Project start

🏆 A1.0 Learning activity

Preparation of the constitutive act of the project

📘 Instructions

- According to the information presented by the advisor on the subject, and based on the case study, make the constitutive act of the project based on the example project constitutive act document indicated by the advisor.
- Any activity or challenge must be done using the style **MarkDown with extension .md** and the VSCode development environment, having to be prepared as a document **single page**, that is, if the document has images, links or any external document, it must be accessed from tags and links.
- It is a requirement that the .md file contains a tag of the link to the repository of your document on Github, for example **Link to my GitHub**.
- At the end of the challenge, the created .md file must be uploaded to github.
- From the **.md** file, a **.pdf** file must be exported with the nomenclature **A1.0_ActivityName_StudentName.pdf**, which must be uploaded to classroom within its corresponding section, to serve as evidence of delivery; being this platform **official** here you will receive the qualification of your activity individually.
- Considering that the .pdf file was obtained from the .md file, both must be identical and show the same content.
- Your repository in addition to having a **readme**. md file inside your root directory, with the information as student data, work team, subject, career, data of the advisor, and even logo or images, it must have a section of contents or index, which are really links or **links to your .md documents**, *avoid using text* to indicate links internal or external.
- A structure is proposed as indicated below, however any other that supports you can be used to organize your repository.

```
| readme.md
| | blog
| | | Cx.1_NameoftheActivity.md
| | | Ax.1_NameoftheActivity.md
| | diagrams
| | docs
| | html
| | img
| | pdf
```

✏️ Development

1. Prepare the document that is attached to the instructions regarding the constitutive act.

2. Record the data indicated within each of the sections of the constitutive act for the case study.

Constitutive Act of the Project

Company:	Dream Innovations
Project Name:	Dream Knowledge
Project Type:	KMS Sistema de gestión de conocimiento
Sponsor:	Yakult
Product Owner:	Hector Armando Jaramillo Regino
Project Manager:	Edy Jesus Manuely Cota Villa
Scrum Master:	Riggel Aliot Dehesa Zazueta

Purpose of the document

This document defines the general description, objectives and participants of the project. It is mainly related to the authorization of the start of the project.

This document also provides a description of the current situation, high-level requirements, success criteria, risks and opportunities.

Purpose / Justification:

Due to the fact that the knowledge acquired from the employees during their working periods within the companies is lost when they leave. Because of this, it is necessary to develop a system that allows these knowledge to be preserved even though the employee is no longer present.

Brief description of the project:

To solve the problem of the loss of knowledge acquired by workers, the development of software is proposed with the ability for workers to create publications accompanied by files that allow them to capture their knowledge or solutions acquired throughout their stay in the company, thus, through the same software, other workers will be able to browse and see this content generated by colleagues, evaluating publications and acquiring knowledge that would otherwise have been lost.

Preliminary scope of the project:

It is expected that the software will allow users to publish their knowledge accompanied by files of various types, allowing changes to the same content if required, that other users can browse and visit the publications, as well as leave ratings and / or comments. It is also expected that the statistics of publications such as the most visited and most helpful content will be visible to administrators.

Expected results of the project / Benefits:

1. Reduction in the loss of knowledge acquired by workers.
2. That the knowledge base generated is accessible to all workers.
3. Improve the process of solving problems or doubts for employees.
4. Better work performance overall.
5. A source of information to visualize possible improvements within the company.
6. High security for stored information.

High-level project

Requirement	Success Criterion
Offer users a platform that is available at all times, easy to use and attractive, as well as guaranteeing the security of the information that is recorded there.	The platform can be active 24/7 for company employees and any employee with a short introduction of 1 hour or less can handle it, as well as only employees can access the system.
Allow the topics that are published to also attach photos, videos or presentations with a maximum limit of size and duration.	Have a section to create publications where there is a description, as well as a system to upload documents or files, pdf, mp3, jpg, png, etc., in addition to allowing future modifications if necessary.
Offer the user the power to consult the topics that they have registered and that are valued by other users.	Have a search bar that functions with keywords to find the content you want to see, as well as that once inside the publications, users can rate the publications.

