

Managers' Weekly Report & QA Metrics

Work Beginning: 26/05/2014	Work Summary	Many bug fixes complete, XML thoroughly checked. Found important error in Spoons interpretation of the PWS, this was addressed. Collected some content for the HTML tour; introductions etc. more to come. Documentation fine, checked financial report prior to submission on Friday.
	Issues	Only Roger, Max, Ankita and I seem to have done any work over the last week in this important part of the project. Not acceptable.
Work Beginning: 02/05/2014	Work Plan	Complete overhaul of GUI, original (overrun) attempt in a previous iteration done by other members was not up to scratch. To work on this with Ankita. Complete remaining tickets on JIRA while others aim to fill in for untested implementations of code.
	Issues	None.

Metric	How measured	Achieved (Yes/No with Comments)
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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 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.
Documentation completed up to standard.	Working with company members to review and submit documents on time and keeping submission records.	Yes.