# Managers’ Weekly Report & QA Metrics

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| Work Beginning: 31/03/2014 | Work Summary | Re-formatted every company document that I had not personally written to match our company requirements. Provided a template for everyone to use so they no longer have to reference the QA manual. |
| Issues | Could not integrate code because no promised integration document has been produced and the procedure sounded complex; additionally Jonathan said he would do it so I left it to him in fear of messing up the project. |
| Work Beginning: 07/04/2014 | Work Plan | Start work on iteration 4 with Zayyad |
| Issues | The last time I tried to work on a piece of code and track work on JIRA before the board was lost the work was lost and subsequently I was told off for not finishing the work. |

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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. |
| 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. |