# **CHAPTER II – THE COMPANY**

## ***2. a. Company Profile***

INNOVIX, a pioneering technology firm, was established on January 22, 2024, by four information technology specialists at the College of Computing Studies at Western Mindanao State University.

INNOVIX is a harmonious fusion of INNOVATE and VIX, symbolizing a dynamic synergy between innovation and versatility. which is dedicated to cutting-edge solutions and empowering our clients through custom-built systems.

INNOVIX targets businesses, office management, school administration, and embedded systems. Our solutions are tailored for streamlined operations, enhanced productivity, and cutting-edge innovations in these sectors. and committed to delivering technology that makes a meaningful impact in diverse environments.

***2. b. Company Logo***



Figure III: The PENTABOX Logo

Our company logo is designed as a lettering mark that intricately conveys the essence of our company, Innovix. The letter 'I' embodies a chip, symbolizing the technological prowess that charts a course for versatility in our solutions. The letter 'O' features a human face, representing our forward-looking approach towards future innovations. Finally, the second 'i' takes on a charming character, serving as an engaging element that signifies our role as a tool to fulfill our clients' system needs. This encapsulates the meaning behind our Innovix campaign – a harmonious fusion of technology, innovation, and client-focused solutions.

## ***2. c. Company Vision***

INNOVIX envisions delivering cutting-edge, tailored systems that go beyond client expectations. Our vision is to be the preferred partner, providing top-notch service while leveraging technological advancements to enhance the overall client experience.

## ***2. d. Company Mission***

INNOVIX mission is to remain at the forefront of tech innovation. We strive to adapt and develop the latest technologies, ensuring our clients benefit from the most advanced solutions in the industry. Our commitment is to consistently deliver quality service in alignment with evolving technological landscapes.

## ***2. e. Company Goals***

* Delivered a tailored system that not only meets but exceeds the client's expectations.
* INNOVIX is your go-to partner, serving clients with the best quality service in collaboration with the advancement of technology.
* INNOVIX stays at the forefront of innovation and advancement in the tech industry, where we adapt and develop the latest technology.

## ***2. f. Company Policies***

### ***2. f. 1. Meetings***

* Meetings, whether online or face-to-face, must start on time.
* Discussions during the meeting will strictly focus on the project.
* Meeting agendas should always be listed by one designated group to avoid overlooking any important points.
* Each day, a dedicated 4-5 hours of work is expected for this project.
* During work hours, the focus should solely be on tasks, and distractions like games or personal activities are strictly prohibited.
* Financial expenses must be transparently reported and discussed during the meeting.

### ***2. f. 2. Funding***

* Each person is required to contribute 30 pesos per week.
* In case of emergency requiring additional funds, each person should provide 100 pesos.
* Money collected from penalties will be added to our funding pool.

### ***2. f. 3. Penalties***

* A penalty of 50 pesos per week will be imposed for 3 absences.
* A 10-peso penalty will be charged for each late attendance.
* A penalty of 30 pesos will be applied to every person violating the rules.
* A penalty of 1000 pesos will be imposed on each person not fulfilling their tasks.
* The penalty of 100 pesos is applicable when someone clandestinely takes or misappropriates funds designated for our project.

## ***2. g. Contract of Agreement***

*Refer to next page.*

**CONTRACT OF AGREEMENT**

We, the undersigned, hereby abide the INNOVIX rules and regulations, policies, and penalties set by the INNOVIX Company.

Signed this February 5, 2024 at the College of Computing Studies, Western Mindanao State University, Normal Road, Baliwasan, Zamboanga City, Philippines, 7000

Zild John Lloyd M. Abule

Tester

Nur Khaiser A. Ligaran

Test Engineer

Jaylen S. Dumaboc

Project Manager

Jessa Faye V. Narvasa

Project Manager

Mark Larenz B. Tabotabo

Lead Programmer

Jaydee C. Ballaho

Programmer

Faustine Grace B. Delica

System Analyst

Emmanuel G. Oriel

System Analyst

Justine Ann Albay

Adviser

Engr. Marjorie A. Roxas

Instructor

## ***2. h. Organizational Structure***

### ***2. h. 1. Overall Structure***

Figure IV: The INNOVIX Overall Structure

### ***2. h. 2. Management Team***

Figure V: The INNOVIX Management Team

### ***2. h. 3. System Design Team***

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Figure VI: The INNOVIX System Design Team

