Punch List

Below is how we manage the weekly roll-out punch list.

Adding Processes

If you have an item to add to our weekly roll-out, send it to Josh. We can go over it in the daily meetings and, if approved, he can add it to the list.

1. Be sure to include a title, description, which parts are affected and when the work needs to appear in the punch list.
2. Keep in mind that we have "sub-lists", too. It could be you want to add something to those, and not to the primary work process.
3. Before suggesting a new item for the punch list, be sure to go over all existing items in all the sub-lists, too. It's probably already there somewhere!
4. Once approved, you will be responsible to monitoring and policing the item. If you need to work w/ others on the team to get this completed, be sure to include that in the description.
5. If this is a "fail-fast" item, you'll need to be on-hand at the weekly roll-out to make sur eyou can fix whatever breaks. While this may happen the first few times, you should be able to let things run on their own eventually.

Removing Processes

1. If you think we no longer need a process in the rollout, bring it to the group at dailies.
2. If the removal is approved, you'll need to be on-hand at roll-out to make sure all still goes smoothly without the missing step. Once success is confirmed, you do not need to be on-hand every week.