

# Managers' Weekly Report & QA Metrics

Work Beginning: 07/04/2014	Work Summary	Have been away all this week, nothing achieved, had a really nice time though.
	Issues	Having to come back to England is always bad, much prefer being in the sun.
Work Beginning: 14/03/2014	Work Plan	Review progress made while I was away. Begin work on Timer feature, review code against coding standards.
	Issues	

Metric	How measured	Achieved (Yes/No with Comments)
Defects opened	Number of new defects opened per week tracked	Unknown did not check.
Defects closed	Number of defects closed per week tracked	Unknown did not check.
Work items completed	Number of work items completed per week	Unknown did not check.
Ratio of estimated time to actual time taken per task	Track these values weekly	Unknown did not check.
Integration test results	Report/log results of integration testing	Unknown did not check.
Repeated fails	Log repeated fails and review daily	Unknown did not check.
Thorough testing	Check to see whether units have been tested according to the "Test Strategy" documentation	Unknown did not check.