

## **ABSTRACT**

Institut Teknologi Telkom is infocomm education institutions that are conducting operations support infrastructure development. One of the infrastructure that has been built is the Learning Center building that is expected to support the operation to achieve the objectives of the institution. This building process through each stage of the process in the initiation of project management (initiating), planning (planning), execution (executing), control (controlling), and handover (closing). However, in the realization of the project late than scheduled.

With this background it is necessary to making the project evaluation tools to see the implementation of project management in the project and the factors that cause delays. Evaluation of projects undertaken by project management, one way is to use the audit system. This study takes an example in the planning and execution as it is considered a core process in the project and requires the full involvement of management. Types of audits in this study using an audit checklist for audit assessed the most appropriate method for comparing the indicators in the standard project management processes with management processes adopted in project implementation Learning Center.

The first step is making a checklist form, and then made the process of form filling by management to compare indicators of processes in the standard procedure with the processes applied in the Learning Center project. After the audit process, the document analysis process of planning and project implementation document to look at the factors causing delays in the project.

From the research we concluded that there are 61 questions in a checklist form which represents the 5 stages in the project process and 9 areas of project management in the PMBOK ®. Core management has implemented project management standards and almost all stages of the process was in accordance with standard procedures for project management PMBOK ®. In accordance with

the results of the analysis of planning documents and documents of the project, the factors causing delay in project management is an external factor that is in the planning process, consultants, planners through a letter of application addendum, plus / less work to increase the processing time for 45 days, while in the process of project implementation delay results of the process of IMB (Building Permit) so that the project was delayed for 30 days.

Key words: audit, checklist, PMBOK, project management