Managers' Weekly Report & QA Metrics

Work Beginning: 10/03/2014	Work Summary	1. Organised 1 online meeting to discuss sprint progress, plan for Easter and progress the second and third iteration. 2. Made changes to XML parser according to the changes in PWS. 3. Updated the Project Plan.
	Issues	Documentation formatting not ben adhered to.
Work Beginning: 17/03/2014	Work Plan	1. Discuss http access plan and progress with Max Holland
	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- An online meeting is scheduled for next week.
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.	Yes- Mostly everyone is submitting the report on time and as required.
Documentation completed up to standard.	Working with company members to review and submit documents on time and keeping submission records.	No- Email has been sent out regarding this. First warnings will be issued next week.