Milestones

Username assignment.
Creation and edition of publications.
Post browser.
Ability to make evaluations and comments.
Post statistics view.
Menu Own publications.
Implementation within a company.

Risks

No.	Identified risk	Probability	Impact	Solution
1	The system is unable to run at the proposed scake.	Medium	Medium	On the part of the company, increase the resources given to the servers.
2	It is not possible to offer workers a short course to use the application.	Low	High	Offer a fair use guide when opening the application, so that users themselves can find out how to use it.
3	The system presents problems to integrate to old systems used by companies.	Low	High	Offer an intermediate software that serves as a bridge for the information to go through.
4	Users have no interest in using the application.	Medium	High	Promote the company to integrate a reward system for employees who have the most viewed, most used solutions.

No.	Identified risk	Probability	Impact	Solution
5	Users could make innapropiate/not related posts.	Medium	High	There will be administrator staff to help moderate posts.

Estimated Preliminary Cost / Budget

Type	Expected Cost
Basic services (Water and Electricity)	$ 2,000.00
Internet and telephone	$ 4,200.00
Salaries	$ 82,000.00
Stationery	$ 800.00
Operational costs	$ 65,000.00
Total	$ 154,000.00

Interested in the project

Interested	Position	Role	Telephone	Email
Edy Cota	Scrum Team	Programmer	664 658 2541	edy.cotav17@tectijuana.edu.mx
Hector	Scrum Team	Product Owner	664 859 6325	hector@tectijuana.edu.mx
Riggel	Scrum Team	Scrum Master	664 521 2587	riggel.dehesa16@tectijuana.edu.mx
Cristian	Scrum Team	Design / Programmer	664 698 3258	cristian@tectijuana.edu.mx

Assumptions

1. We will be in constant contact with the client to validate the progress made on the functions of the program, as well as its design.
2. The project is expected to be developed under the AGILE methodology and the SCRUM framework.
3. During the development process, the client's support is expected to establish requirements.
4. The system will not require major changes, therefore a two and a half month development period is proposed to complete the project.

Restrictions

Restrictions

Time: A time limit is established for the delivery of the product.

Money: It is not possible to exceed the established budget by more than 20,000 pesos.

Satisfaction: The system meets the customer's expectations

Human Resource: It is impossible to hire more workers, since there is no budget for it.

Integration: The system must propose a simple integration to the systems that the company currently manages.

Project authorization

Name	Position	Signature	Date
Leonardo Enriquez Alvarez	Sponsor	---	18/04/2021
Carlos Kasuga Osaka	Sponsor	---	18/04/2021

💣 Rubric

Criteria	Description	Score
Instructions	Each of the points indicated in the Instructions section are met ?	20
Development	Were each of the points requested within the development of the activity answered?	80

Conclusions

Cota Villa Edy Jesus Manuel

With this activity we start the project, being the constitutive act of the project the document that serves to formalize its beginning and document the initial requirements of this same meeting the needs and expectations of the interested parties. To make this document we read the content based on the information that one of us already had, and from there we developed and corrected the content until we agreed.

