ABSTRACT

Information increases in large quantities in a construction company from one year to another. Generally, a company competes with its competitors by means of appropriate information management. Thus people should take optimal advantage of information by properly managing it. As a case in point, the design stage of a construction project handled by a construction company usually involves a huge amount of information. As I used to work in the construction sector in Indonesia, I am fascinated by the fact that very few companies manage their information properly or even seriously think about its usage. Hence I assume that there must be certain positive values that can be contributed by the implementation of well-designed document management systems in a construction company.

The purpose of this thesis is to analyze and design such a system. The final product of this thesis will be the accomplishment of tasks which can be performed by the system, benefits of the system implementation and actions that should be planned to prepare the organization for a process change. Based on the results, the management of PT. PD can know what are the advantages contributed by such system and take deeper concern for system performance to increase the company's bottom line.

To limit the scope of the thesis, I focus on the conceptual and logical design of the computerized document management system and a non-computerized document management system related to the computerized system in the Estimate Department of PT. PD. The thesis was accomplished by compiling data provided by the Estimate staff members as participants involved in the core business processes of PT. PD.

The system model proposed describes what can be accomplished by a computerized document management system for internal documents and by a non-computerized document management system for the external documents. At the end of the thesis, some conclusions and also recommendations for further design are presented.

Keywords: