

PERANCANGAN *RACI MATRIX* UNTUK MENGELOLA *STAKEHOLDERS* DALAM STUDI KASUS PROYEK PT XYZ

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Abstrak

PT XYZ adalah perusahaan yang bergerak dalam bidang *Event Organizer* yang bekerjasama dengan Kementerian Perhubungan Republik Indonesia. Berdasarkan hasil pengamatan melalui wawancara, observasi lapangan, dan studi dokumen perusahaan pada studi kasus *event organizer* PT XYZ, didapatkan bahwa terdapat proyek yang mengalami keterlambatan dan kelebihan biaya. Setelah di analisis, penulis menyimpulkan bahwa hal tersebut disebabkan oleh kurang terintegrasinya peran dan tanggung jawab setiap *stakeholders*. Karena hal tersebut, salah satu metode yang cocok digunakan dan diimplementasikan yaitu *RACI Matrix*. Penelitian ini bertujuan untuk merancang *RACI Matrix* dan Daftar *Job Description* sesuai dengan pedoman manajemen proyek. Untuk penugasan kerja pada proyek studi kasus PT XYZ, hasil perancangan *RACI Matrix* menunjukkan sembilan *stakeholders* yang dikelompokkan menjadi empat klasifikasi menurut komponen RACI disusun berdasarkan tanggung jawab masing-masing *stakeholders* terhadap proyek. Hasil perancangan *Job Description* menunjukkan lima *stakeholders* yang dijelaskan lebih lanjut tentang deskripsi pekerjaannya. Dan hasil perancangan *Gantt Chart* menunjukkan penjadwalan untuk seluruh deskripsi pekerjaan.

Kata Kunci: *Stakeholders*, Proyek Manajemen, *RACI Matrix*, *Job Description*, dan *Gantt Chart*.

**DESIGN OF RACI MATRIX FOR MANAGING
STAKEHOLDERS IN STUDY CASE PROJECT OF THE PT
XYZ**

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Abstract

PT XYZ is a company engaged in the Event Organizer field in collaboration with the Ministry of Transportation of the Republic of Indonesia. Based on the results of observations through interviews, field observations, and studies of company documents in the PT XYZ event organizer case study, it was found that there were projects that experienced delays and cost overruns. After being analyzed, the authors concluded that this was caused by poor integration about roles and responsibilities in every stakeholders. Because of this, one method that is suitable to be used and implemented is the RACI Matrix. This study aims to design the RACI Matrix and Job Description List in accordance with project management guidelines. For work assignments in the PT XYZ case study project, the results of the RACI Matrix design show nine stakeholders grouped into four classifications according to the RACI components arranged based on the responsibilities of each stakeholder towards the project. The results of the Job Description design show five stakeholders who are further explained about their job descriptions. And the results of the Gantt Chart design show the scheduling for all job descriptions.

Keywords: Stakeholders, Project Management, RACI Matrix, Job Description, and Gantt Chart.