# Introduction

## Company Profile

The company was set up as a manufacturer of interactive platforms and tools. The focus of our business is mainly on the user interface design and functionality of the product. Our products’ design specifications follow the trend adopted by the best field experts in software engineering as well as complying with the current industry standard.

Our team consist of highly trained and qualified engineers that constantly review and invent new methods to design higher quality product such as exquisite user interfaces and instructive functions.

## Vision

* To be the leading and cutting edge manufacturer of interactive platforms, designing innovative features and user friendly device.
* To understand and deliver products that consumers are most sort after.
* To create a better everyday life for everyone.
* To provide a world of solutions for the ever growing needs of the many.

# Roles and Responsibilities

## Organizational Structure

In order for any organization to fully operate at its fullest potential and capabilities, roles and responsibilities of each personnel in the company has to be established. Figure 1 below shows the organizational structure of the company.

The project manager carries the responsibility of ensuring that the group members work in concordance and harmony. Having to oversee that all the members of the company comply with the company’s policies and procedure is also part of the project manger’s responsibility.

As the roles mentioned down in the figure, each of them gets more into specialised operation whereby the products are being designed, tested, and strategize into the market. In order to ensure that a product is being delivered on schedule, communications between each team members is essential. This is done by having weekly meeting to review the progress of the production in each team and also consistently reviewing the deliverables and eventually every crucial milestone.

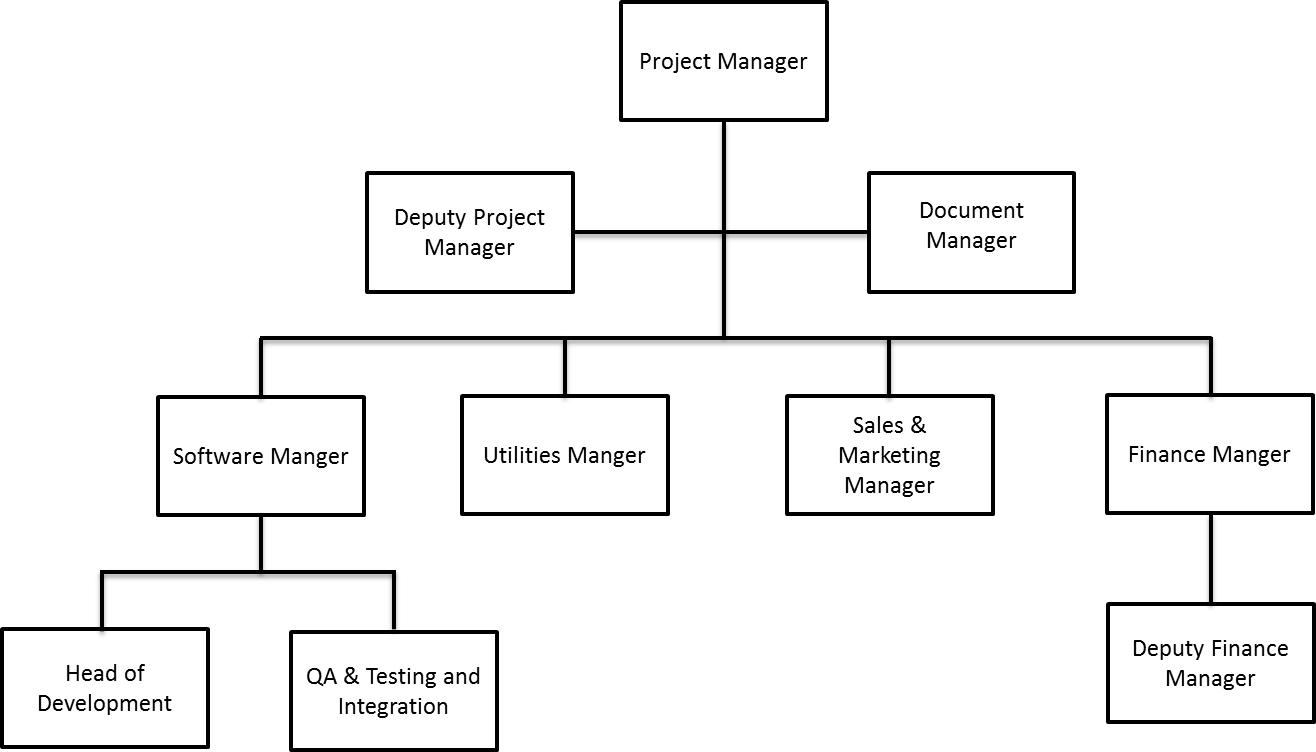


Figure 1 Organizational structure of the company

## Project Manager

### Role Description

### Risk Management

### Quality Assurance Metrics

## Deputy Project Manger

### Role Description

### Risk Management

### Quality Assurance Metrics

## Document Manger

### Role Description

### Risk Management

### Quality Assurance Metrics

## Software Manger

### Role Description

### Risk Management

### Quality Assurance Metrics

## Head of Development

### Role Description

### Risk Management

### Quality Assurance Metrics

## Quality & Testing and Integration Manager

### Role Description

### Risk Management

### Quality Assurance Metrics

## Utilities Manager

### Role Description

### Risk Management

### Quality Assurance Metrics

## Sales & Marketing Manager

### Role Description

### Risk Management

### Quality Assurance Metrics

## Finance Manager

### Role Description

### Risk Management

### Quality Assurance Metrics

## Deputy Finance Manger

### Role Description

### Risk Management

### Quality Assurance Metrics