Defined Roles and How Orgo Supports Them

Each role in the organization has specific responsibilities and workflows. Orgo acts as the backbone for communication, task management, and workflow automation, ensuring that everyone can focus on their core tasks without getting bogged down by inefficiencies. Here’s how Orgo supports each role and what they need from the system:

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1. Tech Geniuses (Core Development Team)

1.1 AI Specialist (Content Generation and Automation)

Role:

Develops AI-based features for Orgo and integrates automation into workflows.

Provides smart email responses and data extraction from unstructured content.

What Orgo Supports:

Task routing for AI projects and feedback loops for testing new features.

Centralized storage for AI training datasets and models.

What They Need From Orgo:

Automated workflows for:

Parsing incoming emails to identify training data.

Flagging ambiguous requests for manual review.

A real-time dashboard to monitor AI feature usage and performance metrics.

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1.2 Backend Developer

Role:

Develops the core infrastructure, ensuring scalability and reliability.

Implements routing, database integration, and workflow management.

What Orgo Supports:

Tracks development tasks and bug reports.

Logs backend performance metrics and database operations.

What They Need From Orgo:

A workflow system to prioritize feature requests and bug fixes.

Automated task escalation for unresolved technical issues.

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1.3 Frontend and Graphical Designer

Role:

Creates user-friendly interfaces for Orgo’s dashboards and reports.

Designs templates for email workflows and system-generated reports.

What Orgo Supports:

Centralized feedback collection for UI/UX designs.

Automated notification workflows for design review deadlines.

What They Need From Orgo:

Workflow tracking for interface design tasks (e.g., dashboard iterations).

Collaboration tools to receive input from the team on design drafts.

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1.4 Database Specialist

Role:

Designs and optimizes the database schema.

Ensures secure storage and efficient querying of workflow data.

What Orgo Supports:

Tracks database performance issues and generates alerts.

Logs queries for optimization insights.

What They Need From Orgo:

Automated workflows for:

Monitoring slow queries.

Scheduling backups and storage cleanup.

A system to assign and track database update requests.

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2. Sales Specialist/Relationist

Role:

Promotes Orgo to stakeholders, builds partnerships, and gathers client feedback.

Manages customer relationships and supports onboarding.

What Orgo Supports:

Centralized communication with potential and existing clients.

Tracks client feedback and onboarding progress.

What They Need From Orgo:

Automated workflows for:

Logging meeting outcomes and follow-ups.

Routing client feedback to the appropriate team members.

A dashboard to track leads, conversion rates, and client satisfaction.

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3. Generalist

Role:

Provides logistical support, handles physical tasks, and fills in where needed.

Assists with repetitive or simple workflows.

What Orgo Supports:

Tracks and prioritizes miscellaneous tasks.

Automates notifications for physical backups and deliveries.

What They Need From Orgo:

Task management workflows for logistical requests (e.g., equipment setup).

Simplified interface to receive and update tasks.

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4. Money Manager

Role:

Manages budgets, funding, and financial reporting.

Ensures cost efficiency and tracks project expenses.

What Orgo Supports:

Automates budget tracking and expense approvals.

Centralizes financial reports for easy access.

What They Need From Orgo:

Workflows for:

Requesting and approving expenses.

Automating reminders for recurring payments or funding applications.

Dashboards for monitoring financial health and projections.

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5. Project Manager

Role:

Coordinates team activities, maintains timelines, and manages morale.

Ensures that deliverables align with project goals.

What Orgo Supports:

Centralizes team communication and progress tracking.

Provides task dependencies and Gantt chart-like visuals.

What They Need From Orgo:

Workflow systems for assigning and prioritizing tasks.

Automated alerts for missed deadlines and task dependencies.

Dashboards to track project milestones and team performance.

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6. Rookies

Role:

Assist the tech geniuses with simple or repetitive tasks.

Learn on the job by contributing to smaller portions of the project.

What Orgo Supports:

Tracks assigned tasks and learning milestones.

Routes their queries to the appropriate mentor or tech lead.

What They Need From Orgo:

A task management system with simple instructions for assigned work.

A feedback mechanism to request help or report issues.

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Orgo’s Key Features for Supporting Roles

1. Task Management:

Assign, track, and escalate tasks based on urgency and priority.

Example:

A rookie receives a task to format templates. If not completed in 24 hours, the task is flagged for escalation.

2. Workflow Automation:

Automates email parsing, routing, and notifications.

Example:

Sales Specialist’s client emails are routed to the tech team if a feature request is identified.

3. Centralized Communication:

Keeps all communication logged and easily accessible.

Example:

The Project Manager can see all updates and blockers across teams in a dashboard.

4. Real-Time Dashboards:

Provides overviews of task progress, financials, and team performance.

Example:

Money Manager tracks expense approvals and budget allocations.

5. Collaboration Tools:

Facilitates team collaboration on templates, designs, and workflows.

Example:

Frontend Designer shares UI drafts, and team feedback is routed to them automatically.

6. Feedback and Learning Support:

Tracks feedback loops and learning milestones for Rookies.

Example:

Rookies submit a completed task, and their assigned mentor receives a notification to review.

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Why Orgo is Essential for This Team

1. Efficiency:

Automates repetitive tasks, freeing up the tech geniuses for higher-level work.

2. Transparency:

Keeps everyone informed of task statuses and progress.

3. Scalability:

Adapts workflows and responsibilities as the team grows or new features are added.

4. Accountability:

Logs all actions, ensuring everyone knows their responsibilities.

Would you like to see workflow examples tailored to each role?