

Kooperasi dan kolaborasi dalam Office Management menggunakan teknologi web 2.0 DRUPAL atau WORDPRESS

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LATAR BELAKANG

Keberhasilan dalam komunikasi, kooperasi dan kolaborasi merupakan hal penting yang menjadi salah satu kriteria kesuksesan dari suatu Office management. Office management tidak akan berkembang apabila aktifitas komunikasi, kooperasi dan koordinasi tidak berjalan dengan lancar, aman serta terkendali, sebaliknya Office management akan berhasil apabila ditopang dengan sistem yang mampu menjalankan komunikasi, kooperasi dan koordinasi yang lancar, aman, terkendali serta efisien dari sisi waktu dan biaya..

Komunikasi, kooperasi dan kolaborasi secara prinsip dapat terjadi dalam suatu office dengan cara langsung maupun tidak langsung (synchronous dan asynchronous) dari sisi waktu, dan juga di tempat yang berbeda maupun sama (colocated dan remote), serta internal office dan antara internal dengan eksternal office dari sisi personal yang melakukan komunikasi maupun koordinasi.

Jenis Data, Informasi dan Knowledge:

Dahulu : Data (paperbase), Voice (analog), Fax (analog and paperbase)

Sekarang : Data (paperless dan digital), Voice dan multimedia (paperless dan digital)

Media akses data:

Dahulu : Work place, Telepon dan Fax (POTS), Berkas-berkas data

Sekarang : Work space, Media digital dan Packet network (IP based network), mobile network , Basis data elektronik.

Teknologi:

Dahulu : surat menyurat via POS dan paket, loudspeaker, telepon, H/T, mesin ketik, mesin foto kopi, mesin faksimile dll

Sekarang : email, mailing list, forum, chatting, SMS, MMS, IM, blogging, komputer, laptop, PDA, handphone, jaringan komputer, internet, GSM, GPRS, EDGE, CDMA dll

Contoh Aplikasi atau penyelenggara yang ada :

1. Email : Yahoo!mail, gmail, rocketmail, mail service lainnya.
2. Mailing list : Yahoo!group, Googlegroup, dll
3. SMS, MMS : Operator mobile phone.
4. IM, Blogging : buletin board, YM, AOL, Wordpress, Multipliy, Friendster, dll

Computer-supported Cooperative World (CSCW)

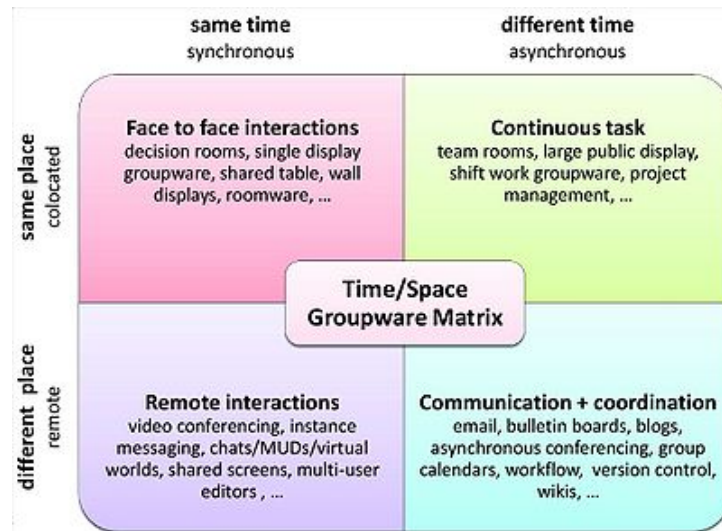
Pada awalnya Computer-supported collaboration (CSC) melakukan riset tentang teknologi yang melibatkan kelompok atau grup, komunitas dan civitas organisasi, misalkan : voice mail, text chat dll.

CSC mengalami perkembangan yang sangat cepat dan meluas mulai mendukung aktifitas kerja manusia maupun hubungan kerja profesional hingga menyentuh aspek-aspek lain seperti rekreasi dan aktifitas sosial masyarakat, misalkan: email, chatting, blogging, video conference, project management dll.

Para peneliti akhirnya mulai menyebut perkembangan itu sebagai Computer-supported Cooperative World (CSCW), yang meliputi 'semua konteks yang menggunakan teknologi sebagai mediasi aktifitas-aktifitas manusia seperti komunikasi, koordinasi, kooperasi, kompetisi, hiburan, permainan maupun musik' (dari CSCW 2004).

