

Managers' Weekly Report & QA Metrics

Work Beginning: 19/05/2014	Work Summary	All work completed plus more. Completed a class to scale all slideshow attributes to any size screen. Nearly completed HTML tour. Still need to fix a bug in the XML parser found. Metrics for documentation seem good.
	Issues	None.
Work Beginning: 19/05/2014	Work Plan	Collect decent material for HTML tour and check over documentation again. Assign documentation tasks to those who it is required from. Create stand alone XML validation tool (take a few classes and compile them into executable jar). Work on bug fixes.
	Issues	None.

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	Working with other teams to finalise PWS and liaising with the client and other teams for final contracts.	Yes.

drawn up and adhered to.		
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.
Documentation completed up to standard.	Working with company members to review and submit documents on time and keeping submission records.	Yes.