

Managers' Weekly Report & QA Metrics

Work Beginning: 7/04/2014	Work Summary	<ul style="list-style-type: none"> Fix bugs in audio handler code Begin main menu gui Keep up-to-date with finances for financial plan
	Issues	<ul style="list-style-type: none"> Prioritizing outstanding work
Work Beginning: 14/04/2014	Work Plan	<ul style="list-style-type: none"> Finish related work
	Issues	<ul style="list-style-type: none"> Team dispersed for Easter holiday

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.	No sales
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.	Some members are working overtime during this period which may affect the balance in the future
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 - still 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.	Yes
Weekly timesheets	Number of completed timesheets received / number expected	Yes – some people are on holiday so their absences are accounted

completed		for
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