# **Chartering Report D01**



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# **Executive Summary**

This Chartering Report outlines the organizational structure, responsibilities, and performance expectations of the workgroup tasked with the development and delivery of the project. The members were carefully selected through a recruitment process coordinated by the project manager. Each member's contact information, including names, corporate email addresses, and recent photographs, are provided. The report also includes a statement of commitment from all group members, confirming their understanding of the project’s syllabus, evaluation methods, and grading procedures, with a collective goal of achieving a high mark.

Performance indicators are defined to assess individual contributions, measuring work completed against tasks yet to be done, as well as ratings from customers and lecturers. Clear criteria for distinguishing "performing well" from "performing poorly" are provided, along with statements detailing rewards for top performers and consequences for underperformance. Furthermore, the conditions under which a group member may be dismissed are outlined, ensuring that any student facing termination is informed of the option to continue the project independently or drop out.

The report provides a framework for ensuring accountability, collaboration, and successful project completion within the workgroup.

# **Revision Table**

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| --- | --- | --- |
| **Revision Number** | **Date** | **Description** |
| 1.0 | 18/02/2025 | Initial version – all sections added |
| 2.0 | 19/02/2025 | Professional format and layout |

# **Introduction**

This chartering report outlines the foundational agreements and operational framework established by our workgroup. The document provides a structured approach to ensure collaboration, accountability, and performance tracking among members. It serves as a formal commitment to working collectively towards the successful completion of the assigned tasks while maintaining high standards of professionalism and responsibility.

The report begins with a summary of the recruitment process, detailing how each member was selected by the manager, along with a reference to the official recruitment forum thread. It further provides comprehensive contact details for all group members, including their full names, corporate email addresses, and recent photographs, ensuring clear identification and communication.

A key component of this document is the collective declaration by all members, affirming their commitment to working together, understanding the course syllabus, and striving for a specified academic achievement. This commitment is essential for maintaining focus and aligning our efforts with the expected learning outcomes.

Additionally, the report defines performance indicators to assess the contributions of each member. These indicators help in evaluating work progress against set expectations, determining what constitutes good and poor performance, and establishing clear benchmarks for success.

To promote accountability and motivation, the document includes statements on both rewards and admonishments. Members who meet or exceed performance expectations will be acknowledged and incentivized, while those failing to meet their responsibilities will be subject to corrective measures. Moreover, explicit conditions are set regarding the possible dismissal of a member from the group due to non-performance, with corresponding options for affected individuals.

Finally, this document is structured to facilitate ease of reference and clarity. Following this introduction, the report contains detailed sections covering the summary of recruitment, member contact details, commitment statement, performance indicators, reward and admonishment policies, and conditions for dismissal, ensuring a well-organized and transparent charter for our workgroup’s operation.

# **Contents**

## **Recruitment Summary**

All team members know each other from having worked together in the DP1 project. During that period, we established an efficient and collaborative work dynamic, where no conflicts arose and communication was smooth. Given the team's strong performance and the compatibility of our work methodologies, we decided to maintain the same formation for the DP2 project.

## **Team Members Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student #1** | **Student #2** | **Student #3** | **Student #4** | **Student #5** |
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| Un joven con una playera de color blanco  El contenido generado por IA puede ser incorrecto. | Imagen que contiene interior, persona, mujer, tabla  El contenido generado por IA puede ser incorrecto. | Un hombre con una playera de color negro  El contenido generado por IA puede ser incorrecto. |  |  |

## **Commitment Statement**

We, the undersigned members of this workgroup, commit to collaborating effectively throughout the duration of this subject. We acknowledge that we have thoroughly reviewed and understood the syllabus, with particular attention to the evaluation and grading procedures. Furthermore, we collectively agree to strive toward achieving a mark of 5.

## **Performance Indicators**

This part declares the project performance indicators that will be used throughout this:

* **Work done**: This indicator measures compliance with the requirements of the tasks carried out by the project members. Based on the fulfillment of these requirements, this indicator can be fully covered, partially covered, or not covered.
* **Work to be done:** This indicator measures compliance with the distribution of tasks and the deadlines for the project’s deliverables. This indicator can be either approved or not approved.
* **Distance to objective grade:** This indicator measures the difference between the grade given by the project professors for the work done by each member and the grade set as the project’s target. This indicator will be positive if the difference is zero or positive, or negative if the difference is negative.
* **Follow software good practices:** This indicator measures compliance with the standards known as “good practices” in software projects. This indicator will be considered as approved or not approved.

In addition, it specifies what will be considered good and bad performance during the project, taking into account the previously mentioned indicators:

* A team member is considered to have **good performance** if his work has been considered as fully covered or partially covered, and his work to be done has been considered as approved. Additionally, it is necessary to meet one of the following two criteria: The distance to the target grade is positive, or the adherence to good practices has been considered as approved.

A team member is considered to have **bad performance** if his work has been considered as not covered, or his work to be done has been considered as not approved. If the status of the previous criteria is not met, the remaining criteria must be negative and not approved to be considered as bad performance.

## **Rewards for Good Performance**

In order to consider a good performance in a group member, the conditions of performance indicators must be followed.

Secondly, team members who demonstrate exceptional contributions—whether through innovation, leadership, collaboration, or meeting key project milestones—will be acknowledged through the following methods:

* **Verbal and Written Recognition**: High-performing members will receive public acknowledgment in team meetings and project updates.
* **Leadership Opportunities**: Exceptional contributors may be given leadership roles in research, presentations, or project coordination.

**Commitment to Excellence and Dependability**: high-performing members will be recognized for their reliability and dedication to the group’s success.

## **Consequences for Bad Performance**

Team members who fail to meet expectations will face the following consequences:

* First Offense: A formal warning will be issued, outlining the specific areas of underperformance.
* Second Offense: The issue will be escalated to the professor for further review.
* Third Offense: The team will vote on whether the member should be removed from the group

Each case will be evaluated based on context, and members will have an opportunity to explain or improve before further action is taken.

## **Firing Conditions**

Reasons for which a team member may be expelled:

* Lack of interest and commitment.
* Failure to meet deadlines.
* Disrespect towards teammates.
* Disregard for group directives.

The team will discuss whether the member should be expelled immediately or given an opportunity to correct their mistake. If expelled, they must continue the work individually.

# **Conclusion**

Chartering report clarifies different aspects of the project, such as the workflow and the guidelines to follow. It is essential to adhere to good performances to maintain a positive working environment and foster collaboration among team members. On the other hand, it is crucial to avoid bad performances, such as disrespect towards teammates, as their use could lead to the expulsion of a team member. Throughout the duration of the project, performance monitoring will be conducted, which will include the work completed, the work pending, and the distance to the objective grade. This monitoring will allow for the identification of areas for improvement and ensure that each member contributes to the project's success. As we progress, it will be fundamental to celebrate individual and group achievements to maintain motivation and a sense of belonging. It is essential to maintain the team's commitment throughout the entire duration of the project. Fostering open and effective communication will be key to resolving conflicts, optimizing teamwork, and ensuring that established goals are met.

# **Bibliography**

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**Signatures**

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