Managers' Weekly Report & QA Metrics

Work Beginning: 05/05/2014	Work Summary	Started work on Iteration 5, met up with management, had a team meeting. Started planning .html tour. Reviewed financial business plan 3.
	Issues	Could not pick up any bug fixes or completely start planning .html document. Planned long hours for weekend but ended up called into hospital over a very bad stomach bug!
Work Beginning: 12/05/2014	Work Plan	Catch up on work missed last week, finish iteration 5, get html document on its way, hopefully pick up on some bug fixes also.
	Issues	None.

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.