

## Understanding Checklist on VTO Operations

Item	v / X
<b>vteams Business Model</b>	
What is a vteam	
Types of services	
Verticals	
Working in a vteam	
Ignition – New vteam startup	
Interview	
Vteam Specific Accounts	
Calling Name	
Liftoff - Intro Email	
Working Hours while attached to a vteam	
Leave updates while working with a vteam	
<b>Development Manager</b>	
<b>The Operations Department</b>	
Role of Operations Executive	
Operations Department contact details/ vteams updates	
<b>Daily/Weekly Progress Updates</b>	
Daily Updates	
Weekly Updates	
<b>NOT TO DO Items</b>	
<b>Items needing DM Approval before discussion with client</b>	

I have read and understood the document and will follow the instructions as stated.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date