# Managers’ Weekly Report & QA Metrics

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| Work Beginning: 03/03/2014 | Work Summary | 1. Completed code with Paul to display a slide, approved by software team 2. Took minutes in all meetings |
| Issues | None. |
| Work Beginning: 10/03/2014 | Work Plan | 1. To review minutes template, naming/organization of documents and update QA manual accordingly. 2. To continue to take and upload minutes from all meetings 3. To start work with Paul on sprint 3 |
| Issues | None. |

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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. Our own signed contracts were uploaded to the repository. |
| 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. | Financial report 2 was handed in on time to correct formatting. |