1. **TEAM PRODUCTIVITY MEASUREMENT**

The GQM chart is described in this section to identify the metrics which uses to determine the productivity of team. Questions and answers are used to assess productivity in this GQM chart that developed by team.

|  |  |
| --- | --- |
| **Goals** | Evaluate the productivity of team in one week |
| **Question** | What is the workload that team developed in one week? |
| **Metric** | # number of tasks in one week |
| **Question** | What is the actual time completed all the tasks by team? |
| **Metric** | # Total actual time in one week |
| **Question** |  |
| **Metric** |  |
| **Question** |  |
| **Metric** |  |

*Table\_1: Productivity QGM chart table*

The following is a table which to specify the method to be collected data to evaluate productivity of team in one week.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Required Data** | **Source** | **Rule** | **Periodic** | **Metrics** |
| # Number of tasks | Weekly Plan | R.01 | Weekly |  |
| # Total actual time | Effort Log | R.02 | Daily |
| # Mark of assignment | Director | R.03 | Weekly |  |

*Table\_2. Data collection table*

The following is a table which to specify data collection to evaluate productivity of team in weekly.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week ID** | **Number of detailed tasks** | **Workload** | **Time (hour)** | **Number of tasks/hour** |
| Week 1 | Meeting + Member task |  |  |  |
| Week 2 | Meeting + Member task |  |  |  |
| Week 3 | Meeting + Member task |  |  |  |
| Week 4 | Meeting + Member task |  |  |  |

*Table\_3. Number of tasks/hour table*

The following is line chart which to show the average number of tasks is completed and marks is gotten by team in under an hour for weekly.

* *Number of tasks/ hour line chart*
* *Mark line chart*

**Evaluation:**

1. **INDIVIDUAL PRODUCTIVITY**

* **Van Le: workload/actual**

|  |  |  |  |
| --- | --- | --- | --- |
| Week | Actual | Number of task | Number task/ hour |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

**Evaluation :**

**Reason**:

|  |  |  |
| --- | --- | --- |
| **Week** | **Evaluation** | **Analysis** |
|  | Maximum productivity |  |
|  | Minimum productivity |  |
|  | Increased productivity |  |
|  | Decreased productivity |  |

1. **PRODUCTIVITY IMPROVEMENT**

This table is described in this section to specify factor, issues affect to the productivity of team and provide solutions to improve.

|  |  |  |
| --- | --- | --- |
| **Factor** | **Issues** | **Solution** |
| People |  |  |
| Environment |  |  |
| Process |  |  |