

## BePRO-Seminar#824

# IT Report Management

### BeProfessionalTheClub®

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#### Tentang BeProfessionalTheClub®

BeProfessionalTheClub® dan CareerTrack-Training® adalah divisi pelatihan manajemen dari PT. Proesdeem Indonesia—lembaga konsultan manajemen yang sejak tahun 1995 memfokuskan kegiatannya pada penyelenggaraan pelatihan profesional. Pelatihan yang diselenggarakan oleh BeProfessionalTheClub® & CareerTrack-Training® senantiasa memadukan aktualitas dan kualitas kurikulum (modul) pelatihan, pelayanan yang prima, dan kapabilitas instruktur.

Pelatihan yang diselenggarakan oleh BePRO dan CareerTrack senantiasa mengacu pada perkembangan mutakhir dalam pengelolaan perusahaan yang saat ini berorientasi kepada terciptanya *good corporate governance*.

BePRO dan CareerTrack sejak berdiri tahun 1995 senantiasa berusaha mempertahankan kualitas profesional training yang tinggi dengan menerapkan adanya check dan control, sehingga professional training yang diselenggarakan dapat

- menjawab kebutuhan para peserta secara komprehensif dan dengan pendekatan aplikatif
- memfokuskan terhadap solusi yang spesifik dan relevan terhadap perkembangan terkini
- memberikan aspek teknik dan aplikatif yang dibawakan oleh para instruktur yang mumpuni
- memfasilitasi kebutuhan soft skill dalam pengembangan karir dan bisnis

Melalui professional training, BePRO dan CareerTrack dapat membantu perusahaan yang ingin berkembang ataupun memperkuat posisi strategisnya dengan memberikan expertis yang dapat meningkatkan kemampuan dalam

- Mengelola prioritas secara efektif
- Membangun budaya kerja yang produktif
- Meningkatkan job value
- Menyelaraskan kemampuan dengan perkembangan serta kebutuhan terkini
- Menciptakan proses, dan professional terbaik bagi perusahaan.

#### Web Service Links:

[www.careertrack.training](http://www.careertrack.training)  
[www.lpai.co.id](http://www.lpai.co.id)  
[www.theltmp.com](http://www.theltmp.com)  
[www.lpmisp.org](http://www.lpmisp.org)  
[www.proesdeem.co.id](http://www.proesdeem.co.id)

Instructor: DR, Ir. Fauzi Hasan, MM, MBA, PMP, CISA, CISSP, SSCP, CISM, CGEIT, CPRC, CSCP, CDCP, CITM APICS, Cert. Change Management (APMG)  
This course will delivered in Indonesian and/or English

This course will offer an overview and implementation of IT Report Management. The course is designed and based on the perspective of improving report delivery, which is one metric of an IT Report Management success; and practically it is an important measure.

The industry that have implemented IT Report Management with the need to ensure that IT operation and IT Management is providing expected results, and adding value to the business within particular time framework as indicated by representative and comprehensive IT performance reporting system.

This course will provide methodologies and approaches to enable report management process for an enterprise to take advantage of the depicted data and information.

The course shall provide the capabilities to the participants in determining the contents, styles, design and frequency of IT report distribution to the stakeholders. Also guiding the participants to the best practice of report management for the advantage of the organization.

The participants shall also discover methods to implement the typical project time management and the specific functions which should be performed as related to project implementation.

The course is built around a series of consecutive structured lectures, class exercises, and class discussions with the perspectives of excellent report management.

The scope of the course includes discussion of the components of excellent report management process including: Recognize typical characteristic of IT reports to foster organizational success in implementing information technology, prevent tardiness in report distribution, design and construct excellent IT reporting, provision of basis on report analysis, and report management plan as required by the organization.

