# Managers’ Weekly Report & QA Metrics

|  |  |  |
| --- | --- | --- |
| Work Beginning: 02/06/2014 | Work Summary | Updated DTP record with Timer and N Guest feature. Fix the timer feature. Improve the GUI of the timer. Did a review on the product to see if testings are up to standard. Finished up the individual contribution report. |
| Issues | N.A |
| Work Beginning: 09/06/2014 | Work Plan | Have to change my individual report format after James has done the official template for the individual report. Might have to ask Zayyad to help me out with formatting as I’m leaving home on the 09/06/2014 |
| Issues | N.A |

|  |  |  |
| --- | --- | --- |
| **Metric** | **How measured** | **Achieved (Yes/No with Comments)** |
| Defects opened | Number of new defects opened per week tracked | No |
| Defects closed | Number of defects closed per week tracked | Yes - view on Jira |
| 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 - N.A |
| Integration test results | Report/log results of integration testing | Yes – DTP records |
| Repeated fails | Log repeated fails and review daily | No – N.A |
| Thorough testing | Check to see whether units have been tested according to the “Test Strategy” documentation | Yes – refer to Testing Standard Document |