## ABSTRACT

PT. XYZ as project executor is currently running a fiber optic (FO) network infrastructure project and one of them is STTF (Shifting To The Front) project distribution Sukasari, Sumedang Regency. STTF project is a project to accelerate the procurement and installation of FTTH (Fiber To The Home) network infrastructure in areas that have a high demand to receive the revenue so that customers can be served faster and it consists of 37 project locations. Based on the data history of similar projects owned by PT. XYZ and and on this STTF distribution Sukasari project, it is known that there is a discrepancy in the activity process which caused the project output not accordance with the qualifications of the project owner's expectations. This has an impact on increasing the amount of project time and costs.

Thus, to avoid errors and obstacles like in a similar project, during the process of implementing STTF project distribution Sukasari area activities, documents are needed for meeting the activity standards that must be achieved on the project by designing quality metrics for the project activity process. method that used to design the quality metric is using the internal control design. The design of the quality metrics in this final assignment is supported by a quality checklist in verifying the process of project activities.

Based on the results of the design process that has been made in this final assignment, that is quality metrics fot activity process using internal control, the results came out with the identification of errors that may occur in the project (possible errors), the criteria for preventing possible errors (critical success criteria) and resources in supporting the characteristic of critical success criteria. The quality metrics designed in this final assignment identify 140 possible errors and critical success criteria in the STTF distribution project in the Sukasari area. Design of a quality checklist template using a spreadsheet and using the quality checklist to do verification of project activities. There are 164 quality indicator items are identified in the quality checklist which refers to the critical success criteria components in the quality metrics. The quality checklist verification results from the entire project activity process there are 68 activity indicators have been achieved or with the status of "OK", 4 activity indicators that haven't been achieved or with the status of "NOK" status, and 92 activity indicators that cannot be defined because the activity has not been carried out and has not been completed or with the status "N/A. Activity indicators on the quality checklist also go through approval, there are 61 approved activities with the status “OK”, 11 activities with no approved activities with the status “NOK” or “OK” and the rest of the quality indicators still cannot allow to do approval because of the status “N/ A".

The design of the Quality Metrics and Quality Checklist in this final assignment can be used by the project team as a reference document in minimizing and avoiding errors when working on project activities by knowing every criterion that must be achieved in each activity process in the STTF distribution in the Sukasari area project. The results of this final assignment design can make it easier for the project team to manage project activities by knowing the standard of project activity process that have to achieved and verifying each project activity. The project team can easily find out each work status and can respond to activity indicators that are not yet appropriate in the project activity process more responsively.



Keywords — [***STTF, manajemen kualitas proyek, quality metrics, quality checklist, internal control***]