# Managers’ Weekly Report & QA Metrics

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| Work Beginning: 26/05/2014 | Work Summary | 1. Submission of Summary Financial Report 2. Weekly meeting with the financial group 3. Weekly meeting with the entire group 4. Coding completed for iteration 6 with James Oatley 5. Work done for the revised business plan |
| Issues |  |
| Work Beginning: 02/06/2014 | Work Plan | 1. Start constructing Sales Presentation 2. Get in touch with Tony Ward for more information on Financial aspect of the sales presentation 3. Start planning out the Marketing and Finance slides/speech for the Sales presentation 4. Update the Business plan 5. Continue final coding and finish tickets 6. Try to research of profit loss fo final report submission 7. Produce a quarterly cash flow forecast for the sales presentation |
| Issues |  |

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| **Metric** | **How measured** | **Achieved (Yes/No with Comments)** |
| Assets turnover. | Sales/Average total assets.  Measure the efficiency of the company’s use of its money. | Yes |
| Economic value added. | Net operating profit after taxes – cost.  Help determine created value. | Yes |
| Debt to equity ratio. | Debit/Equity.  Limit the ratio to less than 1 helps earn profit. | We are currently in some debt due to the final deadline of the project getting close. |
| Return on Investment (ROI). | Optimise the efficiency at each stage. | Yes |
| Total Cost of Ownership (TCO). | Consider all costs, including energy, training, maintenance, rent etc. | Yes |
| Finance Deadlines met. | Deliverables submitted as timetabled and recorded. | Sales Presentation: Marketing and financial aspects to be worked on as some members have exams and therefore need to take charge or marketing aspects as well as financial aspects of the project |
| Financial Business Plan and financial as desired. | Holding review meetings with deputy finance manager and Sales & Marketing Manager to make sure business plans and financial are up to the standard required. | Yes – The deputy finance manager and myself will be discussing this with Tony Ward this following week. |
| Contribution towards and Sales and Marketing or the product | Holding review meetings with deputy finance manager and Sales & Marketing Manager to make sure business plans and financial are up to the standard required. | No, there has not been any sales or marketing tasks this week to progress with however in finance I have discussed with the Deputy finance manager about the additions that needs to be done in the Business Plan. |
| Weekly timesheets completed | Number of completed timesheets received / number expected | Yes, - will be producing a profit/loss statement and also a cash flow forecast to analyze the risk of the extra hours which the group has been working. Some member (in software team are working overtime during Easter week 1 and 2, however the budget still balances out with the other team member’s workload at this moment in time. |