Managers' Weekly Report & QA Metrics

Work Beginning: 03/03/2014	Work Summary	- Attended group meetings to discuss current issues and progress - Introduced weekly review system and created basic team manager template - Continued coding on 'Read XML File' user story with AG. - Worked with AG and JO to update the QA manual
	Issues	- Slight issue over whether the weekly reports should be completed by all group members or just team managers
Work Beginning: 10/03/2014	Work Plan	- Continue working on 'Read XML File' user story with AG. - Ensure that weekly review sheets are being completed and are fully understood - Liaise with software manager to ensure that class structure of XML parser is acceptable and useful

	Issues	- At present, weekly review sheets are not being completed - 'Read XML File' user story is taking longer to complete than first anticipated

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 held regularly and line manager kept up to date with progress.
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.	Somewhat. PWS standards are still unclear. A meeting has been arranged to correct this.
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. The software team now holds weekly meetings to discuss more technical issues.
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.	In progress. Weekly review has just been initiated, and will take a week to report effectively on this issue.
Documentation completed up to standard.	Working with company members to review and submit documents on time and keeping submission records.	Mostly. Some internal submissions do not adhere to the document standards outlined in the QA manual. A reminder will be issued in subsequent meetings.