

# Managers' Weekly Report & QA Metrics

Work Beginning: 21/04/2014	Work Summary	<ul style="list-style-type: none"> <li>Met finance manager to discuss upcoming deadlines</li> <li>Met with a member of software team to overcome integration issues</li> </ul>
	Issues	<ul style="list-style-type: none"> <li>Integration problems</li> <li>Need all recent timesheets</li> </ul>
Work Beginning: 28/04/2014	Work Plan	<ul style="list-style-type: none"> <li>Complete Business plan</li> <li>Complete iteration before the deadline</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 still unnecessary at this stage. Had a successful meeting with the finance manager to review

		outstanding tasks
Weekly timesheets completed	Number of completed timesheets received / number expected	Yes – some members just needed a reminder