# Managers’ Weekly Report & QA Metrics

|  |  |  |
| --- | --- | --- |
| Work Beginning: 7/04/2014 | Work Summary | * Fix bugs in audio handler code * Begin main menu gui * Keep up-to-date with finances for financial plan |
| Issues | * Prioritizing outstanding work |
| Work Beginning: 14/04/2014 | Work Plan | * Finish related work |
| Issues | * Team dispersed for Easter holiday |

|  |  |  |
| --- | --- | --- |
| **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. | No sales |
| Economic value added. | Net operating profit after taxes – cost.  Help determine created value. | n/a |
| Debt to equity ratio. | Debit/Equity.  Limit the ratio to less than 1 helps earn profit. | Some members are working overtime during this period which may affect the balance in the future |
| 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 – this is all documented (past and future figures) in the financial report |
| Finance Deadlines met. | Deliverables submitted as timetabled and recorded. | Yes |
| 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 - still online using Fuze |
| 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. | Yes |
| Weekly timesheets completed | Number of completed timesheets received / number expected | Yes – some people are on holiday so their absences are accounted for |