

Managers' Weekly Report & QA Metrics

Work Beginning: 02/06/2014	Work Summary	<ol style="list-style-type: none"> 1. Organised meeting on Monday, Wednesday and Friday to discuss Sales Presentation & Demo and finishing eCook. 2. Worked on Sales Presentation with PS and completely finished it. 3. Worked on GUI re-hauling with JO specially looking into slide controls, etc. 4. Worked on nGuests feature GUI and finished it.
	Issues	-
Work Beginning: 09/06/2014 till end of project	Work Plan	<ol style="list-style-type: none"> 1. Work on user manual. 2. Work on complete GUI testing with ZT. 3. Finish testing SlideControls and eCook. 4. Finish all documentation.
	Issues	-

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- Delivered the Sales Presentation and Demo successfully.

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