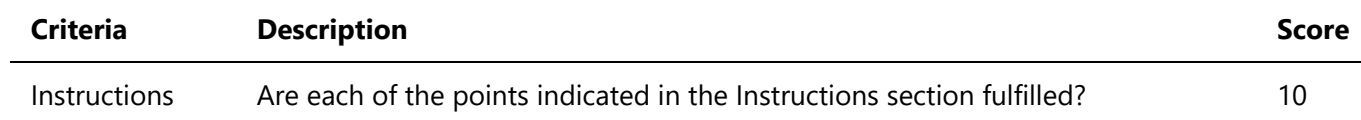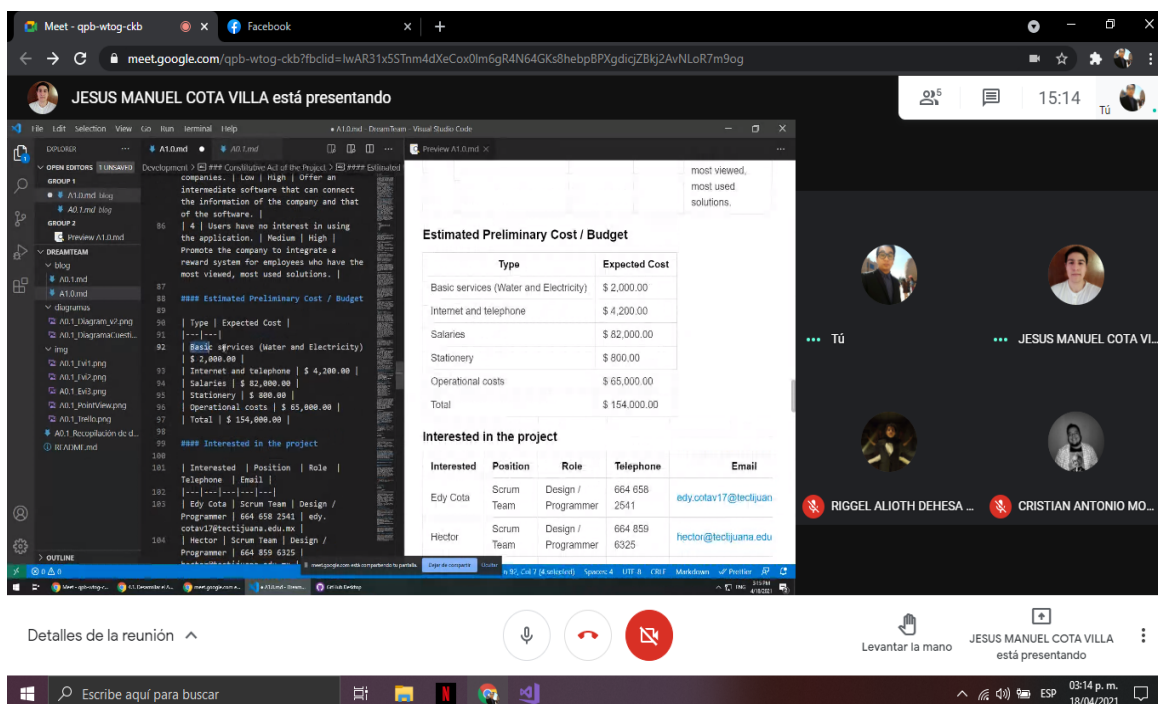**Jaramillo Regino Hector Armando**

In this activity, we use a template of the work of one of us and we add some parts of the other works to complete it. To get a better constitutive Act we optain to make a few changes in the redaction of the template and finally translate it. In general, it was a simple activity in which we only joined the work of all the team members.

Dehesa Zazueta Riggel Alioth

While writting this document I understood the process of formally consolidating a project and the steps it takes, that is, the information required to help better understand the project and all its parts completely. This activity serves as a stepping stone to grow the student's professional capabilities on the work field.

Morales Arismendi Cristhian Antonio

During this activity I was able to learn many things, starting with defining the costs that are stipulated during the project, assigning roles for each team member and most importantly defining the project requirements, which is a fundamental part of the project. This charter is carried out in a meeting with the client, that is why it is important to have all the ideas in order.

Reunion Evidence

💣 Rubric

Criteria	Description	Score
Instructions	Are each of the points indicated in the Instructions section fulfilled?	10

Criteria	Description	Score
Development	Was each one of the points requested within the development of the activity answered?	60
Demonstration	Does the student introduce himself during the explanation of the functionality of the activity?	20
Conclusions	Is a personal opinion of the activity included by each of the team members?	10

🔗 Links

Cota Villa Edy Jesus Manuel

🏠 Repository 📝 Activity

Jaramillo Regino Hector Armando

🏠 Repository 📝 Activity

Dehesa Zazueta Riggel Alioth

🏠 Repository 📝 Activity

Morales Arismendi Cristhian Antonio

🏠 Repository 📝 Activity