

Managers' Weekly Report & QA Metrics

Work Beginning: 21/03/2014	Work Summary	Given code to external consultant to review on AudioHanlder media stop issues. Found a way to automate button presses in JUnit tests, using the Robot() class. Created ErrorHandler() class, an associated test class. Worked on JUnit tests for ImageHandler.
	Issues	A bug in new layering code prevented me running eCook to debug some code. Found a potential bug with either ImageHandler tests, or the XMLParser class.
Work Beginning: 28/04/2014	Work Plan	Review VideoHandler code ready to hand over to external group, as per contract. Decide on solution to media stop playing issues. Integrate ErrorHandler class. Solve any end of iteration problems that arise. Assist in lab coding sessions. Review any required work to company coding standards.
	Issues	

Metric	How measured	Achieved (Yes/No with Comments)
Defects opened	Number of new defects opened per week tracked	Yes – 1

Defects closed	Number of defects closed per week tracked	Yes - 1
Work items completed	Number of work items completed per week	Yes – view on Jira
Ratio of estimated time to actual time taken per task	Track these values weekly	Yes – View burndown charts on Jira
Integration test results	Report/log results of integration testing	YES – view on Jira (attached to relevant tickets)
Repeated fails	Log repeated fails and review daily	Yes – 1 contacted Atlassian support for Jira problem. They are investigating and should respond within 24 hours.
Thorough testing	Check to see whether units have been tested according to the “Test Strategy” documentation	NO – Action on to do.