

ABSTRACT

PT. Reycom Document Solutions is a company engaged in the field of document management services. In conducting its business, PT. Reycom Document Solutions handles projects for document management solutions. These businesses require companies to be able to manage and create projects with a good strategy. In conducting its business, PT. Reycom Document Solutions still faces several obstacles, including of project progress reporting is still done manually, the development activities of the project can not be monitor, scheduling meetings can not be documented well so it would impact to miss communication about the meeting schedule and also project documentation can not be stored properly so that the resulting project can not be optimally monitored. Existing condition of the company is progress reporting of project activities is still done manually by using Microsoft office excel every week. it's made the project final report is still not well documented. This problem would be impact in the loss of some project documents and project development update could not be handled and monitored well. Project progress report information systems is expected to help solve the problems facing companies today. Information system of project progress reports are used to monitor the progress of the project, scheduled meetings as well as a reminder that the project team attended a meeting with the customer and also helps in storing project documentation has been executed.

Keywords: Information systems, reporting progress of project activities, Waterfall model, UML