

ABSTRACT

Manual management of Dean's Decrees (SK) at the Faculty of Science and Mathematics, Universitas Diponegoro, causes procedural delays, limited submission visibility, and document loss risks. This study develops a web-based faculty correspondence application using the ICONIX Process method, covering domain modeling, robustness analysis, detailed design, and implementation phases. The system was built with Next.js, TypeScript, Prisma ORM, and PostgreSQL, featuring role-based authentication, SK submission management, multi-level approval, status notifications, automatic numbering, digital archive search, and PDF export. Validation was conducted through black-box testing based on functional requirement scenarios. Results indicate that all core functions operate as expected, demonstrating that the application improves administrative efficiency, workflow transparency, and document archival management within the faculty.

Keywords : academic correspondence, decree management, ICONIX Process, digital archiving, black-box testing.