# Managers’ Weekly Report & QA Metrics

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| Work Beginning: 19/05/2014 | Work Summary | Assisted employees with issues throughout the week. Coordinated with Steve (software manager) what work will require doing while away. |
| Issues | Exam at beginning of week followed by holiday Thurs-Mon. |
| Work Beginning: 26/05/2014 | Work Plan | Write super class for type media, which handlers then inherit from. |
| Issues | Exams & on holiday Thurs-Mon. Continue implementing logger throughout eCook. Pull bugs/tickets off Jira as appropriate. |

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| **Metric** | **How measured** | **Achieved (Yes/No with Comments)** |
| Defects opened | Number of new defects opened per week tracked | Yes - 2 |
| Defects closed | Number of defects closed per week tracked | Yes - 6 |
| Work items completed | Number of work items completed per week | Yes – view on Jira |
| Ratio of estimated time to actual time taken per task | Track these values weekly | Yes – View burndown charts on Jira |
| Integration test results | Report/log results of integration testing | YES – view on Jira (attached to relevant tickets) |
| Repeated fails | Log repeated fails and review daily | Yes – none |
| Thorough testing | Check to see whether units have been tested according to the “Test Strategy” documentation | NO – Action on to do. |