CHARTERING REPORT

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DELIVERABLE 1

DESING AND TESTING 2

2023-2024

|  |  |
| --- | --- |
| Date | Version |
| 02/16/2024 | V1.0 |

|  |  |
| --- | --- |
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GitHub repository: <https://github.com/JesusFern/Acme-SF-D01>

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# **Executive summary**

This project is based on the implementation of clear and objective criteria for assessing the performance of the members of the working group.

From the outset, we have clearly communicated performance expectations, which include quality of work, contribution to the team, creativity, timeliness, and meeting targets.

In addition, we have established clear standards for assessing performance, such as deadlines, quality standards and reporting. If a team member does not meet these expectations, a review process and corrective action plan will be implemented. Ultimately, however, termination of employment is reserved for cases where performance does not improve despite corrective action. This approach ensures a transparent, fair and goal-oriented working environment, always keeping the best interest of the team in mind

# **REVISION TABLE**

|  |  |  |
| --- | --- | --- |
| Revision Number | Date | Description |
| v1r0 | 02/14/2024 | First revision with some mistakes |

# **INTRODUCTION**

In this report, we provide a comprehensive overview of our chartering process, highlighting key strategies and methodologies employed to ensure the successful initiation and execution of software projects. Through effective planning and collaboration, we aim to deliver high-quality software solutions that drive efficiency, productivity, and growth for our clients. We look forward to guiding you through the journey of project chartering and beyond.

# **CONTENTS**

## EXECUTIVE SUMMARY

The members chosen for this project are based on the decision of a project carried out last term, in the Design and Testing 1 course.

Javier García Rodríguez was the person responsible for the selection of the members. He prioritized a positive work environment, as well as the necessary seriousness and commitment, in addition, this group has already worked together on other projects with a good working dynamic and a good result.

Members

|  |  |  |
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## STATEMENT OF COMMITMENT

We, group D-21, students of the subject Design and Testing 2 at University of Seville, solemnly pledge to work together in pursuit of our academic goals. We recognize the importance of this commitment, and we are determined to achieve our goals with integrity and dedication.

We declare that we understand the syllabus of the course, including the learning objectives, the course content itself and resources available for our development.

We agree to familiarize ourselves with the evaluation and grading procedures established by the teachers of the course. We understand that these procedures have a special emphasis and must be followed carefully, since our grade depends on these criteria and procedures, respectively.

We commit ourselves to actively collaborate and work as a team in all activities related to the subject, devoting the time and resources necessary for our academic success and to be able to achieve a remarkable grade. We recognize that cooperation is essential to maximize our learning and achieve our common goals.

## PERFORMANCE INDICATORS

We have established the following performance indicators for the work performed by project members:

* Quality of work: The work must be done following minimum quality standards (e.g. code compiling, following the template in the documents). If the work does not expect quality standards, if there are frequent errors, or if the work does not meet required specifications, it would be considered poor performance in terms of quality of work. Otherwise, it will be considered as a good performance in this indicator.
* Contribution to the team: Each member of the group should contribute equally to the completion of the tasks. If a member is not collaborating effectively with the team, is not communicating, or is not sharing ideas or knowledge, it would be considered low contribution to the team. Otherwise, it will be considered a good contribution to the team.
* Punctuality: Each member of the group must be punctual in completing the established tasks as well as in the meetings scheduled during the development of the project. If a member is frequently arriving late, is not meeting deadlines for assigned tasks, or is delaying projects due to a lack of punctuality, they would be considered a poor performer in terms of punctuality. Otherwise, it will be considered as a good performance in this indicator.
* Achievement of objectives: Members must complete their tasks or objectives successfully. If a member fails to achieve objectives in their work, either due to a lack of effort, insufficient skills or lack of dedication, this would be considered poor performance in terms of achievement of objectives. Otherwise, it will be considered as a good performance in this indicator.

## REWARD STATEMENT

We, group 21, we agree ourselves to recognize and reward the outstanding performance of our team members of the ACME SF project. We understand the importance of motivating and valuing effort and excellence in our team, and we are committed to establishing a fair and transparent reward system.

We establish clear and objective criteria for evaluating the performance of work group members. These criteria may include quality of work, contribution to the team, creativity, punctuality and meeting established objectives.

We recognize that rewards can take many forms and may include, among other things, additional leaderships opportunities or professional recommendations. We are committed to being transparent in the evaluation and reward process, ensuring that all team members understand the evaluation criteria and have an equal opportunity to demonstrate their ability and contribution.

## REPRIMAND STATEMENT

We recognise the importance of commitment, accountability, and performance in our work team. Therefore, we establish the following measures to address unsatisfactory performance of group members on the ACME SF project.

We understand that individual accountability contributes to collective success, and we are committed to maintaining high standards of performance.

From the beginning of the project, we will clearly communicate performance expectations to all group members. This will include project objectives, deadlines, quality standards, reports, and any other criteria relevant to performance evaluation.

We will stablish a system to monitor and evaluate the performance of group members throughout the project.

## FIRE CONDITIONS

Each member's performance will be evaluated against objective criteria, including but not limited to quality of work, contribution to the team, creativity, timeliness and meeting established objectives.

From the beginning of the project, performance expectations will be clearly communicated, covering project objectives, timelines, quality standards, reporting and any other criteria relevant to performance evaluation.

If a member of the working group does not satisfactorily meet the established criteria or does not meet the communicated performance expectations, an automatic termination of employment will occur.

# **CONCLUSIONS**

Chartering report is useful to establish conditions on how we will work during the realization of the project as well as to establish statements that we must comply with during the course of the project.

**Declaration**

I, Miguel González Ortiz, hereby declare my agreement with the statements contained in the CHARTERING REPORT. I acknowledge having reviewed its contents and am in full agreement with the conclusions and observations presented therein.

Date: February 16, 2024

Signed by Miguel González Ortiz

**Declaration**

I, Jesús Fernández Rodríguez, hereby declare my agreement with the statements contained in the CHARTERING REPORT. I acknowledge having reviewed its contents and am in full agreement with the conclusions and observations presented therein.

Date: February 16, 2024

Signed by Jesús Fernández Rodríguez

**Declaration**

I, Javier García Rodríguez, hereby declare my agreement with the statements contained in the CHARTERING REPORT. I acknowledge having reviewed its contents and am in full agreement with the conclusions and observations presented therein.

Date: February 16, 2024

Signed by Javier García Rodríguez

**Declaration**

I, Miguel Palomo García, hereby declare my agreement with the statements contained in the CHARTERING REPORT. I acknowledge having reviewed its contents and am in full agreement with the conclusions and observations presented therein.

Date: February 16, 2024

Signed by Miguel Palomo García

**Declaration**

I, Luis Javier Periáñez Franco, hereby declare my agreement with the statements contained in the CHARTERING REPORT. I acknowledge having reviewed its contents and am in full agreement with the conclusions and observations presented therein.

Date: February 16, 2024

Signed by Luis Javier Periáñez Franco

# **BIBLIOGRAPHY**

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