# Managers’ Weekly Report & QA Metrics

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| Work Beginning: 10/03/2014 | Work Summary | Completed first integration with Steve and Roger. Represented company for PWS changes. Responded to code queries from other employees. |
| Issues | Minor changes to PWS mean some changes are required on our end. |
| Work Beginning: 17/03/2014 | Work Plan | Add layering and branching capabilities to ImageHandler module. Start work on “read recipe XML playlist” user story with Steve. |
| Issues | Unsure of how to implement layering. (Z-orders?) |

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| **Metric** | **How measured** | **Achieved (Yes/No with Comments)** |
| Defects opened | Number of new defects opened per week tracked | Yes – none |
| Defects closed | Number of defects closed per week tracked | Yes - none |
| 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 | No – need to fully complete second iteration first, then re-adjust estimates. |
| Integration test results | Report/log results of integration testing | No – integration done but no testing yet. |
| 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 | Yes – QA manager reviewing. |