

EMMANUEL, CHARITY V.
OLE JR, WILHELMUS R.
SAID, SHERINATA A
SARI, ANNASHAR S.

CS 137

ACTIVITY #2

COMPANY ESTABLISHMENT

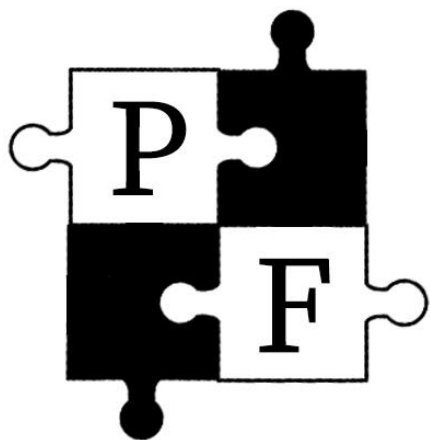
- **Company Name**

PROFINITY SOLUTIONS

The Profinity Solutions company was named after the characteristics of professional, pronity, infinity, and nifty. By definition, a professional refers to a person who is engaged or qualified in a profession, where this person exhibits courteousness, conscientiousness, and a generally businesslike manner in the workplace. Pronity, on the other hand, refers to a behavior wherein a person is prone, or eager to do something. Furthermore, infinity refers to a state or quality of being infinite. Lastly, nifty refers to a person whose particularly good, skillful, and effective.

In conclusion, the company sees their employees as professional individuals and has a pronity and nifty attitude towards work. That’s why these words were combined as each of their employees manifests these characteristics. While the infinity word points out to the company itself, the mission of this company is to provide a good quality service to individuals and businesses that shall continue for eternity.

- **Company Logo**



The company’s logo symbolizes a problem that is fixable by putting all the pieces of the puzzle altogether interconnectedly, and this has something to do with the company’s vision, mission, and goals, which is to shoulder all the

information technology-related concerns of their clients through solving them. Hence, the company decided to use the puzzles as one of their symbolisms because this represents being a problem-solver and having critical thinking skills. Lastly, the letters P and F shown in the logo represent the infinity of professionalism.

- **Company Vision, Mission, and Goals**

- Vision

We, the Profinity Solutions company intend to build an all-around, modern, central, and global, tech community where individuals can unleash their full potential and creativity by utilizing the power of technology.

- Mission

From creative dreams to life: Our mission is to build a good reputation among local tech companies as the most knowledgeable, most reliable, and easier-to-work with company: through building web-based projects and providing IT solutions.

- Goals

- Be known globally.
 - Build good company reputation.
 - Build good client relationship.
 - Increase in number of sales and clients.
 - Engage with community problems.

- **Company Policies**

- Meetings

- Meeting request must be submitted beforehand which contains the meeting details, business objectives and costs.
 - Once the request is approved, meeting agenda will be sent to their participants in advance (24 hours prior to the said date).
 - Google meet must be used together with their assigned company's email addresses to book the current and all upcoming online meetings.
 - Google meet must be used by all staff to book all the meetings, appointments, holidays, etc. Whereas this ensures that your availability is always accurate and up to date.
 - Always start meetings on time regardless of late participants.
 - Participants shall join on or at least 10 minutes before the said time.
 - Roles and responsibilities must be established with an interest in company-sponsored meetings or event. With this, members must fully accept tasks given and cooperate responsibly.

- Fundings
 - To minimize the risk of financial jeopardy and planned activities that are relevant and inclined with company goals and priorities, the operating and capital budget must be submitted to the finance team.
 - All financial requests and transactions submitted must be reviewed and validated by the treasurer for approval and cash distribution.
 - There must be transparency in all the company's transactions and dealings to ensure a valid, clean, and accurate financial record.

- Penalties
 - 1. Salary deduction
 - 2. Verbal warning
 - 3. Corrective Actions/Counseling
 - 4. Official written reprimand
 - 5. Disciplinary meeting with appropriate supervisor or manager
 - 6. Final written warning
 - 7. Detraction of benefits
 - 8. Indefinite suspension or demotion
 - 9. Termination

- **Company Organization Structure**

- Main Roles
 - I. Business Analyst



- Said, Sherinata A.

- II. Developer



- Ole Jr, Wilhelmus R.

- III. Quality Assurance Engineer



▫ Sari, Annashar S.

IV. User Experience Designer



▫ Emmanuel, Charity V.

V. User Interface Designer



▫ Emmanuel, Charity V.

- Management Team
 - I. Said, Sherinata A.
 - II. Emmanuel, Charity V.
- Analysis and Design Team
 - I. Ole Jr, Wilhelmus R.
 - II. Emmanuel, Charity V.
 - III. Said, Sherinata A.
- Development Team
 - I. Ole Jr, Wilhelmus R.
 - II. Emmanuel, Charity V
- Testing Team
 - I. Ole Jr, Wilhelmus R.
 - II. Sari, Annashar S.
- Training Team
 - I. Sari, Annashar S.
 - II. Said, Sherinata A.