

# Managers' Weekly Report & QA Metrics

Work Beginning: 31/03/2014	Work Summary	Re-formatted every company document that I had not personally written to match our company requirements. Provided a template for everyone to use so they no longer have to reference the QA manual.
	Issues	Could not integrate code because no promised integration document has been produced and the procedure sounded complex; additionally Jonathan said he would do it so I left it to him in fear of messing up the project.
Work Beginning: 07/04/2014	Work Plan	Start work on iteration 4 with Zayyad
	Issues	The last time I tried to work on a piece of code and track work on JIRA before the board was lost the work was lost and subsequently I was told off for not finishing the work.

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