## 0. Personal Details

* Filippova Olga
* Project Manager
* Oct, 2016

## 1. Role Definition

Quite good definition is done here: <https://salonultimate.atlassian.net/wiki/spaces/HD/pages/1609138326/Project+Manager+Role+Archive> plus

* Coordinate all projects that are planned, in progress or just finished within the team.
* Plan, coordinate and perform release process.
* Maintain team morale and productivity.
* Track team’s capacity and priorities.
* Ensure all the PRDMX tasks are addressed to PO.

## 2. Daily/Weekly Workflow

Here is the doc I’ve left for POs and PDM for the week I was off (day by day plan).  
<https://salonultimate.atlassian.net/wiki/spaces/~55705861323d1e7bf54259a6ffd424bd290369/pages/4152688642/Vacations+coverage>

Daily:

* Review the PRDMX bugs. Blockers and data uploads – adding to the sprint right away, assign. Others – tag POs/PdM to put it to the right sprint.
* Review the sprint dashboard. Are we on track? Are the tasks sorted by priority? Are they all in right statuses, time tracked, comments left, MRs linked to sub-tasks? <https://salonultimate.atlassian.net/jira/software/c/projects/BBIM/boards/209>
* Review bugs created by QAs during the day (posted into this [channel](mailto:https://teams.microsoft.com/l/message/19:4b9c204b01ff4999a427baec7230d2fa@thread.tacv2/1732118613414?tenantId=753af647-7ec0-4a1d-bc88-e1703e4a1261&groupId=78a663f4-e349-41da-8bc6-14727575b3b4&parentMessageId=1732118613414&teamName=NBB%20Main%20Flows&chann?tenantId=753af647-7ec0-4a1d-bc88-e1703e4a1261&groupId=78a663f4-e349-41da-8bc6-14727575b3b4&parentMessageId=1732118613414&teamName=NBB%20Main%20Flows&chann))
* 1 on 1 calls with team members.
* Running daily calls for 3 teams.

Weekly

* Check the report on Jira timing: [here](mailto:https://salonultimate.atlassian.net/projects/BBIM?selectedItem=com.atlassian.plugins.atlassian-connect-plugin:com.gebsun.atlassian.reports__report#!/?datem=useFromTo&from=2024-11-18&groupBy=assignee&jusers=635e968976b91b62562e938b%2C712020%3Ae975ab0c-f699?selectedItem=com.atlassian.plugins.atlassian-connect-plugin:com.gebsun.atlassian.reports__report)
* Hubstaff – check the time tracked.
* Preparing draft doc for the sprint business demo
* Working with POs on the next priority tasks, planning them, organizing grooming sessions.

Bi-weekly:

* Forcing end of sprint activities:
* Sharing the next sprint plans from business
* Grooming for the next sprint
* Estimation sessions
* Planning next sprint
* Publishing sprint goals
* Closing and starting sprints
* Running retro calls
* Releases.
* Gather the scope,
* Plan the release flow,
* Coordinate with other teams,
* Coordinate regression testing,
* Deploy to production,
* Enable Feature Flags.

## 3. Tracking Progress and Accountability

Team board <https://salonultimate.atlassian.net/jira/software/c/projects/BBIM/boards/209/>   
it has filters for “In Progress”, “Done”. I check all tasks during the day and then on daily’s.

Also tracking burndowns on dashboard <https://salonultimate.atlassian.net/jira/dashboards/10282>

Recent sprints it does not work because a lot of things appear during the sprint, added in the middle of process, removed, priorities unset on the start, changed in the middle. Processes got broken about a month ago.

Main milestone tracked now is the release date for the project.

Success metrics – closing the sprint without the leftovers, 100% goals achieved. Didn’t have that recently unfortunately.

## 4. Team Health

I have a big team split into 3 squads.

Shared resources:

* Marko M, Marko K - QA
* Daniel D - Designer

Squad 1:

* Mikhail S - BE Dev
* Anton Sch - FE Dev
* Joao F - FE Dev
* Yamini N - PO/BA

Squad 2:

* Vladimir M – BE Dev
* Ricardo V- BE Dev
* Pavlo D - DSK/BE Dev
* Ilia T- FE dev
* Tigran K - FE Dev
* John A - PO/BA

Squad 3:

* Alexander N - BE Dev
* Volodymyr H - FE Dev
* Andres R - - FE Dev
* Hejun Z - FE Dev
* Tyrone D - QA
* Ruslan A - PO/BA

I have 1 on 1 calls with each of them bi-weekly, do the performance reviews for them.

Review their tasks daily to see if team is on track.

We have practice of splitting tasks/stories into sub-tasks that should be less then 1 day of work (which is 6-7h of work time).

I have notifications in mail for subtasks taking more then 7h (that mostly means developer is stuck with this task) and for stories taking more time then it was estimated (means the same).

Estimations done by the team in SP where 1 SP is around 1 working day.

Planning the sprint I check that developers do not have more then 7SP of tasks. Some capacity left for bugs and PRDMX tickets.

## 5. Ownership and Product/Process Monitoring

All non Sport Clips specific projects. Production bugs.

All tools mentioned already above in daily routine.

Plus roadmap: <https://salonultimate.atlassian.net/jira/plans/12/scenarios/12/timeline?vid=11>

## 6. Challenges and Needs (Optional but Encouraged)

We need to decrease the number of projects that are the same time in development by the team. Business pushes to start next projects when previous are still not finished. Now the team has more than 10 projects going in parallel. It is hard to focus and keep them all in mind and on track.

Need to improve the process of working with PRDMX tickets. I believe there should be 1 person responsible for them, splitting them between the teams equally, defining the priorities. Now tasks can be left and lost if they are not blockers.