

## **ABSTRACT**

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### **PENYUSUNAN PROSEDUR OPERASIONAL BAKU DI UNIT INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) UNIVERSITAS PEMBANGUNAN JAYA.**

Information Communications and Technology (ICT) at Pembangunan Jaya University (UPJ) is an important part of data management, processing and protection at UPJ. On this occasion, Practitioners carry out professional work from June 6, 2022 to August 26, 2022, during professional work activities in the ICT unit of Pembangunan Jaya University, Practitioners are tasked with making, designing and revising Standard Operating Procedures contained in various units at Pembangunan Jaya University. During the process, Practitioners used several applications to work on the project, such as: Drawio, Microsoft Word and Microsoft teams, making Standard Operational Procedures based on data from various units at Pembangunan Jaya University.

**Keywords:** ICT, Standard Operating Procedures, Pembangunan Jaya University