# Managers’ Weekly Report & QA Metrics

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| Work Beginning: 03/03/2014 | Work Summary |  |
| Issues |  |
| Work Beginning: 10/03/2014 | Work Plan |  |
| Issues |  |

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| **Metric** | **How measured** | **Achieved (Yes/No with Comments)** |
| Defects opened | Number of new defects opened per week tracked |  |
| Defects closed | Number of defects closed per week tracked |  |
| Work items completed | Number of work items completed per week |  |
| Ratio of estimated time to actual time taken per task | Track these values weekly |  |
| Integration test results | Report/log results of integration testing |  |
| Repeated fails | Log repeated fails and review daily |  |
| Thorough testing | Check to see whether units have been tested according to the “Test Strategy” documentation |  |