**CHAPTER 2 – THE COMPANY**

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

The company was founded in 16th of January 2023 by four software engineers namely Ahron Pasadilla, Rendrick Marquez, Nurkiya Sueño, and Boushra Alkie. The Zenith Solutions is a small, passionate team of software engineers driven to make a difference. True to its name, which signifies the peak of technology's potential, the company believe in the transformative power of software.

The company team craft high-performance and reliable applications that solve real-world challenges, and foster a collaborative and inclusive environment where creativity and innovation thrive. Excelling in creating reliable software, integrating systems seamlessly and efficiency, meeting deadlines, and impressing clients.

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



*Figure III: Zenith Solutions Logo*

In a competitive tech industry, the chipset in the company logo conveys a message of reliability and innovative capabilities, helping the company establish its identity as an outstanding firm in system development. The displays of intricate patterns, lines, and dots highlight the complexity of the company designs. These elements reflect the extensive expertise and innovative approach that Zenith Solutions brings to the technology industry. The logo serves as a symbol of innovation and excellence in the constantly changing world of technology. The role of the firm team is to bring its clients' visions to life, just like the chipset holds the motherboard together.

***2. c. Company Mission***

The company aims to provide customer-centric, result-oriented, and cost-competitive IT solutions to its valuable clients, understand and provide leveraging technologies to resolve clients’ needs, and collaborating with clients in their continued success. The firm is dedicated to seeking new opportunities that not only maximize its clients’ business value but also contribute to its enduring growth and resilience for long-term success.

***2. d. Company Vision***

The vision of the company is to be a well-established system development company, with a focus on constant innovation as the key to achieving the ultimate goal of success and emerging as a renowned company by providing quality services and solutions to each and every client while adhering the company’s core values.

***2. e. Company Goal***

* To create modern and innovative future-ready systems for clients, remain constantly open to change and embracing new technologies.
* Maintain a high standard of service excellence, dependability, and promptness to guarantee long-term client partnerships and referrals.
* Establish a reputation for the firm as a thought leader in system development by knowledge sharing, participating in industry events, and publications.
* Encourage inclusiveness, equity, and diversity inside the company and push for ethical technology use that benefits society as a whole.

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

***2. f. 1.******Code of Conduct***

* It is expected of all employees to act professionally and show respect to their partners, clients, and coworkers
* Discrimination, harassment, and any form of unethical behavior will not be tolerated and may result on expulsion from the company.
* Employees are required to steer clear of circumstances that can put their own interests and the company's interests at odds.
* Employees must protect the privacy of client information, trade secrets, and company information.
* It is required of all employees to use business resources, such as facilities, software, and equipment, responsibly and effectively.

***2. f. 2. Workhours and Attendance***

* Workweeks of 40 hours are anticipated of employees, which usually consists of eight-hour workdays from Monday through Friday.
* The company may provide remote work opportunities in addition to flexible work schedules, depending on the requirements of the position.
* All employees are to follow their designated work schedules and arrive on time for both the start and end of the workday.
* Accurate and timely recording of work hours, including breaks and meal periods, is essential for payroll and compliance purposes.
* Depending on the extent and frequency of the violations, failure to comply with work schedules, attendance standards, or unapproved absences may result in disciplinary action, including warnings, suspension, or termination of employment.

***2. f. 3. Communication***

* The company provides various channels for communication, including email, instant messaging platforms, internal collaboration tools, and in-person meetings.
* All communication, whether verbal or written, should be conducted in a professional and respectful manner, maintaining a positive and inclusive tone when addressing colleagues, supervisors, clients, and external partners.
* Employees are responsible for maintaining confidentiality of sensitive information provided via communication channels, such as client information, proprietary corporate information, and individual employee information.
* Employees when faced with conflict or disagreement, are required to resolve it in a respectful and constructive manner, asking HR or their managers for help if needed.

***2. f. 4. Funding***

* The ethical use of funds is paramount, and employees are expected to use company funds responsibly and for legitimate business purposes.
* To maintain appropriate management of cash and financial reporting, the company upholds compliance with accounting standards, financial rules, and internal controls.
* Project teams and departments participate in the budgeting process to provide input and justification for their funding requirements.
* The authorization and approval of funds follow a defined process.

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

*Refer to next page.*

**CONTRACT OF AGREEMENT**

We, the undersigned, hereby abide the Zenith Solutions rules, regulations, and policies, set by the Zenith Solutions Company.

Signed this January 30, 2024 at the College of Computing Studies, Western Mindanao State University, Normal Road, Baliwasan, Zamboanga City, Philippines, 7000.

