**Company Policies**

This document presents the Policies of “***InnovateTech Solutions***”. These policies establish fundamental guidelines and standards that govern our operations and conduct in the business environment. They represent our commitment to ethics, quality, and responsibility in all our activities and business relationships.

**Committee Structure**

Below, we introduce the committee members who play key roles in strategic decision-making and project leadership. Each of them brings their expertise and leadership to ensure the success of our initiative.

* CEO
* Project Manager
* Director of Human Resources
* Director of Finance
* Systems Engineer
* Development Leader

**Functions and Responsibilities**

**CEO:**

* Establish the project's strategic vision.
* Make key decisions and provide executive leadership.
* Represent the project to external parties and clients.
* Align the project with organizational goals.
* Oversee the implementation of strategies for project success.
* Evaluate and mitigate executive-level risks.

**Project Manager:**

* Plan, coordinate, and supervise all project activities.
* Allocate resources and manage the schedule.
* Regularly report on progress and issues.
* Achieve project objectives within timelines and budgets.
* Coordinate communication among team members and stakeholders.
* Identify and mitigate project risks.

**Director of Human Resources:**

* Manage talent acquisition and development for the project.
* Handle conflicts and promote a positive work environment.
* Ensure effective and motivated staffing.
* Manage aspects related to well-being and performance management.

**Director of Finance:**

* Oversee the budget and financial aspects of the project.
* Conduct financial analysis and provide reports to senior management.
* Ensure efficient use of financial resources.
* Report on the project's financial status and recommend adjustments as needed.

**Systems Engineer:**

* Design the technical architecture of the system.
* Oversee the implementation and maintenance of the system.
* Ensure the technical infrastructure supports project objectives.
* Collaborate with other teams to ensure system integration and efficiency.

**Development Lead:**

* Lead and supervise the software development team.
* Ensure quality and timely delivery of products.
* Develop and maintain coding standards.
* Collaborate with other leaders to integrate development with the rest of the project.

**Junior Programmer:**

* New to programming, requires supervision.
* Performs simple tasks and learns technical skills.

**Mid-Level Programmer:**

* Experienced in real projects.
* Works more independently, contributes to technical decisions.

**Senior Programmer:**

* Extensive experience, expert in technologies.
* Leads projects, makes architectural decisions, mentors and others.

**Decision-Making Scales**

This module is a vital resource for classifying and managing decisions effectively in an organization. It provides a decision scale from low impact to urgent, aiding leaders and teams in making better decisions.

* **Low** (10%)**:** Decisions of low impact that do not significantly affect short-term goals or outcomes. They can be handled routinely or scheduled for later review.
* **Medium** (30%)**:** Decisions that affect important aspects of operations or outcomes but do not require immediate action. They should be planned and managed effectively.
* **High** (40%)**:** Critical decisions with a significant impact on company objectives that require priority attention. Careful evaluation is needed before decision-making.
* **Urgent** (50%): Decisions that require immediate action due to their immediate impact on the company or their ability to prevent serious issues. They should be addressed without delay.

**Decision-Making Process Module**

The decision-making process consists of several interconnected steps that guide individuals and teams in selecting the best option among various alternatives. These steps include:

**Decision-Making Process:**

1. **Problem Identification:**
   * **Description:** The Project Manager clearly identifies the problem or decision that needs to be made, in consultation with the team and other relevant members.
2. **Information Gathering:**
   * **Description:** The Director of Human Resources and Systems Engineer is responsible for gathering relevant data and facts to help understand the problem and available options, in collaboration with relevant teams.
3. **Alternative Analysis:**
   * **Description:** The Development Leader works closely with the Project Manager to develop a list of possible solutions or courses of action, and subsequently evaluate their advantages and disadvantages.
4. **Consequence Evaluation:**
   * **Description:** The Director of Finance and the CEO collaborate to consider the potential consequences of each alternative in terms of costs, benefits, risks, and opportunities.
5. **Decision-Making:**
   * **Description:** The CEO and the Executive Committee selects the alternative that best aligns with the organization's objectives and values, based on the information provided by the responsible parties.

**Evaluation Scale:**

This general scale reflects the relationship between initial estimates and actual results for each of the four categories: time, money, effort, and human resources.

* **0-5% -** Very close to the estimate.
* **11-15% -** Slightly below the estimate.
* **16-20% -** Moderately below the estimate.
* **>21% -** Deviated significantly from the estimate.

**Evaluation Process**

Upon completion of the project, we will conduct a review to compare the initial estimates with the actual results in terms of time, money, effort, and human resources. This process will unfold as follows:

1. Data Compilation:
   * Detailed data will be gathered on time invested, actual costs, dedicated effort, and the utilization of human resources during the project.
2. Application of Measurement Scales:
   * Specific measurement scales will be employed to assess accuracy in each area: time, money, effort, and human resources.
3. Documentation of Differences:
   * Detailed documentation will outline the reasons behind any significant differences between initial estimates and actual results.
4. Analysis and Interpretation:
   * A thorough analysis of the collected data will be conducted to interpret the project's performance in terms of our initial estimates.
5. Identification of Improvements:
   * Findings from the review will be used to pinpoint areas for improvement in our estimation and planning skills.
6. Implementation of Adjustments:
   * Strategies and estimation processes will be adjusted based on lessons learned, aiming to enhance future projects.