

# Managers' Weekly Report & QA Metrics

Week Beginning: 31/03/2014	Work Summary	<ul style="list-style-type: none"> <li>- Met with software team to discuss issues.</li> <li>- Updated XML Parser with AG after feedback from software team.</li> <li>- Reviewed metrics and reported issues to AG.</li> </ul>
	Issues	<ul style="list-style-type: none"> <li>- Slight co-ordination issues working with AG on holiday.</li> </ul>
Week Beginning: 07/04/2014	Work Plan	- Discuss plan for next iteration with AG and consult software team.
	Issues	n/a

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
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	Holding review meetings to make sure that software plans and business plans are	Yes, meetings held with software team and AG.

clarity.	coherent.	
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. Are timesheets being monitored?
Documentation completed up to standard.	Working with company members to review and submit documents on time and keeping submission records.	Yes.