

ABSTRACT

PT XYZ is one of the partner companies that have business units such as product publishing, book printing, distribution, television production houses, online stores, applications publishers, and digital media distribution. In 2017, the unit of PT XYZ issuance business is appointed as a business unit that will work on toys book project. Based on data collection, PT XYZ publishing business unit does not have any project guidance as one of the reference of project work. Therefore, on the project work that should be done in mid-2017 is not realized or the project becomes late due to the lack of reference guidelines of the project. To avoid the failure of the project, the mini master plan project is designed for scope, time, and cost aspects which is the baseline performance of a project. In the baseline scope design, project name data, project timelines, project scope, project description, objectives, assumptions, budget summary and other requirements are required in the project charter content obtained by expert judgment to the expertise of PT XYZ publishing unit . In the baseline schedule draft it is required to list activity data on the project and the estimated duration of the project. Estimated duration of the project using beta distribution and CPM (Critical Path Method) approach to calculate total project duration based on longest path in the project. Also done bottom up estimating on the determination of cost estimation on the project and funding limit reconciliation. Using these methods, scope baseline, baseline schedule, and baseline project cost are as a reference or project implementation guide. The results of the baseline scope show a list of activities along with their descriptions that help the project team execute the project. The results of the baseline schedule are known when the start and end of the project, the duration of each workpackage, and the priority of the workshop. In addition, the results of the cost baseline are the total estimated costs as well as the contingency reserve of the project.

Keywords: Toys book project, Project Management, mini master plan project, beta distribution, scope baseline, schedule baseline, cost baseline, funding limit reconciliation