## Leadership and Communication

### **Approach to Address Lack of Expertise in Specific Technology Stack**

* First, identify the core blockers: Which parts of the tech stack are slowing us down?
* Allocate 1–2 team members to deep dive into those areas and prototype a working piece.
* Lead by example, I will also participate in the investigation to provide my relevant experiences.
* Bring in external help if necessary (contractor, consultant, or someone from another team) to assist on a critical task or component.
* Set up quick internal sharing: short weekly walkthroughs, shared notes, examples.
* Use low-cost training (Such as Udemy, vendor documents if available). Assign 2–3 focused courses, not general theory.
* Let team members spend 1–2 hours per sprint for hands-on testing in a sandbox.
* Start documenting best practices and learnings as we go: No big writeups, just real working snippets and decision logs.
* Track progress weekly and adjust the plan based on outcome.

This helps the team move forward while gradually closing the skill gap.

### **Email to Team**

Subject: Closing the Skill Gap – Next Steps for the Project

Hi Team,

As some of you may already know, we’ve hit some blockers recently due to limited experience with parts of the new tech stack. This is expected, and here’s the plan to move forward:

**Here’s what we’ll do:**

* I’ll work with 1–2 of you to deep dive into the problem areas and prototype a working piece
* I’ll also be hands-on in the investigation to share what I know
* If needed, we’ll bring in external help to support key parts
* We’ll keep sharing progress through short weekly walkthroughs, with notes and working examples
* You’ll get 1–2 hours per sprint for hands-on testing and focused training (Udemy, vendor docs, etc.)
* We’ll log what we learn as we go — just enough to help ourselves and others later
* We’ll review progress weekly and adjust next steps based on what’s working

This should help us close the gap and stay on track.  
I’d like to gather your feedback on this plan by the end of **Friday**, and I’ll schedule a meeting on **Monday** to finalise and confirm the next steps.

Thanks,  
Best regards,  
Zhan Zhang