

Managers' Weekly Report & QA Metrics

Work Beginning: 14/04/2014	Work Summary	<ol style="list-style-type: none"> 1. Work done on financial report III 2. Research on constructing the final financial report 3. Weekly meeting with the financial group 4. 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 2. Unable to hold face to face meeting because of the Easter Break
Work Beginning: 21/04/2014	Work Plan	<ol style="list-style-type: none"> 1. Continue constructing financial report 3 2. Get in touch with Tony Ward for more information on the feedback 3. Start planning out the final financial summer report 4. Update the Business plan
	Issues	

Metric	How measured	Achieved (Yes/No with Comments)
Assets turnover.	Sales/Average total assets. Measure the efficiency of the company's	Yes

	use of its money.	
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.	Yes
Total Cost of Ownership (TCO).	Consider all costs, including energy, training, maintenance, rent etc.	Yes
Finance Deadlines met.	Deliverables submitted as timetabled and recorded.	Yes
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 Marketing or the product	Holding review meetings with deputy finance manager and Sales & Marketing Manager to make sure business plans and financial are up to the standard required.	No, there has not been any sales or marketing tasks this week to progress with however in finance I 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, - 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.