

Managers' Weekly Report & QA Metrics

Work Beginning: 12/05/2014	Work Summary	<ol style="list-style-type: none"> 1. Work done on financial summary Report 2. Weekly meeting with the financial group 3. Weekly meeting with the entire group 4. Coding for iteration 5 with James Oatley 5. Work done for the business plan
	Issues	<ol style="list-style-type: none"> 1. Unable to get in contact with Tony Ward about the feedback for financial report III 2. Cleared the working hours/coding issue in the weekly group meeting 3. Some members of the group not handing in timesheets in time
Work Beginning: 19/05/2014	Work Plan	<ol style="list-style-type: none"> 1. Continue constructing financial summary report 2. Get in touch with Tony Ward for more information on the feedback 3. Update the Business plan 4. Continue coding

		and finish tickets in iteration 5 5. Review profit and loss statements 6. Produce a cash flow forecast 7. Start researching on Sales Presentation
	Issues	

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.	Yes
Economic value added.	Net operating profit after taxes – cost. Help determine created value.	Yes
Debt to equity ratio.	Debit/Equity. Limit the ratio to less than 1 helps earn profit.	No, by looking at the timesheets it can easily be said that some members of the groups are working over time due to their section of the work falling over the Easter break. However this is not an issue as it will be evened out by when they were not doing much in the beginning
Return on Investment (ROI).	Optimise the efficiency at each stage.	Due to exam week some members of the group are unable to put in the time to work towards optimizing their 15 hours a week on the project. a dip in work efficiency now means the forecasted rise in the weeks ahead which we will need to prepare ourselves for in the coming weeks
Total Cost of Ownership (TCO).	Consider all costs, including energy, training, maintenance, rent etc.	Yes
Finance Deadlines met.	Deliverables submitted as timetabled and recorded.	No deadlines this week, however working towards a deadline which is on 9 th of May (Financial report III)
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 – The deputy finance manager and myself will be discussing this with Tony Ward this following week.
Contribution towards and Sales and	Holding review meetings with deputy finance manager and Sales & Marketing Manager to make sure business plans and	No, there has not been any sales or marketing tasks this week to progress with however in finance I

Marketing or the product	financial are up to the standard required.	have discussed with the Deputy finance manager about the additions that needs to be done in the Business Plan.
Weekly timesheets completed	Number of completed timesheets received / number expected	Yes, - will be producing a profit/loss statement and also a cash flow forecast to analyze the risk of the extra hours which the group has been working. Some member (in software team are working overtime during Easter week 1 and 2, however the budget still balances out with the other team member's workload at this moment in time.