

Managers' Weekly Report & QA Metrics

Work Beginning: 14/04/2014	Work Summary	1. Organised weekly meetings for entire team. 2. Coded on making shopping list with MH.
	Issues	Need to integrated final code with eCook.
Work Beginning: 21/04/2014	Work Plan	1. Code export to PDF with MH. 2. Find library for pdf conversion. 3. Organise meeting with supervisor 4. Organise management team meeting
	Issues	Unsure and apprehensive about integration.

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 4 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.	No- Software plan needs to be discussed. Falling behind in coding.
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.	No- Not everyone is completing their JIRA tickets or logging the number of hours needed. Need to be addressed.
Documentation completed up to standard.	Working with company members to review and submit documents on time and keeping submission records.	Yes

