a reference in determining procurement meeting agenda. Systems development methods using waterfall model with stage comprise requirement, design, implementation, testing and maintenance. Methods of data collection were performed using interview method with coordination of academic actors about problem encountered in the implementation of academic coordination meeting and literature study with find references relating to the theme of this thesis. With the e-invitation is expected to help the unit and the unit of work in managing the activities of academic coordination meeting.

Keyword : unit, satuan kerja, rapat koordinasi, realtime, e-invitation.