**Chartering Report**

Group number: **C1.013**

Repositorio: **https://github.com/javpalgon/DP2-2425-C1.013**

Group members:

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Date: **20/02/2025**

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# **Executive Summar**

This report outlines the process of forming and organizing the working group for the **Acme-ANS** project. It describes how team members were recruited, the commitments made to ensure optimal performance, and the criteria established to evaluate performance. Additionally, it details the consequences for good or poor performance and the conditions under which a member could be excluded from the group. This document aims to ensure effective project management and successful collaborative development that meets the quality standards of Acme-ANS.

# **2. Revision Table**

|  |  |  |
| --- | --- | --- |
| **Revision Number** | **Date** | **Revision Description** |
| 1.0 | 19/02/2025 | Initial version of the document |
| 1.1 | 20/02/2025 | Revision of structure and format |
| 1.2 | 20/02/2025 | Visual adjustments to align the document |

# **Introduction**

This document presents the **chartering** **report** of the working group for the Acme-ANS project, whose main objective is to provide agile solutions for enterprise resource management. The purpose of this report is to detail the team formation process, the commitments made, the criteria for evaluating each member's performance, and the potential consequences related to the group's performance.

First, the personnel recruitment process is described, explaining how the members were selected and the reasons behind their formation. Subsequently, relevant team data is provided, including contact information. Next, the commitment statement is presented, where each member takes responsibility for the success of the project. The performance indicators established to evaluate the work are also explained, along with the consequences of both good and poor performance.

Finally, the conditions under which a member could be excluded from the group are specified, and the conclusions of the report are outlined. This structure ensures an organized, collaborative, and effective development of the Acme-ANS project, meeting the expected quality standards.

# **Recruitment of staff**

The recruitment process was straightforward. Javier Pallarés, Santia Bregu, Raquel García, and Guillermo Linares had previously worked together in *Design and Testing I*, so they decided to team up again for this course. Since one more member was needed to complete the group, it was necessary to find someone else. Therefore, Javier Pallarés posted an announcement on the forum, where the aforementioned individuals responded, along with Darío Rodríguez. Subsequently, Javier Pallarés contacted Darío Rodríguez to inform him that he would be included in the project, thus concluding the recruitment process.

# **Team Data**

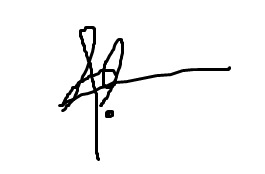
* Pallarés González, Javier ([javpalgon@alum.us.es](mailto:javpalgon@alum.us.es))

Signature:



Photo:

* Linares Borrego, Guillermo ([guilinbor@alum.us.es](mailto:guilinbor@alum.us.es))



Signature:



Photo:

* Rodríguez Sastre, Darío ([darrodsas@alum.us.es](mailto:darrodsas@alum.us.es))



Signature:

Hombre con barba y bigote

El contenido generado por IA puede ser incorrecto.

Photo:

* Bregu, Santia ([sanbre@alum.us.es](mailto:sanbre@alum.us.es))

Diagrama

Descripción generada automáticamente con confianza baja

Signature:

Mujer de cabello largo sonriendo

Descripción generada automáticamente

Photo:

* García Hortal, Raquel ([raqgarhor@alum.us.es](mailto:raqgarhor@alum.us.es))

Flecha

Descripción generada automáticamente con confianza baja

Signature:

Una persona con una camiseta negra

El contenido generado por IA puede ser incorrecto.

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# **Statement of Commitment**

We, the members of the group, commit to working together on this subject with the goal of achieving the best possible results. We declare that we have fully understood the syllabus, with special emphasis on the established evaluation and grading procedures. We are committed to putting forth our best effort to succeed in the course and aim to achieve a grade of 7.

# **Performance indicators**

To evaluate the group's work, we establish the following performance criteria:

* **Progress of the work:** The progress of the work will be measured through completed tasks or by using Clockify, as the progress cannot be measured solely by tasks due to the varying complexity of each one.
  + **Good performance:** Each group member must fulfill the tasks assigned for each deliverable. Additionally, it will be verified through Clockify that the task complexity/time ratio is consistent and falls within the group's average hours.
  + **Bad performance:** The assigned tasks are not completed on time, without dedicating the necessary effort to make the different deliverables.
* **Evaluation by the professors/client:** We will take the feedback from the professors into account for this area.
  + **Good performance:** The feedback from the professors is positive, with minor suggestions and generally a good opinion.
  + **Bad performance:** The evaluations are negative, with critical remarks regarding the quality of the deliverable.
* **Collaboration with the team:** Lastly, we will assess the involvement of each member in terms of participation in meetings, communication with the rest of the group, etc.
  + **Good performance:** Active participation and willingness to help the team.
  + **Bad performance:** Absence from various meetings, lack of commitment, and collaboration.

# **7.1 Consequences of good performance**

The good performance of a team member will be rewarded in some way to encourage the group to work properly.

Those whose work is of good performance in the project will be able to choose the tasks they will work on for future deliverables, doing the tasks they wish without needing to be assigned by the Project Manager. If multiple team members have worked correctly, they will decide among themselves which tasks each will take on.

# **7.2 Consequences of bad performance**

Just like good performance, poor performance will also have consequences in the group.

Those considered to have performed poorly in the development of the project will be warned by the rest of the group. This will occur the first time we detect poor performance in a particular member. If it happens a second time, the Project Manager may reassign that member's tasks to others in the team to ensure the tasks are completed within the established timeframe and avoid delays. It is important to note that if the Project Manager is one of the members with poor performance, another team member will take on the responsibilities mentioned above.

Finally, if it happens again, it will be documented who has shown a significant lack of commitment and work during the development of the project, and this will be communicated to the professors.

# **Conditions for the dismissal of a team member**

A team member will be dismissed if their lack of performance and commitment is severe. To determine this, we will follow the same guidelines as the consequences of poor performance.

If a team member has poor performance in the project for a **fourth** time, they will automatically be dismissed and will work independently.

# **Conclusions**

The chartering report for the Acme-ANS project outlines the formation, organization, and operational guidelines for the working group. The recruitment process was efficient, leveraging previous collaborations and open communication to finalize the team. Each member has committed to contributing their best efforts to achieve the project's goals, with a clear understanding of the evaluation criteria and performance expectations.

The performance indicators established—progress of work, evaluation by professors/clients, and collaboration within the team—provide a structured approach to monitor and assess individual and group performance. The consequences for both good and poor performance are clearly defined, ensuring accountability and motivation among team members. Additionally, the conditions for dismissing a team member are outlined, ensuring that the group can maintain productivity and meet project deadlines.

Overall, this chartering report serves as a foundational document to guide the team through the project, ensuring effective collaboration, accountability, and the successful delivery of the Acme-ANS project.

# **Bibliography**

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