CSCW mengombinasikan dan memadukan pengertian hubungan manusia dalam kelompok dan sosial dengan bantuan teknologi jaringan komputer yang berkaitan dengan perangkat keras, perangkat lunak, servis dan teknik yang tertentu.

Matrik CSCW



Same time/same place

Interaksi tatap muka:

- Roomware
- shared tables, wall displays
- Digital whiteboards
- Group Decision Support Systems (GDSS)
- Single display groupware

Same time/different place

Interaksi remote (jarak jauh)

- Video-Conferencing
- Real-time groupware
- Messaging (Instant messaging, Email, chat)

Different time/same place

Continuous task

- Team rooms,
- Large displays
- Post-it

Different time/different place

Komunikasi dan koordinasi

- Wiki
- Blogs
- Workflow
- Version Control

DRUPAL dan WORDPRESS

DRUPAL (from WIKIPEDIA)

drupal.org | Community plumbing

<http://drupal.org/>



Drupal.org is the official website of **Drupal**, an open source **content management platform**. Equipped with a powerful blend of features, Drupal supports a variety of websites ranging from personal weblogs to large community-driven websites.

Drupal 6.6 and 5.12 released

[Gabor Hojtsy](#) - October 22, 2008 - 19:00

News and announcements - Drupal 5.x - Drupal 6.x

Drupal 6.6 and Drupal 5.12, maintenance releases fixing problems reported using the bug tracking system, as well as **critical security vulnerabilities**, are now available for download.

[Download Drupal 6.6](#)
[Download Drupal 5.12](#)

Upgrading your existing Drupal 5 and 6 sites is strongly recommended. There are no new features in these releases. For more information about the Drupal 6.x release series, consult the [Drupal 6.0 release announcement](#), more information on the 5.x releases can be found in [Drupal 5.0 release announcement](#).

» [Read more](#)

Announcing O'Reilly Drupal book: Using Drupal

[webchick](#) - November 13, 2008 - 20:06

News and announcements

Team Lulabot is *really* excited to unveil O'Reilly Media's first Drupal book, [Using Drupal](#), due out next month. (BTW, that's a dormouse on the cover. :) The book is written against Drupal 6.

Our motivation for writing this book was that most peoples' first experience with Drupal involves getting it installed successfully, but then being left with the question, "What next?" *Using Drupal* is all about answering this question. It shows in a practical, hands-on way how to combine over thirty of Drupal's contributed modules to build Drupal websites that can do things ranging from product reviews to event management to e-commerce, all through configuration with as little coding as possible. You can also think of it as a field guide to CCK and Views, since almost all chapters build on those base modules.



» [50 comments](#) - [Read more](#)

Drupal is a set of scripts written in PHP that provide the framework and basic functionality for building feature-rich and dynamic web sites. It is a content management system (CMS), because it greatly simplifies the process of authoring, managing, and

publishing content—such as text, images, files, and audio—to the Web. It is a forum, a blogging tool, and an organizer of information. It is an extensible platform on which you can build custom modules, and it is a set of programming APIs that allows web developers to create custom web applications very rapidly and efficiently.

Drupal is also a vibrant online community with thousands of enthusiastic people from around the world. This community spans the Drupal.org site, several mailing lists, user groups in various countries, a number of nonprofit organizations, some small companies, and a growing army of freelancers who earn their living partially or completely from using or developing Drupal. The community has events, often coinciding with major conferences, and is an excellent example of massively distributed cooperation.

WORDPRESS (from WIKIPEDIA)

WordPress.com » Get a Free Blog Here

http://wordpress.com/

The screenshot shows the WordPress.com homepage. At the top, there is a search bar and navigation links for Home, Sign Up, Features, Blog, Story, and Advanced. A central banner encourages users to "Express yourself. Start a blog." and "Sign Up Now!". Below this, statistics are displayed: 4,735,624 blogs, 155,673 new posts, and 40,191,590 words today. The page is divided into several sections: "Already Here?" with a login form, "From our blog" with a list of recent posts, "Hot VIP Posts" featuring a post about Project Icon winners, "Hot Community Posts" with various news items, and "Right Now In Tags" with a list of popular tags. The footer contains support links and the text "AN AUTOMATTIC THINGAMAJIG".

