# Managers’ Weekly Report & QA Metrics

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| Work Beginning: 03/03/2014 | Work Summary |  |
| Issues |  |
| Work Beginning: 10/03/2014 | Work Plan |  |
| 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. |  |
| 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. |  |
| 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). |  |
| Software and Business Plan clarity. | Holding review meetings to make sure that software plans and business plans are coherent. |  |
| Deadlines met. | Deliverables submitted as timetabled and recorded. |  |
| Weekly managers review. | Ensure that the company is functioning efficiently and completing tasks discussed in meetings. |  |
| Documentation completed up to standard. | Working with company members to review and submit documents on time and keeping submission records. |  |