# Managers’ Weekly Report & QA Metrics

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| Week Beginning: 31/03/2014 | Work Summary | * Met with software team to discuss issues. * Updated XML Parser with AG after feedback from software team. * Reviewed metrics and reported issues to AG. |
| Issues | * Slight co-ordination issues working with AG on holiday. |
| Week Beginning: 07/04/2014 | Work Plan | - Discuss plan for next iteration with AG and consult software team. |
| Issues | n/a |

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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, meetings held with software team and AG. |
| 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. Are timesheets being monitored? |
| Documentation completed up to standard. | Working with company members to review and submit documents on time and keeping submission records. | Yes. |