

## **ABSTRACT**

*Preparation of the competition in a course on Information Systems Faculty of Industrial Engineering is a process undertaken prior to the competition done. Converting knowledge required to maintain the assets contained within an organization by documenting knowledge possessed by actor business processes in the form of tacit knowledge into explicit knowledge form, so it can be stored properly and can be easily learned by the perpetrators of the business process. Perpetrators of business processes in preparation for the competition is done directly by the competition and some of the people involved in the process. Preparatory activities competitions not have good documentation and there are some differences in the process flow, tacit knowledge and explicit knowledge of each participant competition. This is due to differences in the experience and knowledge to prepare the competition. To get the process flow, tacit knowledge and explicit knowledge in a uniform and well-documented best practice required competition preparation process.*

*The method consists of four stages SECI knowledge conversion are socialization, externalization, combination and internalization. In the early stages of data exploration carried out by persons who have the key characteristics of the output quality, experience and a good understanding. After that, the documentation of interviews, business process flows, tacit knowledge and explicit knowledge. To get the best practice processes in the form of competition preparation and made reference to the work carried out calculations using the factor rating method. Wtd greatest value to the process of preparation for the competition Pimnas PKMT is performed by first responders to the value 9.716878632, the preparation process Pimnas PKMM contest conducted by the respondent 1 with a value of 9.396591, and the programming contest preparation process undertaken by respondents 1 with value of 7.321989. Each best practice is not entirely refer to the process flow, tacit knowledge and explicit knowledge that has value because is not necessarily the result of the respondents who were not chosen either. So after your competition preparation obtained based on best practice will be consulted again to competition participants. The final stage is to do the FGD to introduce best practice processes to the agents of the process. Results of FGD is any best practice processes can be applied by the competition.*

*Key word : Competition guide, best practice, competition preparation, knowledge conversion.*