

ABSTRACT

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CREATION OF WORK FLOW DIAGRAMS FROM STANDARD OPERATIONAL PROCEDURES FOR EACH DIRECTORATE IN OK OCE INDONESIA

Professional work carried out at OK OCE Indonesia with the aim of being able to apply the knowledge that has been obtained during the lecture period and apply it in the world of work. As a Business Systems Specialist, the Practitioner has the task of compiling a Work Flow Diagram for each Directorate, this process involves using Standard Operating Procedures on old drafts and conducting interviews with the Related Directorates to be able to draw up a new and more effective Work Flow Diagram. During the duration of carrying out professional work, practitioners face several obstacles such as busy schedules and communication. Practitioners also take advantage of technology that can be used and carry out evaluations in stages to overcome these obstacles. This experience also provides a deep understanding of business analysis, time management and team collaboration.

Keywords: *OK OCE Indonesia, Business Analysis, Internship, Work Flow Diagram Development*