### ***2. h. 4. Programming Team***

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Figure VII: The INNOVIX Programming Team

### ***2. h. 5. Testing Team***

Figure VIII: The INNOVIX Testing Team

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### ***2. h. 6. Training Team***

Figure IX: The INNOVIX Training Team

### ***2. h. 7. Documentation Team***

Figure X: The INNOVIX Documentation Team

## ***2. i. Company Roles and Responsibilities***

### ***2. i. 1. Project Manager/ UI Designer***

**Jaylen S. Dumaboc**

The Project Manager's goal and objective are to ensure the successful delivery of the project or systems. Ensuring the plans, design, and run of the project or system are as smooth as possible. Building transparent communication with each other for an effective and efficient run of the project.

### ***2. i. 2. System Analyst/ Assist. Programmer***

**Faustine Grace B. Delica**

The role of the System Analyst is to understand what a computer system needs to do and figure out how to make it happen. They talk to people, gather information, and then plan out the best way to set up or improve a computer system. They work with both the users and the technical team to make sure everyone's on the same page, and they're kind of like the bridge between regular folks and the tech experts. The goal is to make sure the computer systems help people do their jobs better.

### ***2. i. 3. Lead Programmer/Assist. Designer/ Trainer***

**Mark Larenz B. Tabotabo**

The Lead Programmer is managing the system development lifecycle, primarily focusing on the programming phase. In addition to actively participating in duties related to software design and modeling, the Lead Programmer has a great deal of responsibility for ensuring that the client receives a high-quality output; and

* Leads the formulation and execution of strategic plans for the coding phase, ensuring the alignment of software development with project goals.
* Take part in problem-solving exercises, resolving obstacles and resolving problems that come up during the development process.
* Work collaboratively with team members, including other the system analyst, designer, tester and project manager, to achieve project goals and milestones.
* Effectively communicate with team members, giving them updates on tasks completed, difficulties encountered, and any potential effects on deadlines.
* Offer feedback on any portions of the codebase that might require changing or improving for increased maintainability or performance.

### 2. i. 4. Tester/ ***Archivist***

**Zild John Lloyd M. Abule**

The tester is someone who checks software to make sure it works correctly. They find and report any issues, work with developers to fix problems, and ensure the software meets quality standards; and

* Responsible for executing test, either manually or using automated tools, to validate software behavior.
* Responsible for conducting the testing and analyze the results and submit his observations to the development team.
* Responsible for checking for the new changes do not negatively impact existing features.
* Creation of test designs, test processes, test cases and test data.
* Ensure that the software works according to specified requirements.
* Find and document any issues or bugs in the software.
* Develop detailed plans outlining testing objectives, scope, and resources.
* Create test cases and scripts to systematically test different aspects of the software.

## ***2. j. Evaluation of Work Styles***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAMES** | **ROLES** | **WORK STYLE** | | **RESPONSIBILITIES** |
| **Individual Assessment** | **Group Assessment** |
| Jaylen S. Dumaboc | Project Manager | Rational Introvert | Rational Introvert | She is open and transparent with the group. Giving all the support to the team as much as she can. Ready to listen to whatever opinions and suggestions are made for the good run of the project. |
| Faustine Grace B. Delica | System Analyst | Rational Extrovert | Rational Extrovert | She keeps the group lively, lifts moods, and ensures the system is well-managed. She also receives reminders from the lead programmer to assign tasks to the team members. |
| Mark Larens B. Tabotabo | Lead  Programmer | Rational Extrovert | Rational Extrovert | A person who has a very strong leading skills and logical skills which makes him dominant and supreme. Decides not only for his best but also for the best of the team. He manages our time to start and finish the task on time. Responsible enough to see if the task is up-to- date. |
| Zild John Lloyd M. Abule | Tester | Intuitive Introvert | Intuitive Introvert | A lowkey and shy person, he does his task directly and gives ideas for the system to improve more. |

Table 1: Evaluation of Work Styles