Managers' Weekly Report & QA Metrics

Work Beginning: 10/03/2014	Work Summary	1. Organised 2 meetings to discuss sprint progress, plan for Easter and progress the first iteration submission. 2. Finished coding with Max Holland on the XML Parser. 3. Sent completed iteration to supervisor. 4. Updated the Project Plan.
	Issues	Weekly reports not being submitted on time and as required.
Work Beginning: 17/03/2014	Work Plan	1. Update Project Plan to reflect Software Plan. 2. Start coding on http access with Max Holland.
	Issues	No confirmation from supervisor on approval of iteration. Weekly reports need to be addressed.

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- Meetings are being held regularly with the supervisor present in at least one meeting per 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- PWS is being adhered to. There however, still are some issues with the document itself that need to be sorted out.
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- First iteration and testing plan submitted on Friday (14/03/2013)
Weekly managers review.	Ensure that the company is functioning efficiently and completing tasks discussed in meetings.	No- Not 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.	Yes