# Managers’ Weekly Report & QA Metrics

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| Work Beginning: 07/04/2014 | Work Summary | Have been away all this week, nothing achieved, had a really nice time though. |
| Issues | Having to come back to England is always bad, much prefer being in the sun. |
| Work Beginning: 14/03/2014 | Work Plan | Review progress made while I was away. Begin work on Timer feature, review code against coding standards. |
| Issues |  |

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| **Metric** | **How measured** | **Achieved (Yes/No with Comments)** |
| Defects opened | Number of new defects opened per week tracked | Unknown did not check. |
| Defects closed | Number of defects closed per week tracked | Unknown did not check. |
| Work items completed | Number of work items completed per week | Unknown did not check. |
| Ratio of estimated time to actual time taken per task | Track these values weekly | Unknown did not check. |
| Integration test results | Report/log results of integration testing | Unknown did not check. |
| Repeated fails | Log repeated fails and review daily | Unknown did not check. |
| Thorough testing | Check to see whether units have been tested according to the “Test Strategy” documentation | Unknown did not check. |