

## ABSTRACT

Micro, Small and Medium Enterprises (MSMEs) have an important role because of their potential and contribution in terms of employment, poverty reduction and export growth in a country's economy. In order for MSMEs to survive and be able to compete in the current conditions, MSMEs still have to increase their competitive advantage.

In this case, MSMEs must consider the role of information technology. Business process maturity and IT readiness are things that must be considered by MSMEs in IT implementation decisions because basically information technology is used to support business processes that run in a company.

This study measures the business process maturity and IT readiness of three small-scale job training institutions based on the Business Process Orientation Maturity Model (BPOMM). Aspects of BPMM information system support in this study will be reviewed separately and focus on the readiness of implementing information technology in SMEs.

From the research that has been done, it is found that 2 SMEs are at the defined level and one SMEs is at the Linked level. Whereas in terms of IT readiness all MSMEs are at a high level with one MSMEs with a perfect score. To get a comprehensive picture of business process maturity, the value of business process maturity obtained from this study is compared between one another.

Keywords: *business process, MSME, job training institute, LPK, business process management, business process orientation maturity model, IT readiness*