

Managers' Weekly Report & QA Metrics

Work Beginning: 07/04/2014	Work Summary	<ol style="list-style-type: none"> 1. Organised an online meeting to discuss end of iteration 3 and start of iteration 4. 2. Organised a meeting with MH and JC to discuss plan for sprint 4 and 5 3. Got Roger's code for shopping list in Swing.
	Issues	Little unsure of how to do the shopping list user story.
Work Beginning: 14/04/2014	Work Plan	<ol style="list-style-type: none"> 1. Code shopping list with MH. 2. Find library for pdf conversion.
	Issues	

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- There have been 3 meetings in the easter break so far.
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- Being ensured by the weekly reports.
Documentation completed up to standard.	Working with company members to review and submit documents on time and keeping submission records.	Yes

