

Managers' Weekly Report & QA Metrics

Week Beginning: 24/03/2014	Work Summary	<ul style="list-style-type: none"> - Attended weekly meeting to discuss current issues and progress - Completed coding with AG on 'Access Recipes via HTTP' user story. - Conducted meeting with software team to discuss progress of project and address technical issues - Assisted AG in making alterations to the XML Parser due to update in PWS (version 0.9).
	Issues	<ul style="list-style-type: none"> - Slight issue with working on the eCook product remotely, although speaking to JC resolved this.
Week Beginning: 31/03/2014	Work Plan	<ul style="list-style-type: none"> - After meeting with software team, make any required changes to the XML Parser - After checking progress of software project, communicate this to AG.
	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, any changes to the PWS trigger updates to the XML Parser, which is carried out by AG and I.
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, meetings held with software team and AG.
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. AG to give detailed feedback at group meeting.
Documentation completed up to standard.	Working with company members to review and submit documents on time and keeping submission records.	Yes.