

## ABSTRACT

LPK Cipta Kerja DPN Perkasa Jateng, located in Pekalongan Regency, plays a strategic role in preparing Indonesian workers to meet international labor market standards, particularly in Japan. However, the institution faces challenges in administrative management, which is still carried out manually using bookkeeping, with separate records for student data, instructors, admins, classes, and fields of interest. This manual administration system is time-consuming and prone to recording errors, which could hinder the institution's operations and reduce the quality of service provided to students. To address these issues, a web-based administrative system application has been developed using the ICONIX Process methodology. This method was chosen for its structured approach, which includes phases of requirements analysis, design, implementation, and application testing. The main goal of this application is to integrate all administrative processes into one platform to support more structured data management. The application is also developed to ensure that students, instructors, and admins have access to the online facilities provided by LPK, such as the Sistem Manajemen Materi dan Penilaian, Sistem Presensi, and Sistem Kuis, which will be further developed as an extension of this application by separate developers. The main features of the application include managing student, instructor, and admin data for profile and account creation, as well as managing data for classes and fields of interest. In its development, the application uses PHP programming language with the Laravel framework, along with web technologies such as JavaScript, HTML, and CSS. The application has been successfully developed using the ICONIX Process and has been tested using the black box method with the predefined test cases, with results indicating that the application meets the established requirements.

**Keywords** : Administrative System, LPK, ICONIX Process, Web-based Application