WordPress is the blogging software and it is a state-of-the-art, semantic, personal publishing platform with a focus on aesthetics, web standards, and usability.

WordPress is *semantic* because it generates XHTML markup with *meaning*. It produces web pages that work without any style applied, work correctly with screen readers used by blind people, and validate by conforming to published web standards. WordPress includes the usual support for blogging, with comments, TrackBacks, and Pingbacks. Here is a summary of its main features:

- It supports multiple authors and registered visitors with the privilege to comment. You can configure different administration rights for each author.
- It supports a draft mode for your posts, so you can work on them until you are ready to publish.
- It supports protected posts, where a reader must supply a password to read the post.
- It supports private posts, visible only to you.
- It supports automatic Pingbacks, where all the links in an article can be pinged when the article is published.
- As well as categories for your posts, it also supports nested categories and multiple categories per post.
- It supports XML feeds in all the current formats. WordPress supports RSS, RDF, and Atom feeds. It also supports feeds by subject and by author, as well as feeds on comments.
- It has an integrated link manager, which supports categories, images, descriptions, notes, and XFN (XHTML Friends Network), as well as a built-in blogroll manager.
- It supports RSS enclosures for podcasting. WordPress supports podcasting in a simple, intuitive way.
- It generates standards-compliant XHTML and CSS, and uses nice-looking, search engine-friendly permalinks.
- WordPress supports typographic filters for proper formatting and styling of text. You don't need to learn HTML to enrich your postings.

Implementasi Kooperasi dan kolaborasi dalam Office Management menggunakan teknologi web 2.0 DRUPAL atau WORDPRESS

DRUPAL atau WORDPRESS dapat digunakan untuk membangun workspace tertentu dalam bentuk aplikasi web 2.0, dengan aplikasi ini maka dapat dijadikan sebagai media untuk kooperasi dan kolaborasi khususnya yang meliputi interaksi jarak jauh baik itu dengan waktu yang sama (multimedia conference, real time groupware, multimedia messaging dll) maupun pada waktu yang berbeda (blog, workflow dll)

Fitur yang ada dan layak serta tambahan-tambahan harus disediakan untuk merealisasikan ide-ide seperti di atas dapat dikategorikan secara umum sebagai berikut:

1. Penyediaan sarana kumpul dalam suatu domain (workspace) yang sama, dalam hal ini misal: www.namaperusahaan.com atau yang lain.
2. Dukungan network dan komunitas asal dari software development yang bersangkutan via <http://drupal.org> maupun <http://wordpress.com> yang menglobal.
3. Posting berbagai macam format dokumen serta multimedia enable
4. Storage yang memenuhi kebutuhan serta dapat ditingkatkan sesuai dengan kebutuhan dan kemampuan dana yang ada.
5. Search engine yang mumpuni (kemampuan filtering baik dari sisi kata kunci maupun tags yang sesuai).
6. Kemudahan implementasi, sehingga user biasa cepat dalam menyesuaikan diri dalam sistem yang akan dibentuk.
7. Support link yang bisa memperkaya suatu posting dan informasi yang dibutuhkan.
8. Juga yang tidak kalah pentingnya adalah sistem keamanan yang sudah bisa dikonfigurasi sesuai dengan kebutuhan user dan standar keamanan dokumen yang diposting.
9. Fitur tambahan yang layak disediakan antara lain:
 - a. Chat room, menggunakan chat engine yang sudah ada.
 - b. Video conference room, dengan tambahan alat web camera di sisi subscriber, juga menggunakan VC engine yang sudah ada.

- c. Instant messaging, menggunakan IM enginee yang sudah ada.
- d. Group ware dan workflow menggunakan forum dan fasilitas yang sudah ada lainnya.

Beberapa contoh penggunaan DRUPAL atau WORDPRESS dalam implementasi Office management :

1. Jurusan Teknik Elektro, STEI, ITB, alamat: <http://www.ee.itb.ac.id/>
2. Institut Pemerintahan Dalam Negri (IPDN) Sumedang, alamat: <http://ipdn.ac.id/>
3. Tempat nge-Blog dosen UNS, alamat: <http://staff.uns.ac.id/>
4. PT.PROFESSINDO MITRA LESTARI, alamat: <http://www.eprofess.com/>
5. Asia Bloging Network, alamat : <http://asiablogging.com/>
6. dsb