

Engineering Manager Weekly Metrics Checklist

Track the metrics that matter for your team's health and velocity

WEEK OF
MM/DD/YYYY

TEAM
Team Name

MANAGER
Your Name

TEAM SIZE
Engineers

Velocity Metrics

- Average PR Cycle Time**
Time from first commit to merge. Target: under 48 hours. hrs
Elite: <24h | Good: 24-48h
- PRs Merged This Week**
Total PRs successfully merged to main/production. #
Trend: vs last week
- Deployment Frequency**
How often you deploy to production. /day
Elite: Multiple/day
- Waiting Time (PR open to first review)**
Often the largest bottleneck in cycle time. hrs
Target: <4h

Quality Metrics

- Test Failure Rate**
Percentage of PRs with CI failures. %
Good: <10% | Critical: >20%
- Merge Without Approval Rate**
PRs merged without proper review. %
Target: 0%
- Average PR Size**
Lines changed per PR. Smaller = better reviews. lines
Ideal: <400 | Large: >1000
- Review Coverage**
Percentage of PRs that received reviews. %
Target: 100%

Team Health Indicators

- Review Load Distribution** ratio
Is review work evenly distributed? Check for overloaded reviewers. Max/Min reviews ratio

- After-Hours Activity** %
Percentage of commits outside business hours. Warning: >20%

- Weekend Activity** # devs
Any team members working weekends consistently? Target: 0

- Bus Factor Risk** areas
Files/areas with single contributor ownership. Flag: >3 critical areas

Weekly Actions

- Review stale PRs (>5 days old)**
Identify blockers, assign reviewers, or close if abandoned.

- Check for blocked engineers**
Anyone waiting >24h for review? Intervene.

- Address test flakiness**
Quarantine or fix tests that failed multiple times.

- Recognize top contributors**
Acknowledge great reviews, mentorship, or throughput.

- Schedule 1:1 if burnout signals detected**
After-hours work, intensity creep, or pattern changes.

Week-over-Week Summary

—
Cycle Time (hrs)

—
PRs Merged

—%
Test Pass Rate

—
Avg PR Size

Notes & Action Items

What needs attention this week? Any patterns to investigate? Action items for next week?

Wins & Recognition

Team wins, individual recognition, improvements observed...

Created with [CodePulse](#) — Engineering Analytics for Modern Teams

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