# Managers’ Weekly Report & QA Metrics

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| Work Beginning: 02/06/2014 | Work Summary | 1. Organised meeting on Monday, Wednesday and Friday to discuss Sales Presentation & Demo and finishing eCook. 2. Worked on Sales Presentation with PS and completely finished it. 3. Worked on GUI re-hauling with JO specially looking into slide controls, etc. 4. Worked on nGuests feature GUI and finished it. |
| Issues | - |
| Work Beginning: 09/06/2014 till end of project | Work Plan | 1. Work on user manual. 2. Work on complete GUI testing with ZT. 3. Finish testing SlideControls and eCook. 4. Finish all documentation. |
| Issues | - |

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| **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 |
| 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- Delivered the Sales Presentation and Demo successfully. |
| 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 |