

## **ABSTRACT**

*PT XYZ is one of the company that move in telecommunications services, starter pack products, and vouchers. The problems in PT XYZ is lateness of starter pack activation in regional warehouse that cause waiting time of starter pack's pick up by retailer. Lateness problem happened because there is no fixed scheduling policy yet, so there is no determination of job's priority.*

*In this research will be developed scheduling policies including job allocation each machine per day and sequencing of job. The method used is the earliest due date. In this method, job sequence will be determined based on the smallest due that influence the completion time of a job. Scheduling do for one machine that doing six jobs in one week. The data used is the starter pack activation data in October 2014. Based on the existing calculations condition, there is a delay of 7.8 hours on job sites in Jakarta and 15.3 hours on job sites Surabaya. Processing time and due date of each job are the input in the methods used.*

*The results of calculation of the proposed conditions in PT XYZ by using a method capable of lowering the earliest due date delay activation up to 38% compared to the existing condition. Completion time of 6 job in a week with the existing condition is 30.3 hours to 18.3 hours on the proposed conditions.*

*Keywords: activation, scheduling, starter pack, earliest due date*