

DP2 2023-2024  
Chartering Report

# Acme Software Factory



Repository: <https://github.com/rafcasceb/Acme-SF-D01>

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GROUP C1.049

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15-02-24

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## Abstract

This chartering document outlines the recruitment process, commitments, and performance expectations of the workgroup.

## Revision Table

Date	Version	Description of the changes	Deliverable
15/02/2024	V1	<ul style="list-style-type: none"><li>• Document creation.</li><li>• Abstract, first version.</li><li>• Introduction, first version.</li></ul>	1
16/02/2024	V1	<ul style="list-style-type: none"><li>• Recruitment summary.</li><li>• Member information.</li><li>• Commitment statement.</li><li>• Performance indicators: main indicators.</li><li>• Performance indicators: rewards and penalties.</li><li>• Firing conditions.</li><li>• Conclusion.</li></ul>	1
16/02/2024	V1.1	<ul style="list-style-type: none"><li>• Revision of the abstract, documentation, commitment statement, and performance indicators according to the professor's comments.</li></ul>	1
23/02/2024	V1.2	<ul style="list-style-type: none"><li>• Revision of the commitment statement, performance indicators, and firing conditions according to the professor's comments.</li></ul>	2

## Introduction

In the context of our academic course project, centered around the development of a Web Information System for the fictional company ACME, this document assumes a crucial role in introducing our team and establishing operational protocols.

The structure of the document follows a logical sequence, beginning with this introduction and proceeding to describe the recruitment process, commitment statements, performance indicators, and mechanisms for rewarding or addressing performance. Finally, conditions for dismissal and steps to address ethical issues are presented, providing a comprehensive framework for our collaborative efforts.

## Recruitment Summary

Given the history of successful collaboration among team members across various projects, an extensive recruitment process was deemed unnecessary. While initially considering the inclusion of additional members to enhance our team's capabilities, the clarification of a maximum team size constraint, set at five members, rendered further recruitment efforts redundant. Consequently, we abstained from engaging in a prolonged selection process. Therefore, the recruitment process was a rather short one, as the team was quickly composed by the manager and reached a consensus to due to prior collaborative efforts on other projects.

## Member Information

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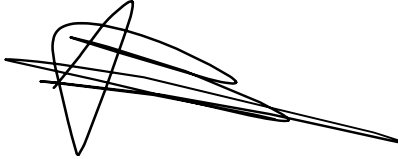




## Commitment Statement

We, the members of the group, hereby declare:

1. To commit to working together on the development of this project, attending all meetings, and fulfilling the assigned tasks, except in cases of force majeure that prevent us from meeting these commitments.
2. To have read and understood the syllabus of the subject, as well as comprehending how the project will be evaluated and graded, aiming to achieve the previously agreed-upon score by the team, which is a 5/10, a passing score.
3. Under the condition that point number two is fulfilled, the team will aim to complete all additional tasks, and therefore, aim for the maximum grade.

Failure to adhere to these standards and fulfill this declaration will result in the consequences outlined in the subsequent sections.

Signed in Seville, on the 16<sup>th</sup> of February 2024.

X		X	
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	Daniel Flores de Francisco		Rafael Castillo Cebolla
X		X	
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	Luis Mellado Díaz		Adriana Vento Conesa
X			
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	Raúl Heras Pérez		

## Performance Indicators

The performance of our workgroup members will be evaluated based on several key indicators to ensure the effective completion of assigned tasks and the overall quality of work produced. The primary performance indicators are:

1. **Performance percentage:** A crucial indicator of team performance is the timely completion of tasks assigned by the manager. The time of completion for these tasks is secondary, with emphasis placed on meeting deadlines.

The following methodology can be followed to compute the performance of each member:

$$Performance = \frac{Completed\ Tasks}{Total\ Tasks} * 100$$

The *Total Tasks* variable comprises both feature and “checkup” tasks assigned to the member. A task will only be counted towards the *Completed Tasks* if the corresponding issue is closed.

2. **Number of “serious” revision tasks:** Revision tasks are those created due to feature tasks that were carried out incorrectly by a team member. The lower the number of revision tasks created, the better the quality of work performed by the member. However, we will solely consider revision tasks deemed as "serious" for assessment, as minor changes that may generate revision tasks do not necessarily determine the quality of the work. A revision task qualifies as "serious" if the time required for review exceeds 50% of the original task's development duration.

Thus, these standards give rise to the following definitions:

Members are considered to be **performing well** if they obtain a performance higher than 90% and if the number of serious revision tasks generated during a deliverable is less than 20% of all tasks completed by that member. Workgroup members who consistently yield good performance results will be recognized and rewarded by receiving support from other group members. Their opinions and suggestions will be taken into consideration when making decisions and during task-election processes.

Conversely, members are deemed to be **performing poorly** if they obtain a performance lower than 70% and/or if the quantity of serious revision tasks generated within a deliverable surpasses 20% of all tasks accomplished by the respective member. If a group member performs poorly for one week, they will initially be given extra support by other members to address any possible weaknesses that may be hindering their workflow. However, persistent underperformance for two weeks will result in reduced involvement in decision-making processes. Additionally, members who perform poorly will be given a heavier workload in future deliveries to compensate the part of the work that other members had to complete in their behalf.



## Firing Conditions

Should a workgroup member consistently exhibit poor performance indicators throughout the entirety of one deliverable, they will be subject to dismissal from the group. This decision will be made in consideration of the impact of their underperformance on the overall progress and quality of the project. The final decision will be made by the manager in charge of that deliverable. If, however, the manager is the person subject to being terminated, the decision will be made unanimously by the rest of the team members.

Upon dismissal, the student will have the option to either continue working independently on the project or to withdraw from the assignment entirely.

## Conclusions

In conclusion, this chartering document serves as the guideline for the efficient operation and management of our workgroup throughout the project's duration. By meticulously delineating recruitment processes, commitment statements, performance indicators, and firing conditions, we have established robust guidelines and clear expectations for every member. These guidelines not only ensure accountability and transparency but also cultivate an environment conducive to collaboration, innovation, and hopefully, project success.

## Bibliography

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