

ABSTRACT

Knowledge possessed by each FRI's laboratory varies according to the experience of each laboratory assistant. Therefore, it is necessary to convert knowledge from assistant's tacit knowledge into explicit knowledge by documenting it, so knowledge can be more easily learned and will be kept. For that reason, research was conducted that aimed to standardize the business processes of practicum implementation that exist in FRI's laboratories.

This research uses SECI method which consists of socialization, externalization, combination, and internalization. At socialization stage, knowledge conversion occurs from assistant's tacit knowledge into interviewer's tacit knowledge. Furthermore, interviewer's tacit knowledge will be converted into explicit knowledge in the form of business process documentation, which is called externalization. At combination stage, the knowledge conversion process from business process documentation in each laboratory into best practice documentation. The way to determine best practice documentation can be determined by using AHP method and factor rating. Based on the calculation of AHP, earned the weight value of criteria's interest which previously determined. In this research, the weight value of explicit knowledge (0.339), tacit knowledge (0.253), the number of persons (0.229), and the amount of activity (0.180).

Values of these four criterias are included in calculation of factor rating. From these calculations, will get the greatest value of Wtd which identifies best practice. Best practice of the implementation process of Pramodul is the combination of APK & E (8.452) and GARTEK (7.677) laboratories which have the highest value of Wtd. For best practice scheduling process is the combination of GARTEK (7.609) and SISJAR (7.380) laboratories. For best practice simulation of practicum process is the combination of APK & E (8.736) and GARTEK (7.505) laboratories. For best practice practicum implementation process is the combination of SISJAR (6.346), SIMBI (6.131), and PTLF (5.999) laboratories. For best practice implementation process of integration module with the assistance is the streamlining process in the APK & E laboratory (7.575). For best practice implementation process of module integration without the assistance is the streamlining process in the SIMBI laboratory (6.703). At internalization stage, knowledge conversion occurs from best practice documentation into laboratory assistant's tacit knowledge. The result of this research is SOP practicum implementation process which would then be used as a reference in carrying out practicum process in the whole of FRI's laboratories.

Keyword : tacit knowledge, explicit knowledge, SECI method, best practice