

# Managers' Weekly Report & QA Metrics

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| Work Beginning:<br>01/06/2014 | Work Summary | Overhauled GUI because it wasn't good enough, finished remaining boring JIRA tickets with Ankita, did lots of bug fixes, went to presentation practices, re-wrote marketing speech for presentation and presented wrote xmlfilepath handler class. |
|                               | Issues       | SWEng.   |
|                               |              |  |
|                               |              |  |

| Metric  | How measured   | Achieved (Yes/No with Comments) |
|---|--|---------------------------------|
| Client requirements clarity.                                  | Holding regular meetings ensuring that the client understands his/her own requirement statements and that these have been interpreted correctly by the company and finally signed off by both sides. | Yes.                            |
| Project wide standards and contracts drawn up and adhered to. | Working with other teams to finalise PWS and liaising with the client and other teams for final contracts.   | Yes.                            |
| Complete specification.                                       | Checking the specifications against the requirements statement to make sure all requirements are covered by the specifications team, during appropriate review meeting(s).                           | Yes.                            |
| Software and Business Plan clarity.                           | Holding review meetings to make sure that software plans and business plans are coherent.  | Yes.                            |
| Deadlines met.  | Deliverables submitted as timetabled and recorded.   | Yes.                            |

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|---|---|------|
| Weekly managers review.                 | Ensure that the company is functioning efficiently and completing tasks discussed in meetings.      | Yes. |
| Documentation completed up to standard. | Working with company members to review and submit documents on time and keeping submission records. | Yes. |