Management task list

Management Task Definition

Task Group	Task	Description & Guideline	Schedule	Task Code	Quantifier	Note
Estimation	Analyze requirement	Analyze requirement (input documents, legacy source code, customer requirements, requests...) to • Define release milestone(s) • Define scope (features, complexity, priority...) • Allocate resource • Conduct risk analysis • Prepare risk management (optional)	**Project start** **On demand**	t_mana gement	Hours need to finish task	-
	Make plan	Make plan bases on analized factors to • Define project assigment • Create or request PIC(s) to create detailed schedule	**Project start** **On demand**			-
	Review project plan	Review project plan to fulfill • Process (JB5001, V Model...) • Breaked down task is sufficient to track • Breaked down task task estimation is sufficient or not	**Project start** **On demand**			-
	Propose and finalize project plan	Propose and finalize project plan with requestor before executing	**Project start** **On demand**			-
	Analyze sudden request	Analyze sudden request or requirement from requestor to define • Tasks (what to do?) • Priority • Deadline • Impact to current plan. If the impact is too much, consider update plan	**On demand**			-
Communication	Keep good communication link	Good commnucation link via email, chat, verbal... between BV - RVC,BV - BV • Always online on communication channel • Quick respone on related project • Finalize conversation/topic	**On demand**			-
	Consulting	Consulting for customer • Planing • Idea • Solution	**On demand**			-
	Presenting	Use verbal, non-verbal to convey information to customer or team member • Visualize issues, concerns by slide, drawing, document...	**On demand**			-
Monitor & Control	Follow task status	Follow status of task by • Daily meeting • Polling status • Check JIRA status	**Daily**			-
	Identify risk/issue	Identify risk/issue of task by • Experience • Task progress • Questioning	**Daily**			-
	Define countermeasure for risk/issue	Define countermeasure to handle risk/issue • Remind member to handle task if they missed • Guide member to handle with defined D/L • Evaluate workload and assign support from other members	**Daily**			-

	Report status to upper manager	Report project status to upper level (AM, CEO) by doing • Weekly report	**Weekly**				-
	Review output of member	Review output of members to ensure progress and quality. For long task (more than 5 days), it should be reviewed when PIC done about 30%	**On demand**				-
	Check workflow compliance	Check member workflow complicance • RVC process • BV internal workflow	**Daily** **On demand**				-
	Check JIRA compliance	Check member JIRA compliance • Worklog • Task status • Task labeling	**Daily** **On demand**				-
Technical support	Team development	Improve member/team by doing • Prepare technical document slide • Workshop • Mentoring • Record complex/known issue • Lead/Develop utilities (tools, scripts...) to improve team proficiency	**On demand**				-
	Critical/complex issue	Support critical/complex issue • Propose solution • Support pair working	**On demand**				-