



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

Project description

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Monthly report

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

Tasks

| | | |
|----|---|------|
| QA | 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 | 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 |
| Design | Create base architecture | 10 h |
| | Scripts | 10 h |
| | 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

Departments Working time (in hours)

Department name

Design

10 h

Web development

20 h

Quality assurance

23 h

QT development

45 h

Marketing

27 h



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