

LIST OF ABBREVIATION

Term	Description	First Page Appears
BAST	<i>Berita Acara Serah Terima</i> - Minutes of Handover, Proof of delivery of service products in the work agreement	3
SOW	Statement of Work, a detailed narrative description of the work required for a project	3
ACSIS	Advanced Civil Service Information System	7
SWOT	Strategic planning analysis method used to monitor and evaluate the company's external and internal environment, and stands for Strengths (strengths), Weaknesses (weaknesses), Opportunities (opportunities), and Threats (threats).	18
WBS	A method of organizing projects into a hierarchical reporting structure, stands for Work Breakdown Structure	19