

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

<input type="checkbox"/>	Review Load Distribution Is review work evenly distributed? Check for overloaded reviewers.	ratio Max/Min reviews ratio
<input type="checkbox"/>	After-Hours Activity Percentage of commits outside business hours.	% Warning: >20%
<input type="checkbox"/>	Weekend Activity Any team members working weekends consistently?	# devs Target: 0
<input type="checkbox"/>	Bus Factor Risk Files/areas with single contributor ownership.	areas 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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