

# Managers' Weekly Report & QA Metrics

Work Beginning: 14/04/2014	Work Summary	<ul style="list-style-type: none"> <li>Keeping up to date with product coding progress</li> <li>Keeping up to date with other team members</li> </ul>
	Issues	<ul style="list-style-type: none"> <li>Integration problems</li> <li>Only aural meeting over the web</li> </ul>
Work Beginning: 21/04/2014	Work Plan	<ul style="list-style-type: none"> <li>Update business plan</li> <li>Meet with Finance manager</li> </ul>
	Issues	

Metric	How measured	Achieved (Yes/No with Comments)
Assets turnover.	Sales/Average total assets. Measure the efficiency of the company's use of its money.	Yes – we broke even with the module purchase and selling. No product sales due to incomplete product
Economic value added.	Net operating profit after taxes – cost. Help determine created value.	n/a
Debt to equity ratio.	Debit/Equity. Limit the ratio to less than 1 helps earn profit.	Yes – still members working overtime but should balance out
Return on Investment (ROI).	Optimise the efficiency at each stage.	Yes
Total Cost of Ownership (TCO).	Consider all costs, including energy, training, maintenance, rent etc.	Yes – this is all documented (past and future figures) in the financial report
Finance Deadlines met.	Deliverables submitted as timetabled and recorded.	Yes
Financial Business Plan and financial as desired.	Holding review meetings with deputy finance manager and Sales & Marketing Manager to make sure business plans and financial are up to the standard required.	Yes - now online using Fuze
Contribution towards and Sales and Marketing or the product	Holding review meetings with deputy finance manager and Sales & Marketing Manager to make sure business plans and financial are up to the standard required.	No – there has been no progress in the marketing side as this is unnecessary at this stage.
Weekly timesheets	Number of completed timesheets received / number expected	Yes – people are returning from holiday and everything is getting

completed		updated for the start of summer term
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