

Managers' Weekly Report & QA Metrics

Week Beginning: 14/04/2014	Work Summary	<ul style="list-style-type: none"> - Attend weekly meeting to discuss progress - Continue working on "Create shopping list from list of missing ingredients" user story with AG.
	Issues	n/a
Week Beginning: 21/04/2014	Work Plan	<ul style="list-style-type: none"> - Integrate "Create shopping list from list of missing ingredients" user story with AG. - Check sprint progress. - Work with AG and JO to review weekly reports.
	Issues	n/a

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	Holding review meetings to make sure that	Yes.

Business Plan clarity.	software plans and business plans are coherent.	
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.