#### Course Objectives & Benefits

- At the completion of the course participants shall benefit from the course such as:
- Gain an in-depth understanding of IT Report Management with a well designed in the report presentation, and effectively shall have the capability to effectively implement the knowledge
- Understand the parameters and the requirements as required in the construction and design of analytical and directive IT report, and how to address them effectively and efficiently as related to organization IT performance
- Learn how to determine key parameters of excellent reporting as related to stakeholders' requirements, and how to improve the contents in line with IT reporting framework or best practice

#### Target Audience

- Staff and Managers with responsibility for IT report generation. Managers wishing to increase or update their knowledge of IT report management methodology, and especially in a dynamic and dynamic environment.
- Others with an interest in improving report management results within their organizations, and who would benefit from an understanding of IT report management knowledge as related to IT operation.
- Direct involvement in a particular project, either as a project manager or as a staff member, then this training becomes a recommended prerequisite.

#### Course Contents & Description

1. The perspectives and overview of Report Management
  - This part of the course shall describe the framework and perspective IT report. Also describing on the benefits by having the competency on generating the structured and comprehensive report as related to IT operation and management.
2. Interpreting the Assignment Topic
  - Identifying unknown words
  - Analyzing the question
  - Considering the additional assignment
  - Writing the report
3. Developing a Plan
  - Thinking about the assignment topic
  - Refining the plan
  - Developing a plan for the assignment
4. Writing the Report
  - Abstracts and introduction
  - Writing from a plan
  - Sample report Plan vs. report
5. Business System Data Commentary
  - Report structure
  - Paragraph structure
  - Tables
  - Figures
  - Appendices
  - Academic style
  - References
6. Using Sources in IT
  - Sources definition
  - Selecting sources
7. IT Case Studies and Exercises
 

Case-based discussions will be conducted with topics related to the subjects of training, while for every subject completed will be followed by comprehensive exercises focusing on the described subjects such as:

  - Topic analysis
  - Topic annotation

#### Related Topics:

- ▶ [Managing Enterprise-wide Project](#)
- ▶ [Best Practices for the Multi-Project Manager](#)
- ▶ [IT Problem Management](#)

Your Schedule	Location	Investment/ Person *)
January 19-20, 2017	Yogya	IDR 4.500.000
March 09-10, 2017	Jakarta	IDR 4.500.000
May 29-30, 2017	Bandung	IDR 4.500.000
July 17-18, 2017	Jakarta	IDR 4.500.000
September 19-20, 2017	Bali	IDR 4.500.000
November 29-30, 2017	Jakarta	IDR 4.500.000

\*Exclude Tax, Transportation & Accommodation

#### Lokasi & Ketentuan Pelaksanaan:

**Jakarta:** 46<sup>th</sup>-50<sup>th</sup> Floor Wisma 46 – Jl. Jend Sudirman Kav.1– Jakarta Pusat, Sofyan Hotel Group, ASTON Hotel Group atau hotel lainnya;

**Bali:** B-Hotel atau hotel lainnya;

**Bandung:** KAGUM Hotel Group / ASTON Hotel Group atau hotel lainnya.

**Yogyakarta:** ASTON Hotel Groups atau hotel lainnya.

Perubahan lokasi/tempat akan dikonfirmasi melalui undangan seminar.

Jumlah peserta minimal (kecuali ditentukan lain) untuk pelaksanaan di Bali 9 (sembilan) orang, Yogya 7 (tujuh) orang, Bandung 5 (lima) orang, Jakarta 3 (tiga) orang sesuai konfirmasi yang kami terima seminggu sebelum pelaksanaan. Dalam hal jumlah peserta kurang dari ketentuan minimal tersebut maka keputusan pelaksanaannya dapat dibicarakan kedua belah pihak untuk mendapatkan solusi terbaik.

Bila Anda menginginkan judul training, jadwal dan lokasi yang berbeda dengan yang telah ditentukan di atas silahkan hubungi Service Center kami melalui **Tel: 021-574-8889**, Fax: 021-574-8888, Mobile Phone/SMS/WA: 08815608163 atau email: [info@beproseminar.com](mailto:info@beproseminar.com) atau [beproseminars@gmail.com](mailto:beproseminars@gmail.com)