PROJECT ADMINISTRATION MANAGEMENT FOR KAYA PRODUCTION

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Abstract—**Project management is the key to neat company administration. The company will grow in numbers and hire more workers and gain more projects. This system will help the company to manage, monitor, and track the progress of their project. It will help them get a better administration system dashboard and be more productive to gain more projects. This system will allow them to track the progress from the beginning when a project starts, such as pitching follow-up to the execution progress and the final billing reminder. A traditional method such as writing manually in a digital notepad or file folder will be replaced by this system since the old method may confuse if the company employee forgets to update the manual notepad. The vision of the system will be beneficial when the company grows in number later on more prominent.**

Keywords- Web-Based, Information System, Project Administration

I. INTRODUCTION

We realize the system is always running in our life, and it helps us a lot. By systemizing some procedures with no specific system, clears up some problems in our lives. It is minimizing the possibility of something not being registered. Using the system, we can design anything we like based on the needs and requirements. The system can be designed to fulfill the procedural situation, company, or even personal needs. The production house business consists of a lot of small things to do. From contacting the client, pitching process, shooting preparation, and many other things. Due to the limited number of the company's crew members, there is no specific job assigned for all the tasks. Everyone will help each other with the work that they can. One of the main goals is to get as many orders as possible. This will need an organized administration. The main problem is, the company still uses the old school method to write down the administration in the note application only on one laptop. This could be a problem if something happened with the laptop since the administration contains the project status, project value, and project progress.

The other problem is caused by the limited number of crew facing a massive amount of work. It leads to a crucial problem such as a late invoice. Invoice is one of the most important things since it is a small company and can lead to accounting instability. Some people forget to send the invoice or lost track of whether the project is already finished or there are still revisions ahead. It leads to unsynchronized project status among employees.

C. Scope and Limitation

The scope of the thesis will be focused on the following ability
  a. Project Tracking
  b. Invoice Tracking
The system's limitation along the way is:
  a. The system won't be able to recommend the number of budgets needed or doing forecast to the budget due to company's small scope.
  b. Only 1 administrators who are in charge of administration in the company business model resulting in

II. LITERATUR REVIEW

The methodology to be used is Scrum. Here is the process contained in Scrum:

a. Identify
The Identify stage is the most decisive stage in solving problems with the scrum method. This stage will bring the team in analyzing the given problem so that it can see every problem that exists and what will be done so that hopefully from looking at this analysis, the team is able to manage every step that will be taken in solving the problem.

b. Understand
After analyzing, the next step is to understand every problem and the desire of each development team to solve the problem and the way that will be used to be able to facilitate the direction to go. So that in the process of development team can have a clear direction of the things done.

c. Evaluate
This Evaluate stage will help the team in the process of seeing the steps that can be achieved compared to the wishes that will be intended so that it can make it easier for each team to work and not walk carelessly in solving problems. So that each step intended has its own pros and cons. In addition, with this method, it will certainly facilitate the scrum master in making early improvements to the work done by the development team.

d. Build

This stage is used to try the agreed way by trying to complete or try the features created in a smaller scope so that it can see how it can be used.

e. Deploy and Measure

This stage is done when the small scope that is done has been successfully created, then we try an even larger scope that is trying to apply in a larger scope in the project created.

III. SYSTEM OVERVIEW

This thesis is about to support the process of KAYA project administration management. It is a system that can act as a tool for KAYA. The system will mainly help the member of KAYA to monitor the projects of KAYA. The users will be divided into three, admin, Team, and account manager. The admin is the user that can manage almost everything in the company. The account manager is the role that decides on incoming projects whether to approve or reject the project. The Team's role is to support the operations in the company. To use the program, the Administrator needs to add the client and the project first. The account manager will validate the project, and they can assign who the people involved in this project are. Each of the projects created in the system will have date features on it. So, the member can see the project progress of the company and can track the ongoing schedule. Invoice and the amount can also be created on this application. Payment tracking whether the client has paid fully or partially and the payment due date can be assigned to the Team to track and push to the client. To be disclaimed, with limited time and resources, there will be no tasks allocation for a specific job as this program will be used to monitor the overview to see the big picture and act as a hub for the Team to see what is going on in the company.

A. Functional Requirements

1. System should be able to display the dashboard
   a. The user can see the brief information about the event and ongoing project status using the dashboard.
2. The system should be able to manage accounts.
   a. The user can create an account
   b. The user can input the following data into their account:
      i. Name
      ii. Address
      iii. Phone Number
      iv. E-Mail
      v. Date of Birth
      vi. Job Title
   c. The user can edit their account details
3. System should be able to manage information about projects
   a. The user can create new client and create new project
   b. The user can create new projects and input the following details:
      i. Name of projects
      ii. Project starting date
      iii. Project finish date
      v. Client name/brand
      vi. Project member
   c. Account manager can validate project before other teams can see
   d. The user can view the list and the details of projects
   e. User can sort the list of events based on project status
   f. The user can edit or update the details of the projects
   g. The administrator can delete the projects
4. System should be able to show the reports:
   a. The user can view total number of projects
   b. The user can print report of clients list, project list, invoice list, and team list.

