

Managers' Weekly Report & QA Metrics

Work Beginning: 03/03/2014	Work Summary	<ul style="list-style-type: none"> Confirm content and contributors of Financial report 2 Completed allocated sprint on Jira Completed agreed contracts between outside companies for relevant modules
	Issues	<ul style="list-style-type: none"> Organise time to do this around end of term deadlines (RIM & DSP)
Work Beginning: 10/03/2014	Work Plan	<ul style="list-style-type: none"> Complete financial report 2 ready for submission Continue GUI design if time allows.
	Issues	<ul style="list-style-type: none"> Feedback from Tony Ward about Finance projections/Business plan GUI is all about user interaction and must be optimised by prototypes

Metric	How measured	Achieved (Yes/No with Comments)
Assets turnover.	Sales/Average total assets. Measure the efficiency of the company's use of its money.	No sales
Economic value added.	Net operating profit after taxes – cost. Help determine created value.	No Profit
Debt to equity ratio.	Debit/Equity. Limit the ratio to less than 1 helps earn profit.	n/a
Return on Investment (ROI).	Optimise the efficiency at each stage.	Yes – east labour consideration
Total Cost of Ownership (TCO).	Consider all costs, including energy, training, maintenance, rent etc.	Yes – this is all documented (past and future figures) in the financial report
Finance Deadlines met.	Deliverables submitted as timetabled and recorded.	Yes
Financial Business Plan and financial as desired.	Holding review meetings with deputy finance manager and Sales & Marketing Manager to make sure business plans and financial are up to the standard required.	Yes
Contribution towards and Sales and Marketing or the product	Holding review meetings with deputy finance manager and Sales & Marketing Manager to make sure business plans and financial are up to the standard required.	Yes – GUI prototypes are being designed to gain crucial user involvement analysis

Weekly timesheets completed	Number of completed timesheets received / number expected	Yes – some membes need a reminder to ensure the timesheet is submitted in time for them to get paid.
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