# 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)** |
| Tool failures | Keep a record of what failed and restoration time |  |
| Company satisfaction | Internal feedback from tools |  |