# Managers’ Weekly Report & QA Metrics

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| Work Beginning: 14/04/2014 | Work Summary | * Compiled content into xml playlists for the final product (text, images and video for recipes and kitchen basics) * Continued formatting the received recipes into xml format * Started work on the Financial Summary. * Written skeleton for the 25 min sales presentation. * Drafted marketing surveys. |
| Issues |  |
| Work Beginning: 21/04/2014 | Work Plan | * Begin content for HTML Tour * Finish outstanding bugs in coding. * Finish Financial Summary * Create remaining GUI images for playback bar and home button. * Finish surveys and prepare for distribution. * Create tutorial video or tooltips for product instead of a user manual * Decide a final product price. |
| Issues | * Need survey results to help influence marketing section. |

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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. | See Business Plan. |
| Debt to equity ratio. | Debit/Equity.  Limit the ratio to less than 1 helps earn profit. | See Business Plan |
| 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 – see most recent financial report (3) |
| 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 – weekly meetings and daily coding sessions. |
| 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 – the sale presentation is beginning to take form. Surveys are to written and distributed. Final product price to be concluded. |
| Weekly timesheets completed | Number of completed timesheets received / number expected | Yes |