



3 types of reports prepared by Milo:

- **Monthly report**
- **Weekly report**
- **Sprint report**

[See a sample report](#)



Monthly report

Period: 01/05/2020 - 31/05/2020

About project

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Monthly report

Period: 01/05/2020 - 31/05/2020

Tasks

QA	Task	Hours
	Creating test cases	20 h
	Manual tests	20 h
	Automation tests (functional, acceptance and regressions)	20 h
	Performance tests	20 h
	API tests	20 h
	REST SOAP tests	20 h

Web	Task	Hours
	Static front-end	20 h
	Common UI components, styles (UI Kit)	10 h
	Base layout and structure	10 h
	Build views from mockups	10 h
	Dynamic front-end	20 h
	Setup CI	10 h
	Create base architecture	10 h
	Scripts	10 h
Design	UI design	20 h
	UX design	20 h
	Prepare assets and kits	20 h

Monthly report

Period: 01/05/2020 - 31/05/2020

Working time per week (in hours)

Department name	19 week	20 week	21 week	22 week	23 week	24 week
Design	10	10	10	10	10	10
Web development	20	20	20	20	20	20
Quality assurance	23	23	23	23	23	23
QT development	45	45	45	45	45	45
Marketing	27	27	27	27	27	27

Monthly report

Period: 01/05/2020 - 31/05/2020

Working time for departments (in hours)

Department name

Design

10 g.

Web development

20 g.

Quality assurance

23 g.

QT development

45 g.

Marketing

27 g.



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