

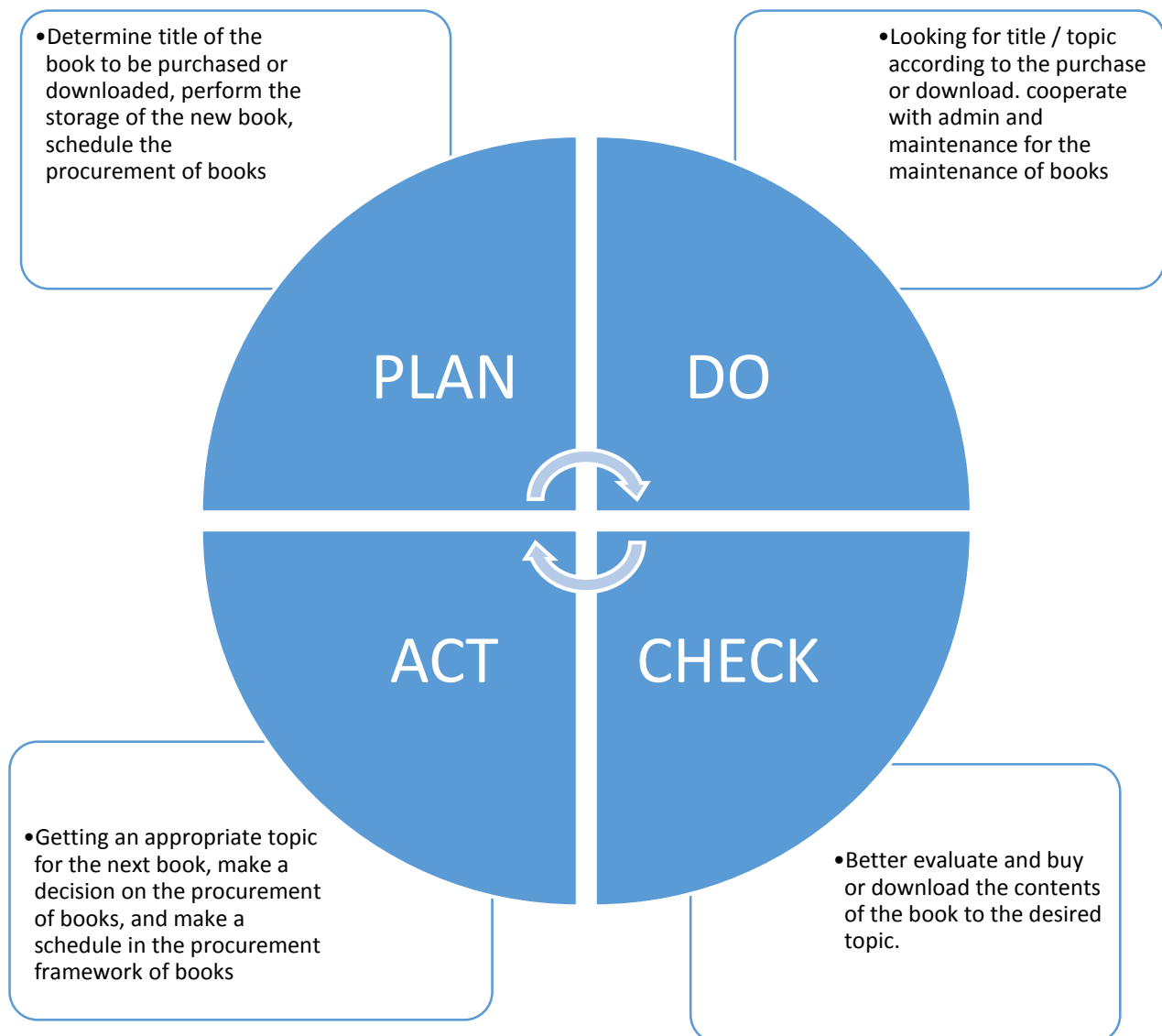


LABORATORIUM SIMULASI & APLIKASI INDUSTRI
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BOOK/E-BOOK PROCUREMENT ACTIVITY PDCA





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Activity	Plan	Do	Check	Action
Book / E-book Procurement	Determine the title of the book	Searching titles / topics that required by LSAI	Evaluate the content of the book to the desired topic	Looking for an appropriate topic for the next books
	Planning a procurement of books	Buying or Downloading the desired book	Evaluating better you buy or download it	Make decisions related to the procurement of books
	Saving books	Working closely with the admin and maintenance in the labeling and processing of the book	Evaluating the the book is already labeled all or not	Make a neat and easily understood in its layout.
	Schedulling about books procurement	Procuring the book regularly	Evaluating the timeline in the books procurement	Make a framework of book procurement schedule