ABSTRACT

The e-Learning project is one of the projects managed by X Foundation in supporting teaching and learning activities at X University. This project focuses on creating e-Learning which is divided into two types of e-Learning content; video content and non-video content. The project is divided into 4 phases with a total of 700 courses made into e-Learning. This project is planned to be completed in 2020, but in the process itself there are still shortcomings including no adequate project planning documents. During the initial phase of the work, there were many requests for change, especially in the signing of the contract letter (PKS) section between the lecturer and the holder of the project's authority. To avoid project failure and over budget, a planning document is made in the scope baseline section which regulates project planning primarily in determining the scope of the project and the integrated change control process that focuses on the flow of the change process gradually so as not to hamper other work in the PMO (Project Management office). The main components of the scope of the baseline include the project scope statement, work breakdown structure (WBS), and work breakdown structure dictionary. The project scope statement contains a summary of the needs of the project which are described in detail, which can also be used as input from the creation of a WBS and WBS Dictionary. The WBS is created using the decomposition method and can be translated into each workpack in the form of a Work Breakdown Structure Dictionary. In the integrated change control process, the change data is accommodated and then filtered according to the type of change and then the equation is identified so that it is made into a general change process that can be used for any type of change. The results of designing the scope of the baseline can show a series of activities that help the project team execute the stages in the project and also the details of each deliverables. The results of the integrated change control process can help the project team to manage incoming change requests so as not to hinder the work being done.

Keywords: e-Learning Project, e-learning content, Scope Baseline, Integrated Change Control Process