

30 day plan

- Product Management / Ideation
 - Review product lines
 - Meet product owners
 - Product demos
 - Product documentation
 - Product roadmaps

- Recruiting / HR
 - Review onboarding process (100 point checklist)
 - Review Interview Process
 - Engineering
 - Support engineer
 - QA
 - PM
 - DevOps
 - Review Career Matrix
 - Career ladder
 - Salary bands
 - Define promotion steps
 - Roles and responsibilities
 - Annual salary reviews
 - Share simple bonus/profit-sharing formulae (point per \$1k/1month)
 - Job type
 - Seniority
 - Experience
 - Location

- Recruiting / HR
 - Review existing staff
 - Salary
 - Last raise
 - Bonus
 - Career guidance and plans
 - Performance reviews
 - Develop hiring plan
 - Review project milestones
 - Prioritize needs
 - Budget approval
 - Recruiting sources
 - Review policy
 - Firing policy
 - Layoff policy
 - PIP policy
 - Resignation policy
 - WFH policy
 - PTO policy
 - Rollover
 - Capped
 - Gifting PTO

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

- Triage
 - Review triage process
 - Gather data; request/response
 - Review of issue
 - Assign priority
 - Site priority
 - Issue severity
 - Time of day
 - 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

- Quality Assurance
 - Review QA Roles
 - Review product-specific QA
 - Automated testing
 - Unit test coverage
 - Integration testing
 - Functional testing
 - Load testing
 - Performance testing
 - Installation/Update testing
 - Compatibility testing
 - Manual testing
 - Usability testing
 - Security testing
 - Focus groups



- Culture
 - Relationships
 - Team introduction
 - Arrange 1-1's
 - High priority
 - Evernote page on everyone
 - Review team structure
 - On premise
 - Remote WFH
 - Contractors
 - Partners
 - Identify leads
 - Identify empathis
 - Identify poisonous team members
 - Review downtime
 - Core office hours
 - In-office relaxation
 - Team meetings
 - Encourage participation
 - Speaker rotation
 - Peer Reviews
 - Arrange Quarterly/Annual Reviews
 - Minimize "performance reviews" (should be continuous)
 - Focus on mentoring, career-building, goal-setting
 - Personality profiles
 - Myers-Briggs
 - DISC
 - Environment
 - 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
 - Identify, publish Mission Statement
 - Publish internal weekly newsletter
 - Celebrate behavior
 - YouEarnedit kudos system
 - Awards based on core values
 - Calendar-based awards
 - Suggestion box
 - Events
 - Happy hours
 - Team building
 - Hackathons



Project management

- Review existing process
 - Daily standups
 - Process
 - Who attends?
 - Who leads?
 - Who takes part?
 - Product owner?
 - Weekly product demos
 - Who attends?
 - Product owner?
 - Engagement?
 - SDLC process
 - Scrum
 - Kanban
 - Waterfall
 - What does Agile mean?
 - Historical data
 - Retrospectives
 - Planning sessions
 - Estimation
 - Historical data
 - Accuracy
 - Repeatability
 - Reporting
 - Weekly status report
 - Team utilization
 - Project / task prioritization
 - Requirements
 - How detailed?
 - How often do they change?
 - Acceptance criteria
 - Resource allocation and assignment
 - Billing and invoicing
 - Timesheets
- Review commitments
 - Existing deadlines
 - Ongoing projects
 - SOW's
 - Legal commitment
 - Prioritization
- Review PM role
 - Defines and runs workflow/process
 - SOW
 - Review
 - Retrospective
 - Approvals
 - Weekly reports
 - monitor team communication channels (RL/Chat/standups)
 - Monitor morale
 - Raise issues
 - Servant leader
 - Remove impediments
 - PM's more experienced balancing constraints, LOE, MVP etc
 - Free up & Focus Sr Engineers (efficient & happy)
 - review tools & processes
 - Responsible for (over) communication
 - Standardization of process
 - Identify Budget Constraints across projects
 - forecasting tools



- Review tools and processes
 - Branching
 - Pull requests
 - Code review
 - Architectural review
 - Technical debt
 - Build process
 - Deployment process
 - Dashboards
 - Engineering metrics and reports
 - Definition of Done
 - Communication tools
 - IM, e.g. Slack
 - Video conferencing, e.g. Zoom
 - Identify and measure churn
 - From requirements
 - From QA
 - From support



- Education
 - Brown bags
 - Pair programming
 - User groups
 - Meetups
 - Conferences
 - In-house training
 - Video course, e.g. Pluralsight
 - External training
 - Hackathons
 - Shared Library
 - Books
 - Whitepapers
 - e-books
 - Audiobooks
 - Podcasts
- Review budget
 - Staffing
 - Equipment
 - Software
 - Training
 - Historical data