B. System Requirement

The software and tools that will be used in developing the system are:
   1. Visual Studio Code
   2. XAMPP Control panel
   3. Microsoft Windows 10 Operating System / MacOS
   4. Google Chrome

C. Hardware Requirement

Computer hardware or hardware is very supportive of system performance. The better the hardware specifications, the better the system performance. For system administrator hardware, in this case, use a notebook and computer with the following specifications:
   1. Intel Core i3-2330M 2.20GHz processor
   2. 4GB RAM
   3. 500GB hard drive

IV. DESIGN SYSTEM

A. Use Case List:
The list of the use case shown in Table 1:

Table 1 List of Use Case

1. Login	11. Change Project Status
2. Manage Account	12. Manage Invoices
3. Create Account	13. Add Invoice
4. Manage Client	14. Add Item Detail

5. Add Client	15. Add Payment
6. Edit Client	16. Manage Events
7. Manage Projects	17. Create Event
8. Create Projects	18. Join Event
9. Add Participant	19. Reject Event
10. Validate	

Figure 1 Use Case Diagram

Figure 2 Entity Relationship Diagram

V. CONCLUSION AND FUTURE WORK

A. Conclusion

The development of Project Administration Management for KAYA Production that has been done on the stage of the analysis, design, development, implementation and testing program can be summed up as follows:

1. Project Administration Management for KAYA Production has been implemented to meet the standard defined in the analysis phase as the requirement.
2. The Project Administration Management system has been developed according to the business process, which has been defined and aligned to the respective company, in which it is helping the process of IT services management.
3. The app may provide project tracking and event schedule for the whole team to work together seamlessly.

B. Future Work

Although the system development and analysis has been done in this thesis, there are various opinions in the development and analysis in the future for the development of the app, as follows:

1. Payment receipt submission
   Incoming payment should be provided with a receipt from the client as a proof of payment had been sent to company. Without receipt, there is no firm evidence of payment. The receipt is now still kept stored by the administrator offline.

2. Specific event invitation with notification
   Although the user can now accept or reject all the events existed on the calendar, the system would be better if the user can specifically invite another user to join certain events such as meeting.

3. Android application development
   The android operating system is a standard widely used mobile device. Developing its android apps will extend its usability and accessibility, and the user can use them anywhere, anytime.

4. More interesting GUI
   Graphic User Interface is the first thing the user will see in the application. Providing an attractive GUI will increase functionality and usability. GUI is the bridge between the system and the user, and it has to be functional and beautiful to attract the user to keep using it.
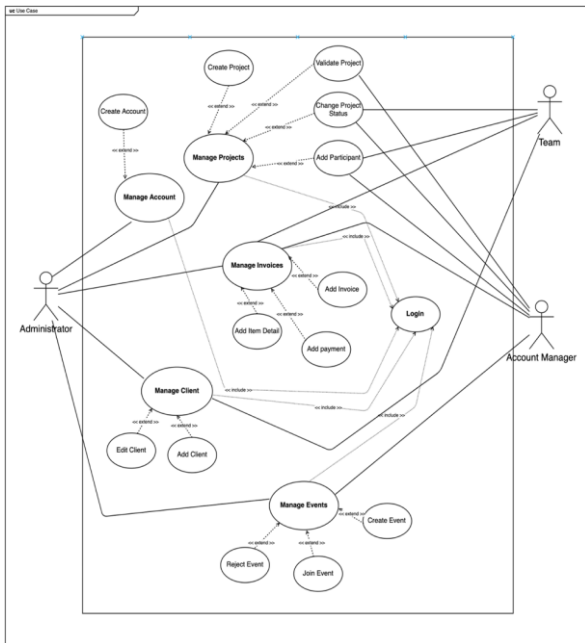
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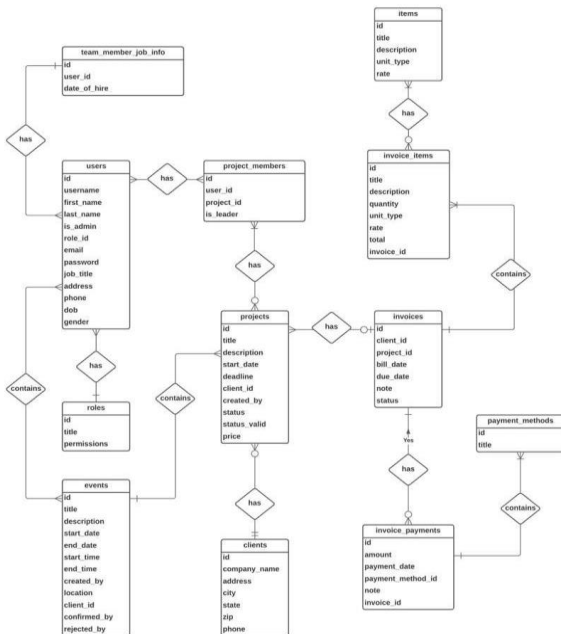[1] M. S.P, Hasibuan. (2013). Manajemen Sumber Daya Manusia. Jakarta: PT Bumi Aksara.

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