

ABSTRAK

Pengelolaan administrasi peserta magang di PT Tanjungenim Lestari Pulp and Paper masih dilakukan melalui email, Microsoft Excel, dan penyimpanan dokumen pada folder terpisah sehingga proses pendaftaran, verifikasi dokumen, *monitoring* peserta, penilaian, hingga penyusunan laporan belum terintegrasi dalam satu sistem. Kondisi tersebut menyebabkan pengelolaan data memerlukan waktu lebih lama serta berpotensi menimbulkan kesalahan dan duplikasi data. Penelitian ini bertujuan merancang dan membangun aplikasi *dashboard* magang berbasis *website* sebagai media pendaftaran dan pengelolaan administrasi peserta magang secara terintegrasi. Metode pengembangan sistem yang digunakan adalah *Waterfall*, yang meliputi tahap analisis kebutuhan, perancangan sistem, implementasi, pengujian, dan pemeliharaan. Pengumpulan data dilakukan melalui observasi, wawancara, dan studi pustaka, sedangkan pengujian sistem menggunakan *Black Box Testing*. Hasil penelitian menunjukkan bahwa aplikasi yang dikembangkan mampu mendukung proses pendaftaran magang secara daring, verifikasi dokumen, pengelolaan data peserta, *monitoring* kehadiran melalui fitur absensi dan logbook, validasi laporan, penilaian peserta, serta penerbitan Surat Keterangan (SK) Magang dalam satu sistem terintegrasi. Berdasarkan hasil pengujian, seluruh fungsi utama aplikasi berjalan sesuai dengan kebutuhan pengguna. Dengan demikian, aplikasi *dashboard* magang berbasis *website* dapat membantu meningkatkan efektivitas pengelolaan administrasi magang, mempermudah proses *monitoring* peserta, serta mendukung penyajian informasi yang lebih terstruktur di PT Tanjungenim Lestari Pulp and Paper.

Kata kunci: *dashboard* magang, administrasi magang, *website*, *Waterfall*, *Black Box Testing*.

ABSTRACT

The internship administration process at PT Tanjungenim Lestari Pulp and Paper is still managed using email, Microsoft Excel, and separate document storage, resulting in the registration, document verification, participant monitoring, evaluation, and reporting processes not being integrated into a single system. This condition causes data management to take more time and increases the risk of data errors and duplication. This study aims to design and develop a web-based internship dashboard application as a medium for internship registration and integrated internship administration management. The system was developed using the Waterfall method, which consists of the requirements analysis, system design, implementation, testing, and maintenance phases. Data were collected through observation, interviews, and literature review, while system testing was conducted using the Black Box Testing method. The results indicate that the developed application supports online internship registration, document verification, participant data management, attendance monitoring through attendance and daily logbook features, report validation, participant assessment, and the issuance of Internship Decree Letters (SK Magang) within an integrated system. Based on the testing results, all major application functions operated according to user requirements. Therefore, the web-based internship dashboard application can improve the effectiveness of internship administration management, facilitate participant monitoring, and provide more structured information management at PT Tanjungenim Lestari Pulp and Paper.

Keywords: internship dashboard, internship administration, website, Waterfall, Black Box Testing.