ABSTRACT

This study aims to design the risk qualitative analysis using risk register and project canvas in Advanced Civil Service Information System application project at PT.XYZ. This study is conducted in order to implement an open, participatory, innovative, and accountable government, and to improve the quality of public services application system. That application is projected to be able to meet all the needs of the personnel management business process and integrate the data with the other related system. The Civil Service Information System application is an application based from websites, that focuses on being able to integrate existing applications to carry out personnel services so that it can be used as a platform in the provision of the Civil Service Information System in Indonesia. In the previous project about The Civil Service Information System application, there was an extension of project time or delays caused by many risks that occurred during the project period. Based on the issue, this study is managed to overcome the absence of risk identification on analyzing the further project risks. This project will then be carried out for a more comprehensive Advanced Civil Service Information System application project to be used by PT.XYZ. The risk register design used for this Advanced Civil Service Information System application project is based on the first Civil Service Information System application at PT.XYZ. The research was conducted by making a project canvas, followed by collecting risks and making a risk identification for the Civil Service Information System application project, then after the risk identification was identified, the next step was to make risk severity which was assessed using the expert judgment method and it proceed with the risk response strategy. The benefit of this research is as a benchmark for assessing and a reference in seeing a risk in the Advanced Civil Service Information System application.

This study has been verified by reviewing the design specifications and design standards that have been determined. This study has also been validated by direct application to the project team's procedures using a checklist form containing the validation risk register design for the Advanced Personnel Information System. Based on results data processing and data analysis, there are four main points that can be drawn, such as project canvas that describes it is necessary for PT. XYZ to have a risk management analysis on the project. The risk register and The Probability Impact Matrix depicted that there were 36 identified risks. Then, the result of risk severity shown there were 24 risks of medium severity and 3 risks of low severity. The medium risk severity shown there were 3 classified as positive risks. Meanwhile, in the low-risk severity there were 5 risks classified as positive risk. Mostly, the identified risks were at the medium level, whether it's negative risk or positive risk. As for risk response, the results of this processing were found to be 4 risks with avoid risk response, 18 risks with mitigate response, 10 risks with accept responses, and 4 risks with transfer responses. The risk response design consists of 24 urgent lists and 12 watchlists to see the risk based on the severity of the risk.

Keywords **- *Delay, Qualitative Risk Analysis, Project Canvas, Risk Register, Risk Severity, Risk Response***