

SISTEM ADMINISTRASI SURAT-MENYURAT DESA BURUK BAKUL BERBASIS WEB MENGUNAKAN METODE SCRUM

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Abstrak

Sistem *administrasi* surat-menyurat di Desa Buruk Bakul masih menggunakan metode manual yang lambat, rentan kesalahan, dan kurang transparan. Penelitian ini bertujuan merancang dan mengembangkan sistem *administrasi* surat-menyurat berbasis *Web* menggunakan metode *Scrum* guna meningkatkan efisiensi dan kualitas layanan publik. Pengembangan dilakukan dalam lima *Sprint*, mencakup otentikasi, manajemen data penduduk, pengajuan dan verifikasi surat, arsip digital, serta *Dashboard* dan laporan. Hasil penelitian menunjukkan pengembangan dilakukan dalam lima *Sprint*, mencakup otentikasi, manajemen data penduduk, pengajuan dan verifikasi surat, arsip digital, serta *Dashboard* dan laporan. Hasil penelitian menunjukkan bahwa kelima *Sprint* berhasil diselesaikan sesuai target waktu berdasarkan analisis *Burndown Chart*. Pengujian *User Acceptance Testing* (UAT) terhadap 13 *User Story* (fungsi sistem) bersama pihak perangkat desa dan perwakilan masyarakat menyatakan bahwa sistem telah "Diterima" dan beroperasi sesuai dengan kebutuhan pengguna. Sistem *administrasi* ini dikembangkan menggunakan metode *Scrum*. Penggunaan *Scrum* terbukti efektif dalam memfasilitasi perubahan kebutuhan fitur dari pihak desa secara fleksibel, sehingga menghasilkan sistem yang mampu mengelola pendataan penduduk (termasuk data keluarga untuk bansos), alur pengajuan surat-menyurat secara spesifik, dan pelacakan status dokumen.

Kata Kunci : Sistem Administrasi Surat-Menyurat, Desa Buruk Bakul, Scrum

WEB-BASED CORRESPONDENCE ADMINISTRATION SYSTEM FOR THE VILLAGE OF BURUK BAKUL USING THE SCRUM METHOD

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Abstract

The correspondence administration system in Buruk Bakul Village still uses a manual method that is slow, Error-prone, and lacks transparency. This study aims to design and develop a Web-based correspondence administration system using the Scrum method to improve the efficiency and quality of public services. Development was carried out in five Sprints, covering auThentication, population data management, letter submission and verification, digital archives, and Dashboards and reports. The results of the study indicate that the development was carried out in five Sprints, covering auThentication, population data management, letter submission and verification, digital archives, and Dashboards and reports. The results showed that all five Sprints were successfully completed within the target time based on the Burndown Chart analysis. User Acceptance Testing (UAT) of 13 user stories (system functions) confirmed that the system is "Accepted" and operates according to user needs. This administration system was developed using the Scrum method. The use of Scrum has proven effective in facilitating changes in feature requirements from the village flexibly, resulting in a system capable of managing population data collection (including family data for social assistance), specific correspondence submission flows, and document status tracking.

Keywords : Correspondence Administration System, Buruk Bakul Village, Scrum