# Managers’ Weekly Report & QA Metrics

|  |  |  |
| --- | --- | --- |
| Work Beginning: 03/03/2014 | Work Summary | * Attended group meetings to discuss current issues and progress * Introduced weekly review system and created basic team manager template * Continued coding on ‘Read XML File’ user story with AG. * Worked with AG and JO to update the QA manual |
| Issues | * Slight issue over whether the weekly reports should be completed by all group members or just team managers |
| Work Beginning: 10/03/2014 | Work Plan | * Continue working on ‘Read XML File’ user story with AG. * Ensure that weekly review sheets are being completed and are fully understood * Liaise with software manager to ensure that class structure of XML parser is acceptable and useful |
| Issues | * At present, weekly review sheets are not being completed * ‘Read XML File’ user story is taking longer to complete than first anticipated |

|  |  |  |
| --- | --- | --- |
| **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. Meetings held regularly and line manager kept up to date with progress. |
| 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. | Somewhat. PWS standards are still unclear. A meeting has been arranged to correct this. |
| 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. The software team now holds weekly meetings to discuss more technical issues. |
| 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. | In progress. Weekly review has just been initiated, and will take a week to report effectively on this issue. |
| Documentation completed up to standard. | Working with company members to review and submit documents on time and keeping submission records. | Mostly. Some internal submissions do not adhere to the document standards outlined in the QA manual. A reminder will be issued in subsequent meetings. |