

## ABSTRACT

### **THE DESIGN OF TIMELINE PROJECT AND STANDARD OPERATING PROCEDURE (SOP) SUPERVISION OF THE PRODUCTION PROCESS FOR UMKM KAYU MANIS BATAM**

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Practical work is implementation is carried out from 04 May 2019 to 04 July 2019 at Kayu Manis Batam Block 1 No. 61B, Sungai Panas, Batam. The Timeline project and Standard operating procedure (SOP) supervision of the production process for Kayu Manis Batam did not run well so that they unable to compete in similar businesses.

In the process of implementation, the authors collected and research starts from collecting data such as about Kayu Manis Batam's background, the recording system used and operational activities. As well as problems in running the operational system for Kayu Manis Batam. The method used by the authors are interviews and observation with business owner. So, the author wants to design the appropriate timeline project and Standard Operating Procedure (SOP) supervision of the production process for Kayu Manis Batam.

Kayu Manis Batam have been implement the timeline project and Standard Operating Procedure (SOP) made by the author. The practical work provides a handbook that contains the Standard Operating Procedure (SOP) which can be used at any time by the business owner so that it can facilitate for running the operational system in business.

**Keywords:** *Standard Operating Procedure (SOP)*