

DEVELOPMENT OF CORRESPONDENCE INFORMATION SYSTEM (E-OFFICE) UIN RADEN FATAH PALEMBANG

ABSTRACT

The correspondence system within UIN Raden Fatah Palembang uses an electronic system (paperless office system) E-Office. However, from the results of the analysis of system weaknesses using the PIECES framework, the system that has been implemented needs to be developed. The development was carried out with the aim of providing facilities for external parties and UIN Raden Fatah in prioritizing correspondence management. The system development method chosen in developing E-Office is the extreme programming method. From the developments that have been carried out, results have been obtained in the form of adding features for sending letters and tracking letters by the sender, creating outgoing letters and sending reply letters which previously could not be done. Previously, E-Office could only input external incoming letters received offline, input incoming and outgoing letters by internal lines, as well as follow up on incoming letters.

Keyword: Development, Correspondence, E-Office, Extreme Programming

PENGEMBANGAN SISTEM INFORMASI TATA PERSURATAN (*E-OFFICE*) UIN RADEN FATAH PALEMBANG

ABSTRAK

Tata persuratan dalam lingkungan UIN Raden Fatah Palembang telah menggunakan sistem secara elektronik (*paperless office system*) *E-Office*. Namun dari hasil analisis kelemahan sistem dengan menggunakan *PIECES framework*, sistem yang telah diterapkan ini perlu dilakukannya pengembangan. Pengembangan dilakukan dengan tujuan untuk memberikan fasilitas pihak eksternal dan UIN Raden Fatah dalam prioritas tata persuratan. Metode pengembangan sistem yang dipilih dalam melakukan pengembangan *E-Office* adalah metode *extreme programming*. Dari pengembangan yang telah dilakukan didapatkan hasil berupa penambahan fitur kirim surat dan *tracking* surat oleh pengirim, pembuatan surat keluar dan pengiriman surat balasan yang sebelumnya tidak dapat dilakukan. Dimana sebelumnya *E-Office* hanya dapat melakukan input surat masuk eksternal yang diterima secara *offline*, input masuk dan surat keluar oleh lini-lini internal, serta tindak lanjut surat masuk.

Kata Kunci: Pengembangan, Tata Persuratan, *E-Office*, *Extreme Programming*