

Operation Manager Duties

Operational Leadership:

- Run operations with the fixed OM (current: Joanna Fang)
- Lead weekly standups
- Host office hours (when needed)
- Handle operations-related communications

Task & Accountability Management:

- Maintain and update SMART to-do lists and dependencies
- Gather tasks from team members
- Track task completion status
- Monitor dependencies and issues strikes when necessary
- Initiate interventions when required (after 3 strikes)
- Send weekly meeting summaries/updates after each standup meeting

Documentation:

- Keep meeting records
- Document task assignments and their status
- Track any incomplete tasks or missed deadlines

Quarterly Responsibilities:

- Run peer and self-reviews (January, April, July, October)

Current rotation schedule:

- Oct 25 - Nov 1: Joanna
- Nov 1 - Dec 1: Connor
- Dec 1 - Jan 1: Sahith
- Jan 1 - Feb 1: Cameron

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