

ABSTRACT

PT. Setia Handa Mandiri (SHM) is a company which is engaged in building construction and renovation. The business requires a company to be able to manage the projects properly. In doing entrepreneurial activities, SHM face several obstacles, including project progress reporting is still done manually, the development of project activities of each team project can not be optimally monitored, and project documentation can not be stored properly so that often result in the loss of some of the documents projects. Company's existing conditions are reporting progress of project activities is still done manually, using Ms.Excel are made every week, then the document is saved to the file storage folder. When would require a document, not an easy thing to find the required documents among piles of other project documents. Constraints like these that lead to project progress updates are less well monitored.

Project documentation information system is expected to help address the problems faced and to provide facilities in the management of data and information, so that the project's stakeholders will refrain uncertainty of data and information according to the needs or capacity.

Project documentation information system is equipped with features project planning, reporting project progress, minutes of meetings, issue, file directory, and others who can support the business activities of the company. The system is made using the waterfall method, which is able to accommodate the construction of the system systematically.

Keywords : informastion system, project documentation, project management, waterfall method.