## Organization’s Work Environment Standards

**Table of Contents**

Contents

[Organization’s Work Environment Standards 1](#_Toc317499296)

[Version History 2](#_Toc317499297)

[1. Purpose 2](#_Toc317499298)

[2. Intended Audience 2](#_Toc317499299)

[3. Area of work for an individual 2](#_Toc317499300)

[4. Adequate specialized/ common space 2](#_Toc317499301)

[5. General Security Details 3](#_Toc317499302)

[6. Medical Services 3](#_Toc317499303)

[7. Timesheets 3](#_Toc317499304)

[8. Standard Skill Requirements 3](#_Toc317499305)

[9. Technical Resources 4](#_Toc317499306)

[10. General Resources 5](#_Toc317499307)

[11. Commonly used Tools 5](#_Toc317499308)

[12. Training 5](#_Toc317499309)

[13. Social events, updates & awards and recognition 5](#_Toc317499310)

[14. Other Amenities 6](#_Toc317499311)

## Version History

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| --- | --- | --- | --- |
| **Revision** | **Author** | **Date** | **Comments** |
| D0.1 | Sachin Mulay | 10-Feb-2012 | Prepared the Initial Document |
| I1.0 | Priya Ekbote | 21-Feb-2012 | Issued |

## Purpose

The purpose of this document is to lay down the guidelines for ensuring minimum norms of work environment and also define an “adequate” work environment and to assign roles, responsibilities in resolving any grievance related to work environment.

The other purpose of Work Environment Standard is to define the infrastructure and facilities, tools, and equipment that project teams requires to effectively performing their jobs in support of business and project objectives.

Work environment standards allow the organization and projects to benefit from common tools, training, and maintenance, as well as cost savings from volume purchases. Work environment standards address the needs of all stakeholders and consider productivity, cost, availability, security, and workplace health, safety, and ergonomic factors.

## Intended Audience

This is for use by Project Managers, Project Leaders and Team Members of software development Projects. Support groups such as SEPG, SQA, System Administration and Human Resources and Training function associated with the projects may use this document to understand the areas of interface of their groups with the project activities.

## Area of work for an individual

* Suitable individual workspace with provision for individual lockable storage space, boards.
* A comfortable chair will be provided to each individual
* Work timings would be from 9:00 A.M. IST to 5:30 P.M. IST, Monday to Saturday. If needed project team members would work extra to cover up backlogs if any or commitments if any.

## Adequate specialized/ common space

* Meeting rooms with the capacity to accommodate 4-10 employees shall be provided for the adequate group of people which shall not include training room
* Board room shall be provided for Sr. Management meeting
* Training room / suitable space which shall be used as a lecture hall
* Cabin for senior management

## General Security Details

Adequate security and safety is provided as per the following guidelines

* Manned entry and exit to the premises.
* Entry and exits are secured by access cards
* During and after office hours, entry and exits of employees are recorded.
* The premises have fire detection equipment installed.
* CCTV camera.

## Medical Services

* Detailed information of nearest Hospitals/Doctors/Specialized hospitals is made available at reception
* A standard first aid kit is available with the administrative executives
* A vehicle is made available for emergencies. Any issues related to this (environmental or physical) are handled promptly with suitable corrective action

## Timesheets

* Timesheet system is in place
* Every associate should submit timesheets on daily basis.
* Planned Leaves : Request to be applied one week in advance
* Attendance register to be updated with in and out times and leaves taken.

## Standard Skill Requirements

* HR and senior management maintains a skill database that covers the standard skill requirement as per the organization objectives.

## Technical Resources

* **Minimum Standard Workstation Hardware**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Hardware Item** | **Specification** |
| **1** | Desktop Configuration | Processor - Intel Pentium(R)  RAM - 1GB + Hard Disk – 80GB +  Monitor: 17'' TFT or 15” CRT |
| **2** | Laptop Configuration | Processor - Intel Processor  RAM - 1GB + Hard Disk - 80GB+  Size: 15''/14'' |
| **4** | MAC Mini | Make:- Apple Inc. Processor - Intel Core 2 Duo 2.0GHz RAM - 1GB+ Hard Disk - 80GB+ |
| **5** | Android | OS version: 2.3.1  Manufacturer: HTC |
| **6.** | iPhone | OS version:3.0  Manufacturer: Apple |
| **7.** | iPad | OS version:2.5  Manufacturer: Apple |

* **Minimum Standard Workstation Software**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Software** | **Category** | **Types** |
| 1 | Microsoft Windows 7 | OS | Licensed |
| 2 | Microsoft Windows Server 2008 | OS | Licensed |
| 3 | Microsoft Office 2010 Professional | Application | Licensed |
| 4 | Microsoft Project 2010 – For PM | Application | Licensed |
| 5 | Acrobat Reader | Application | Freeware |
| 6 | Win Zip/Win Rar | Application | Freeware |
| 7 | AVG Antivirus | Application | Licensed |
| 8 | MS Visual Studio 2010 | Application | Licensed |
| 9 | SQL Server 2008 R2 Client Tools | Application | Licensed |
| 10 | Mac OS Leopard | OS | Licensed |
| 11 | Open office For MAC | Application | Freeware |
| 12 | Itunes | Application | Freeware |
| 13 | Pandion, Skype | Application | Freeware |
| 14 | Browsers like firefox, IE, Safari, Chrome etc | Application | Freeware |
| 15 | IDE such as XCode, Eclipse etc | Application | Freeware |

## General Resources

* Resources will be provided to individual employees as per the following guidelines
  + Access to Organisation’s email facility
  + Internet facility to each employee (as per IT policy)
  + Specific software and hardware shall be provided as per the practice and project needs
* Shared Resources are provided as per the following guidelines
  + 1 extension telephone with direct line provided to each cubicle, consisting of 6-8 employees employee [depending upon the physical limitations of connection availability]
  + The temperature of work area shall be maintained at 24-26 degree Celsius [depending upon the outside climatic conditions and complaints/suggestions from the persons sitting in work area]

## Commonly used Tools

At Aress the following tools are commonly used in project management to improve efficiency and to avoid manual intervention as much as possible.

* Mantis is used as defect tracking mechanism. Tester / reviewer shall log defects of respective work products in Mantis with proper details. The same will be made visible to the author or developer for fixing the defects.
* Tortoise SVN is used as the Configuration Management tool. System admin will configure the project folders in consultation with PM/PL

## Training

* Based on organization, project and individual needs training would be conducted for the employees. Feedback would be recorded.
* Induction and training would be conducted for lateral and fresher.

## Social events, updates & awards and recognition

* CEO will provide updates to the employees about the happens in the company and declare awards for performers.
* There would be bi-annual event/bash (Aress week) to facilitate get together.
* Adhoc parties, picnics would be sponsored by the organization.

## Other Amenities

* Purified drinking water shall be provided at facility
* Tea/coffee vending machine
* Sitting area for lunch
* Washroom