API3 DAO Operations Team Proposal

Team: Business Operations Team
Operations cycle: #2
Period: 1 February 2021–30 April 2021 (3 months)
Amount: 103425.00 USDC
Destination: 0xff57Ec34b1e7A4B2b7Ed5Cbc2D978fDf2D7fcDF6

Scope

The Business Operations Team has the responsibilities below. The scope of the project will vary periodically, and this list represents the current state.

-   Oversee general project development
    -   Align operations verticals with project mission
    -   Coordinate key operations and facilitate effective communications between teams in different operations verticals
    -   Report to investors and other stakeholders
    -   Steer execution

-   Maintain, monitor and operate company infrastructure
    -   Mail server
    -   Company Drive repository
    -   Webservers
    -   Websites
    -   Security of infrastructure (Cloudflare etc)
    -   Cloud backups
    -   Communication and operations tools/platforms - Trello etc.

-   GDPR compliance oversight and maintenance
    -   Subject Access Requests
    -   GDPR Audits
    -   Training
    -   Regulatory contact and management point

-   Staff onboarding
    -   Access to API3 operational infrastructure/provisioning of new users/staff
    -   Operational user accounts for performance of tasks - permissions etc
    -   Access to training resources

-   Business Documentation

- Design
- Maintenance
- Curation
- Auditing as required

- Legal and Compliance Services
- Additional Operational Tasking as required (ad hoc)

Budget

Item	Amount (USDC
Salaries	55425
Expenses	48000
Total	103425

Team and Salaries

Operations team	Role	FT/PT	Monthly Salary (USDC)
Heikki	Lead Operations	FT	7,500.00
Mark	Operations	FT	5,000.00
Greg	Operations	PT	1,600.00
Erich	Legal	PT	4,375.00

* The destination will be a wallet address managed by Heikki.
** monthly costs for servers, backups, business critical tools/platforms

Expenses

During operations cycle #2, the operations team intends to hire a senior operations lead, who will be supporting the founding team in coordinating API3's daily operations across all verticals, and aligning these with the project's overarching goals. The sought member will be a seasoned professional with C-level experience, and will thus likely need to be compensated above the regular compensation guideline rate. Additionally, the operations team will need to cover all operational overheads of the API3 organization, including tools like Slack, Trello, API3 business servers for mail and web, managed security services, audits and training, etc. All combined, we seek a monthly hiring and expenses budget of $16,000.

Deliverables

The majority of the team's work is a regular series of daily operational tasks and management of internal business resources built to facilitate the successful business functions of API3 on a daily/weekly/monthly basis.

These relate to the maintenance and operation of business-critical tools and infrastructure and regulatory compliance requirements such as GDPR, privacy, security etc, granular details most of which are by necessity confidential for legal and operational reasons, as is the case for any business organisation.