RISK ANALYSIS OF PROJECT TRANSITION OPERATOR ROUTINE DUTIES CHECKLIST (ORDC) HANDHELD AT SUMATERA LIGHT NORTH (SLN) TEAM PT. XYZ

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ABSTRACT

Operation Routine Duties Checklist or ORDC is a procedure that is used to increase the overall operation instruments and facilities reliability. ORDC filing system is in need of improvement, in which it converts manual ORDC to handheld ORDC. The update process is done in stages in accordance with operational needs. The transition from the former system, manual ORDC, to the new system, handheld ORDC, raises some risks that can hinder the transition process.

This study aims to identify and analyze the risks of transition from the manual ORDC to the handheld ORDC, and to devise handling risks method. The research process consists of several steps, which are risk identification, data collection of the handheld ORDC project, which was done by lessons learned and best practice from previous similar projects, and risk analysis done by Probability Impact Matrix and House of Risk method. In order to accomplish the research objectives, the researcher employed non-probability (purposive) sample. The research’s respondents are project team, operational team, information and technology team, enhancement team and vendors.

From the research, identified 46 risk event and 35 risk agent. From Pareto Diagram, shows 12 risk agent ARP contributed a total of 9763 or 80% from ARP total 11866. The high risk is lack of support from the leadership. The most effective risk management is the direct involvement of corporate leaders in the transition project ORDC handheld.

Key words: risk management, handheld, Probability Impact Matrix, House of Risk