

# Managers' Weekly Report & QA Metrics

<p>Work Beginning: 19/05/2014</p>	<p>Work Summary</p>	<ol style="list-style-type: none"> <li>1. Financial summary report half way constructed</li> <li>2. Weekly meeting with the financial group</li> <li>3. Weekly meeting with the entire group</li> <li>4. Coding completed for iteration 5 with James Oatley</li> <li>5. Work done for the business plan and revised business plan</li> </ol>
	<p>Issues</p>	<ol style="list-style-type: none"> <li>1. Due to exam week haven't spent as much time as I would have liked for the financial summery report</li> <li>2. Signed off the working hours/coding issue in the weekly group meeting</li> </ol>
<p>Work Beginning: 26/05/2014</p>	<p>Work Plan</p>	<ol style="list-style-type: none"> <li>1. Continue constructing financial summary Report</li> <li>2. Get in touch with Tony Ward for more information on financial summary rpeort</li> <li>3. Start documenting</li> </ol>

		the financial summary report 4. Update the Business plan 5. Continue coding and finish tickets in iteration 6 6. Add profit loss statement to financial summary report 7. Amend cash flow forecast 8. Start working towards final coding for XML
	Issues	

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.	Yes
Economic value added.	Net operating profit after taxes – cost. Help determine created value.	Yes
Debt to equity ratio.	Debit/Equity. Limit the ratio to less than 1 helps earn profit.	No, by looking at the timesheets it can easily be said that some members of the groups are working over time due to their section of the work falling over the Easter break. However this is not an issue as it will be evened out by when they were not doing much in the beginning
Return on Investment (ROI).	Optimise the efficiency at each stage.	Due to exam week some members of the group are unable to put in the time to work towards optimizing their 15 hours a week on the project. a dip in work efficiency now means the forecasted rise in the weeks ahead which we will need to prepare ourselves for in the coming weeks
Total Cost of Ownership (TCO).	Consider all costs, including energy, training, maintenance, rent etc.	Yes
Finance Deadlines met.	Deliverables submitted as timetabled and recorded.	a deadline which is on 9 <sup>th</sup> of May (Financial summary report)

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 – The deputy finance manager and myself will be discussing this with Tony Ward this following week.
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.	No, there has not been any sales or marketing tasks this week to progress with however in finance I have discussed with the Deputy finance manager about the additions that needs to be done in the Business Plan.
Weekly timesheets completed	Number of completed timesheets received / number expected	Yes, - will be producing a profit/loss statement and also a cash flow forecast to analyze the risk of the extra hours which the group has been working. Some member (in software team are working overtime during Easter week 1 and 2, however the budget still balances out with the other team member's workload at this moment in time.