

ABSTRAK

Pengaturan tata letak atau layout ruang kerja merupakan bagian dari upaya dalam menata dan mengatur ruang, perlengkapan dan peralatan fasilitas kerja dengan seefisien mungkin agar setiap aktivitas yang dilakukan pegawai dapat berjalan dengan efektif. PT Artajasa Pembayaran Elektronik sebagai salah satu perusahaan *IT Switching* terkemuka di Indonesia yang mengelola layanan transaksi elektronik nasional berinisiatif menerapkan metode kerja baru yaitu *agile working* sebagai bagian dari upaya untuk melakukan terobosan dalam hal perubahan mindset, pola kerja dan budaya kerja dalam menghadapi transformasi digital yang dalam hal ini berpotensi terkendala dengan masalah layout ruang kerja saat ini yang belum tertata dengan baik dan kurang optimal. Hal ini dapat dilihat dari hasil pengukuran pergerakan aktivitas pegawai di salah satu Divisi yang hasilnya terdapat *waste of movement*. Terkait dengan hal tersebut maka dibutuhkan suatu penelitian untuk menganalisa dan merancang perubahan tata letak layout ruang kerja di PT Artajasa Pembayaran Elektronik dengan menggunakan metode *Systematic Layout Planning* (SLP) dengan tujuan mendapatkan tata letak layout yang ideal sehingga metode kerja *agile working* dapat diimplementasikan secara efektif oleh para pegawai. Hasil analisa perubahan tata letak layout ruang kerja dengan menggunakan SLP di PT Artajasa Pembayaran Elektronik menghasilkan penataan tata letak layout ruang kerja yang sistematis dimana setiap unit kerja menempati area ruang kerja yang saling terhubung dan saling berkaitan satu dengan lainnya berdasarkan *activity relationship chart* (ARC) dan *space relationship diagram* (SRD). Analisa *man power planning* (MPP) menghasilkan perhitungan kebutuhan ruang kerja secara terukur dan terencana. Perubahan penggunaan model furniture seperti workstation, ruang berpartisi dan fasilitas penunjang kerja lainnya menjadi bentuk *open space*, *modular*, dan *fleksibel* menghasilkan *final block layout* yang dapat mendukung terciptanya budaya kerja *kolaboratif*, *dinamis*, *fleksible*, *komunikatif* dan *inovatif* sehingga kaidah-kaidah dalam *agile working* dapat terimplementasi secara efektif.

Kata kunci : *Systematic Layout Planning (SLP)*, *Activity Relationship Chart (ARC)*, *Space Relation Diagram (SRD)*, *Final Block Layout*, *Agile Working*, *Agile Workspace*

ABSTRACT

The layout arrangement of workspace needed to organize and setup office space, equipment and another facilities as efficiently as possible, therefore every activities carried out by employees can run effectively. PT Artajasa Pembayaran Elektronik as one of the leading IT Switching companies in Indonesia that manages national electronic payment gateway and banking transaction services whereas has a strategic initiative to implement a new working method or models namely as *agile working* as part of company efforts to make breakthroughs in terms to changing of the mindsets, work patterns and work culture to encourage and approach of digital transformation era. However, they are have a potential problem to be constrained, there is a current condition of the working space layout whiches hasn't well organized and less than optimal. This problem has been find by the company regarding of the results of movment measurement (for sampling) in one of the divisions working area as called as *waste of movement*. Accordance to these cases, the research of this study is needed to analyze and design of the changes of the workspace layout in PT Artajasa Pembayaran Elektronik with using the *Systematic Layout Planning* (SLP) method with the goals to getting the ideal layout, So that *agile working* methods can be implemented effectively by the employees. The results of the SLP analysis is to changes Artajasa's workspace layout in every single division or department. The new layout has occupied into new workspace for Division and Department where are they can interconnected, interoperability and interrelated with another of them based on *activity relationship charts* (ARC) and *space relationship diagrams* (SRD). *The man power planning* (MPP) analysis has become a forcast workspace which has been measured and well planned based on every single requirements. In addition, there are some changes of furniture model for the example a workstation type, partition rooms (cubicle room) and another work support facilitiy has change to be an *open space*, *modular workstation*, and *flexible arrangement area*. Finally, the *final block layout* in SLP analysis configured a new working culture such as *collaborative*, *dynamic*, *flexible*, *communicative* and *innovative* so that the rules of the *agile working* can be implemented effectively.

Key word : *Sistematic Layout Planning (SLP)*, *Activity Relationship Chart (ARC)*, *Space Relation Diagram (SRD)*, *Final Block Layout*, *Agile Working*, *Agile Workspace*