

Managers' Weekly Report & QA Metrics

Work Beginning: 10/03/2014	Work Summary	<ul style="list-style-type: none"> - Attended meetings to discuss current issues and plan work for Easter break - Completed coding on 'Read XML Playlist' user story with AG. - Provided accompanying documentation for XML parser module to software team - Ensured that iteration 1 was completed on time
	Issues	<ul style="list-style-type: none"> - The requirements for the submission of iteration 1 were not clear and needed investigation
Work Beginning: 17/03/2014	Work Plan	<ul style="list-style-type: none"> - Work remotely to provide weekly review sheets - Work remotely to start coding with AG on 'HTTP Access' user story
	Issues	<ul style="list-style-type: none"> - Spike required for HTTP access user story - Weekly time sheets behind schedule

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.
Weekly managers review.	Ensure that the company is functioning efficiently and completing tasks discussed in meetings.	No. Some weekly review sheets have not been completed. AG to follow up with individuals.
Documentation completed up to standard.	Working with company members to review and submit documents on time and keeping submission records.	Yes.