Justine Ann Albay-Arip

*Instructor*

Nurkiya S. Sueño

*Project Manager*

Ahron H. Pasadilla

*Lead Programmer*

Rendrick Floyd M. Marquez

*Tester*

Boushra S. Alkie

*System Analyst*

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

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

*Figure IV: Zenith Solutions Overall Structure*

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

*Figure V: Zenith Solutions Management Team*

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

*Figure VI: Zenith Solutions System Design Team*

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

*Figure VII: Zenith Solutions Programming Team*

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

*Figure VIII: Zenith Solutions Testing Team*

***2. h. 5. Training Team***

*Figure IX: Zenith Solutions Training Team*

***2. h. 6. Documentation Team***

*Figure X: Zenith Solutions Documentation Team*

***2. i. Company Role and Responsibility***

***2. i. 1. Project Manager***

* ***Nurkiya S. Sueño***

In the Zenith Solutions Company, the effective planning, execution, and completion of several projects vital to the growth and innovation of the organization depend heavily on the position of a project manager. In order to ensure the effective use of resources, promote collaboration, and drive project success, project managers are essential.

* They are in charge of drafting thorough project plans that specify the goals, schedule, scope, and resources needed for the work.
* They manage and inspire project teams, creating a cooperative and results-oriented work atmosphere to meet project objectives.
* Determining and reducing risks that could affect the completion of the project and creating backup plans in case of unanticipated difficulties.
* Encouraging effective and transparent communication among project participants and delivering reports and progress updates on a regular basis.
* Overseeing project budgets, resource distribution, and acquisition to guarantee effective utilization of monetary and human resources.
* Ensuring that project deliverables adhere to quality standards and fit both business and client goals.

***2. i. 2. Lead Programmer/Designer***

* ***Ahron H. Pasadilla***

In the Zenith Solutions Company, the lead programmer's function is critical to the success of software development projects by providing technical direction, innovation, and drive. Lead programmers have a key role in managing development teams, designing software systems, and guaranteeing the production of scalable, effective, and high-quality software.

* + Leading software development teams and offering technical direction, mentoring, and leadership while making sure best practices and high-quality code standards are followed.
  + Taking the lead in software system design and architecture, and strategically choosing frameworks, technology stacks, and overall system architecture.
  + Developing user interface designs that balance the needs of users with business goals, giving priority to usability, visual appeal, and user experience.
  + Keeping up with best practices, emerging technologies, and industry trends; also, promoting innovation in the software development process.
  + Creating eye-catching designs that improve the user experience overall by utilizing color schemes, typography, iconography, and graphic components.
  + Making a consistent and scalable contribution to the creation and upkeep of design systems, style manuals, and UI pattern libraries.

***2. i. 3. System Analyst***

* ***Boushra S. Alkie***

In our tech company, a system analyst's job is essential to the process of evaluating, creating, and putting into place information systems to meet the organization's technological and business needs. In order to ensure the effective and efficient use of technological resources, system analysts play a critical role in bridging the gap between business objectives and technical solutions.

* Converting business needs into workable system designs, process flows, data models, and system specifications.
* Evaluating and suggesting platforms, tools, and technology solutions that fit the company's technical architecture and commercial needs.
* Working together with quality assurance teams to guarantee that systems are designed in a way that satisfies functional and performance criteria.
* Supporting the rollout of new systems, organizing change management initiatives, and offering assistance during the transition.
* Working together with stakeholders to examine current systems and processes, record requirements, and comprehend business demands.

***2. i. 4. Tester***

* ***Rendrick Floyd M. Marquez***

In the Zenith Solutions Company, a tester plays a critical role in guaranteeing the performance, dependability, and quality of our software products. Before our system are made available to clients, testers are essential in locating and fixing software bugs, verifying functioning, and making sure they live up to the highest standards of quality.

* Developing scenarios, test cases, and scripts to verify the functionality, security, and other quality features of software.
* Testing, documenting errors, and capturing test findings in order to give stakeholders and development team feedback.
* Carrying out regression testing to make sure that updates to the software don't negatively affect features that already exist.
* Creating and managing automated test scripts to increase productivity and optimize testing procedures.
* Closely collaborating with developers to comprehend software requirements and to help resolve issues that are found.

***2. j. Evaluation of Work Style***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Roles** | **Work Style** | **Strengths** | **Description** | **Responsibilities** |
| Nurkiya S. Sueño | Project Manager | Collaborative | Strong leadership and team management abilities, has analytical and problem-solving skills | Coordinates with team members to facilitate and track progress on projects. | Responsible for refining project scope, objectives, and timelines. Identifying potential risks and issues, and developing strategies to ensure project success***.*** |
| Ahron H. Pasadilla | Programmer | Independent | Proficient in programming languages and frameworks, Proficient in design tools such as Adobe XD, or other UI/UX design software | Collaborate with the system analyst and works closely with the tester but usually prefers to work alone. | Responsible for writing, coding, and implementing software solutions. Also in participating in code reviews and debugging to ensure functionality and performance. |
| Bousghra S. Alkie | System Analyst | Structured | Strong analytical and problem-solving skills, Effective communication skills to facilitate collaboration | Works closely and collaborate with the project manager. | Responsible for assessing and recommending technology solutions, platforms, and tools. Also analyzing existing systems and processes. |
| Rendrick Floyd M. Marquez | Tester | Flexible | Proficiency in testing methodologies and tools, Strong analytical and problem-solving skills | Works closely with the programmer most of the time and also collaborate with the system analyst. | Responsible for conducting tests, recording test results, and documenting defects to provide feedback to development teams. |

*Table 1: Evaluation of Work Style*