Managers' Weekly Report & QA Metrics

Work Beginning: 02/06/2014	Work Summary	Updated DTP record with Timer and N Guest feature. Fix the timer feature. Improve the GUI of the timer. Did a review on the product to see if testings are up to standard. Finished up the individual contribution report.
	Issues	N.A
Work Beginning: 09/06/2014	Work Plan	Have to change my individual report format after James has done the official template for the individual report. Might have to ask Zayyad to help me out with formatting as I'm leaving home on the 09/06/2014
	Issues	N.A

Metric	How measured	Achieved (Yes/No with Comments)
Defects opened	Number of new defects opened per week tracked	No
Defects closed	Number of defects closed per week tracked	Yes - view on Jira
Work items completed	Number of work items completed per week	Yes – view on Jira
Ratio of estimated time to actual time taken per task	Track these values weekly	No - N.A
Integration test results	Report/log results of integration testing	Yes – DTP records
Repeated fails	Log repeated fails and review daily	No – N.A

Thorough testing	Check to see whether units have been tested according to the "Test Strategy" documentation	Yes – refer to Testing Standard Document