

# Managers' Weekly Report & QA Metrics

|                               |              |   |
|-------------------------------|--------------|---|
| Work Beginning:<br>19/05/2014 | Work Summary | <ul style="list-style-type: none"> <li>• Compiled content into xml playlists for the final product (text, images and video for recipes and kitchen basics)</li> <li>• Continued formatting the received recipes into xml format</li> <li>• Started work on the Financial Summary.</li> <li>• Written skeleton for the 25 min sales presentation.</li> <li>• Drafted marketing surveys.</li> </ul>                             |
|                               | Issues       |   |
| Work Beginning:<br>26/06/2014 | Work Plan    | <ul style="list-style-type: none"> <li>• Begin content for HTML Tour</li> <li>• Finish outstanding bugs in coding.</li> <li>• Finish Financial Summary</li> <li>• Create remaining GUI images for playback bar and home button.</li> <li>• Finish surveys and prepare for distribution.</li> <li>• Create tutorial video or tooltips for product instead of a user manual</li> <li>• Decide a final product price.</li> </ul> |
|                               | Issues       | <ul style="list-style-type: none"> <li>• Need survey results to help influence marketing section.</li> </ul>  |

| Metric                | How measured   | Achieved (Yes/No with Comments) |
|-----------------------|--|---------------------------------|
| Assets turnover.      | Sales/Average total assets.<br>Measure the efficiency of the company's use of its money. | Yes                             |
| Economic value added. | Net operating profit after taxes – cost.<br>Help determine created value.                | See Business Plan.              |
| Debt to equity ratio. | Debit/Equity.<br>Limit the ratio to less than 1 helps earn                               | See Business Plan               |

|   |  |   |
|---|--|---|
|   | profit.  |   |
| 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 – see most recent financial report (3)  |
| Finance Deadlines met.                                      | Deliverables submitted as timetabled and recorded.   | Yes   |
| 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 – weekly meetings and daily coding sessions.  |
| 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. | Yes – the sale presentation is beginning to take form. Surveys are to written and distributed. Final product price to be concluded. |
| Weekly timesheets completed                                 | Number of completed timesheets received / number expected  | Yes   |