

ABSTRACT

Performance data management for Academic Support Staff (TPA) at the Faculty of Industrial Engineering (FRI), Telkom University, faces operational constraints. The current system, Telkom University Performance on Individual and Institution (Tel-U Point), is only accessible at the end of the evaluation period, which prevents real-time performance monitoring and requires supervisors to manually request documents when needed outside the evaluation period. This condition also hinders the formation of a routine progress reporting culture among the TPA. This research aims to produce an e-Archive system design that can overcome these constraints and to propose a new business process to support its implementation. The research method employed is Rapid Application Development (RAD), which commences with the requirement planning stage through interviews to identify user and system needs. The next stage is user design, where the system's workflow is modeled using Unified Modeling Language (UML) and an Entity Relationship Diagram (ERD). Based on this design, the system is built during the construction stage. In the final cutover stage, verification is performed through black box testing, and validation is conducted via a User Acceptance Test (UAT) to ensure the system's alignment with requirements. The result of this research is a website-based e-Archive information system design featuring main functionalities for managing performance document archives, recording training data, and reporting performance progress. Additionally, a proposed business process design was produced, enabling continuous archiving and performance monitoring. The system design's validation through the User Acceptance Test (UAT) obtained a final score of 79,2%, indicating that the designed system is highly accepted by prospective users. With this system, the process of managing and monitoring TPA performance documents at FRI can become more structured, transparent, and accessible whenever needed.

Keywords: *e-Archive, Staff Performance, Rapid Application Development, Document Management, Business Process*