

30 day plan

Review product lines
Meet product owners
Product demos
Product documentation
Product roadmaps

Product Management / Ideation

Review onboarding process (100 point checklist)
Engineering
Support engineer
QA
PM
DevOps
Review Interview Process
Career ladder
Salary bands
Define promotion steps
Roles and responsibilities
Review Career Matrix
Annual salary reviews
Share simple bonus/profit-sharing formulae (point per \$1k/month)
Job type
Seniority
Experience
Location
Salary & Hire date
Last raise
Bonus
Review existing staff
Career guidance and plans
Performance reviews
Review project milestones
Prioritize needs
Budget approval
Develop hiring plan
Recruiting sources
Firing policy
Layoff policy
PIP policy
Resignation policy
WFH policy
Review policy
Rollover
Capped
Gifting PTO
PTO policy
Annual increase

Recruiting / HR

Culture

Team introduction
Arrange weekly 1-1's
High priority
Evernote page on everyone
On premise
Remote WFH
Contractors
Partners
Review team structure
Identify team leads
Identify empathies
Identify poisonous team members
Review downtime
Core office hours
In-office relaxation
Time tracking
Team meetings
Encourage participation
Peer Reviews
Speaker rotation
Quarterly/Annual Reviews
Minimize "performance reviews" (should be continuous)
Focus on mentoring, career-building, goal-setting - e.g. IDP
Personality profiles
Myers-Briggs
DISC
Ease of collaboration
Ergonomics
Lighting
Noise expectations
Equipment obsolescence plan
Review communication
Identify, publish and encourage Core Values
Trust
Transparency
Relationships
Continuous improvement
Learning
Supporting
Servant leadership
Blameless
Pragmatism
Identify, publish Mission Statement
Publish internal weekly newsletter for Engineers only?
culture, fun facts
Technical updates
Mentoring
Celebrate behavior
YouEarnedIt kudos system
Awards based on core values
Calendar-based awards
Suggestion box
Events
Happy hours
Team building
Hackathons

Environment

Review communication

Project management

Daily standups
Who attends?
Who leads?
Who takes part?
Product owners?
Weekly product demos
Who attends?
Product owner?
Engagement?
SDLC process
Scrum
Kanban
Waterfall
What does Agile mean?
Historical data
Retrospectives
Planning sessions
Project Kickoffs
Accuracy
Estimation
Standardization and Repeatability
Weekly status report
Reporting
Team utilization
Project / task prioritization
Requirements
How detailed?
How often do they change?
Acceptance criteria
Resource allocation and assignment

Teams

Roadmap features
Maintenance (support)
Opportunity (fast response)
Pro services
Timesheets
Profitability
Billing and Invoicing

Review commitments

Existing deadlines
Ongoing projects
SOW's
Legal commitment
Prioritization
Defines and runs workflow/process
SOW
Review
Retrospective
Approvals
Weekly reports
monitor team communication channels (PL/Chat/standups)
Monitor morale
Raise issues
Servant leader
Remove impediments

Review PM role

Free up & Focus Sr Engineers (efficient & happy)
review tools & processes
Responsible for (over) communication
Standardization of process
Identify Budget Constraints across projects
forecasting tools

Engineering

Review tools and processes
Branching Strategy, gitflow, rebasing
Pull requests
Code review
Architectural review
Technical debt
Build process & speed
Deployment process & speed
Dashboard to monitor production
Engineering metrics and reports
Definition of Done
Mocking
Communication tools
IM, e.g. Slack
Video conferencing, e.g. Zoom
Identify and measure churn
From requirements
From QA
From support
Infrastructure
Dev Staging
Production
Coding standards, linting and enforcement
Mentoring
Smoke testing
Education
Brown bags
Pair programming
User groups
Meetups
Conferences
In-house training
Video course, e.g. Pluralsight
External training
Hackathons
Mentoring, e.g. "Office hours"
Skills spreadsheet
New dev checklist
Shared Library
Books
Whitepapers
e-books
Audiobooks
Podcasts
Review budgets
Staffing
Equipment
Software
Education
Culture
Historical data

Review tools and processes

Education

Review budgets

Cross team pollination

HR
Operations
DevOps
QA
Finance
Product
Support
Identify teams, leaders and start conversations
via Leadership team
Weekly reports
Weekly demos
Scrum of Scrums
Find/Create Team touchpoints
Inter-departmental workflows
PM to help manage team interfaces
Identify friction / politics

Review of issue

Site priority

Issue severity

Time of day

Assign priority

Assign technical team

Create ticket

Communicate

Track

Report

Escalation process

Review Support Engineer Roles

One owner, QA, Support, DevOps?

Use appropriate tools; PagerDuty, OpsGenie etc

Review QA Roles

Review product-specific QA

Unit test coverage

Integration testing

Functional testing

Load testing

Performance testing

Installation/Update testing

Compatibility testing

Usability testing

Security testing

Focus groups

Manual testing

Quality Assurance