

Managers' Weekly Report & QA Metrics

Work Beginning: 26/05/2014	Work Summary	<ol style="list-style-type: none"> 1. Submission of Summary Financial Report 2. Weekly meeting with the financial group 3. Weekly meeting with the entire group 4. Coding completed for iteration 6 with James Oatley 5. Work done for the revised business plan
	Issues	<ol style="list-style-type: none"> 1.
Work Beginning: 02/06/2014	Work Plan	<ol style="list-style-type: none"> 1. Start constructing Sales Presentation 2. Get in touch with Tony Ward for more information on Financial aspect of the sales presentation 3. Start planning out the Marketing and Finance slides/speech for the Sales presentation 4. Update the Business plan 5. Continue final coding and finish tickets 6. Try to research of profit loss fo final

		report submission 7. Produce a quarterly cash flow forecast for the sales presentation
	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.	We are currently in some debt due to the final deadline of the project getting close.
Return on Investment (ROI).	Optimise the efficiency at each stage.	Yes
Total Cost of Ownership (TCO).	Consider all costs, including energy, training, maintenance, rent etc.	Yes
Finance Deadlines met.	Deliverables submitted as timetabled and recorded.	Sales Presentation: Marketing and financial aspects to be worked on as some members have exams and therefore need to take charge or marketing aspects as well as financial aspects of the project
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.
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