

ABSTRACT

“Himpunan Mahasiswa Teknik Industri dan Sistem Informasi” (HMTI) is one of student organization of Telkom Institute of Technology. One of program of HMTI coordinated by “Kaderisasi” department is SHAKTI. SHAKTI committee has much knowledge that useful for the next committee and HMTI organizer. Knowledge has to be kept and saved so it won’t be lost even after the committee ends. So the role of Knowledge Management System (KMS) is helping in knowledge saving. KMS won’t work well without a guidance that manages KMS. That’s why it is needed to design a guidance to manage KMS.

Design of KMS Management Guidance of SHAKTI’s program is using KM Lifecycle method through creation, storage, retrieval, and application stages. In managing of KMS it is needs some knowledge workers. Because of the appearance of the knowledge workers, in recommendation should be performed job description adaptation until job description recommendation formed to manage KMS itself.

Guidance of managing knowledge in SHAKTI and KMS implementation in organization makes user’s and manager’s work can be easier. Besides that, job description adaptation should be done to perform clearance in doing job in an organization. People who have specification that suitable to job description recommendation are needed to manage the system well and KMS can be implemented in all activities of organization in the future.

Design of KMS management guidance is highly relevant to industrial engineering because of that guidance KMS can be used continuously. Finally, when in the past it occurred lost of previous information, by using KMS memory of HMTI will always be available.

Keywords : *Business Process, KM Lifecycle, Knowledge Management System (KMS), HMTI IT Telkom.*