SWEng Group 3 Enterprise
QA Self Assessment Sheet

Name: Miranda Lowther   Role: Finance Manager

How do you feel the project is going in terms of the whole Group's effort, in particular meeting the first Iteration deadline?

- I feel as though so far we have done a reasonable job, although there still remains room for improvement.
- For example, when it comes to timesheets (especially towards the end of the term), it might have helped if the Project Manager assisted in communicating what was required to fill in the analysis document to the rest of the group (this document is filed by the Finance Manager, but clarity of source information is needed to ensure mistakes are avoided).
- At present, timesheet completiion might not seem a priority for some group members and this needs to be addressed for financial documents to be completed more accurately and efficiently. (The Project Manager is committed to assisting with this).
- In addition, more effort could perhaps have been made by some group members for the first iteration deadline. The result of unequal group effort at this point was that a lot of work for the programming itself was done by very few group members. This will now be addressed this term and seems mainly due to inexperienced planning of soft deadlines in preparation for the first iteration deadline.

How do you feel the project is going in terms of your individual effort, in particular meeting the first Iteration deadline?

- I feel I have done well in terms of individual effort, despite timesheet complications and the uneven coding distributions suffered during our recent first iteration deadline.
- However, I do also realise that, from now on, I must try to keep financial documents more regularly up to date. I sincerely hope that completing cash flow once weekly timesheets are finally received on time wil actually become feasible once timesheet regulations are more strongly enforced throughout the whole of our group.(There currently appears to be a disconnection for some group members who remain uncommitted to providing accurate timesheets in order to aid accurate cash flow reporting. This causes unneccessary delays, can cause inaccuracies to arise, and is generally not in the whole group`s best interests).
- In addition, I feel I could have delegated more effectively. For example, I could have taken the weekly meetings opportunity to explain the analysis document template to the group with the Project Manager present. This more effective communication could have helped resolve timesheet issues and ease cashflow reporting issues..

Are you meeting the QA metrics that you set for the QA Manual? (if applicable)

Metric	Am I meeting it?
Maintaining a positive cash flow by monitoring receipts and payments each week and using full absorption costing throughout the project.	The cash flow has been created and maintained in accordance with the Financial Business Plan and Financial Report deadlines. In future, it will be more crucial to update cash flow on a weekly basis. This will require stricter enforcement of timesheet deadlines (these currently need to be completed and filed more promptly, and contain more accurate task analysis for improved cashflow reporting).
Ensuring wages are recorded, monitored, paid on time, and are regularly employed to calculate overhead recovery rates for financial forecast and actual results.	As with cash flow, the overhead recovery rate has been calculated for Financial Reports but will now require more frequent updating following stricter timesheet deadline enforcement. The rate was calculated for the Financial Business Plan. It will be re-calculated for the Financial Summary Report.
Ensuring loan interest (simple or compound) is calculated and paid correctly during cash flow forecasting and the production of all Financial Reports required, and that outstanding credit payments are calculated for the final Financial Performance Review and Profit and Loss Statement.	These have been calculated as required for each reporting deadline, but, as for cash flow reporting involving timesheet issues, we are now aiming to calculate such costs weekly in future. Outstanding credit/debit payments will be examined in more depth towards the end of the development phase and as part of the final profit and loss and balance sheet reports in order to establish accurate product costing.
Ensuring Rent, IT Infrastructure costs, and Utilities costs are calculated and paid correctly during cash flow forecasting and that outstanding credit payments at the end of the project are calculated for the Financial Performance Review and Profit and Loss Statement.	These have been calculated as required for each reporting deadline, but, as for cash flow reporting involving timesheet issues, we are now aiming to calculate such costs weekly in future. Outstanding credit/debit payments will be examined in more depth towards the end of the development phase and as part of the final profit and loss and balance sheet reports in order to establish accurate product costing.
Continuous monitoring and recording of the overhead recovery rate and its relationship to product pricing throughout the project.	Overhead recovery rate has been calculated as needed for all deadlines to date.This will be calculated and updated weekly as needed. This will also be used as a basis for product pricing requiring further research in the near future.
Continuous monitoring and recording of the non-recurring engineering costs (total development cost) and its relationship to product pricing throughout the project.	Costs have been calculated as needed for all deadlines to date. These will be calculated and updated weekly as needed. These will also be used as a basis for product pricing requiring further research in the near future.
Continuous monitoring and recording of all contracts in and out during the project and ensuring this is accurately represented during all financial reports.	Contracts have been monitored so far through checking on progress of our team on the code we are selling. There are still some outstanding payments to be made once the code is handed over to the respective teams and the code we ourselves have purchased has finally been received (the

	imminent deadline for all teams code modules "swaps" remains 16/4/18).

Do you have any issues with how work is being carried out in the Group? If so, what are they and how would you like them resolved?
- I believe that timesheets could be filled in more promptly and accurately by some members under the already established weekly reporting deadline. This will now be addressed during the meeting on 16/4/18.
- In addition, I think that there needs to be more rigid planning when it comes to further work on the code for our product,. Following discussion with the Project Manager this will also be covered during the meeting on 16/4/18.

Do you have any issues with how meetings are being carried out in the Group? If so, what are they?
- I currently have no issues with meetings, but believe it might be more efficient if we structured the conduct our meetings beforehand where possible. This could help us all avoid going off-track when deadlines are imminent.
- It might also be useful to enforce a rule that only one conversation occurs at a time. This might assist the Documentation Manager noting the meeting minutes each time.

Do you have any further queries you would like to be brought up in a meeting?
- I have no further queries other than those outlined above in this document.