**Leadership Role Alignment Exercise**

This document is designed to help clarify your role, responsibilities, and processes. Please provide specific, actionable information, including links, tools, and dashboards you use in your daily work. Your responses will help us align on expectations and identify areas for support.

# Personal Details

Please provide the following information:

* - Name: **Ivan Vlasov**
* - Title: Project Manager (Scrum Master)
* - Start Date: **July 26, 2021**

# Role Definition

In 5-10 bullet points, define your role and responsibilities. Be specific about your core accountabilities and key outcomes.

* Cross-Team communication across organization
* Coordinate dependencies across teams and manage challenges within the teams
* Facilitate meetings (all the ceremonies from scrum framework and rest) o Daily Scrum meeting

o PBR o Demo o Retro o Sprint Planning calls

* Track that team follows the Scrum ceremonies and principles, remind developers to track time and move tasks across Jira board
* New hires training and onboarding
* Acts as the point of escalation for risks, issues, and obstacles raised by project teams, ensuring action items are clearly defined, assigned to team members, and resolved expeditiously
* Help support with bugs, triage their escalations, sometimes perform data-fix activity

# Daily/Weekly Workflow

Describe your regular operating rhythm. Provide links to tools or dashboards you use.

Questions to answer:

* - What do you do daily?
* Leading calls from all SCRUM ceremonies for 3 teams + sometimes temp teams
* Facilitating all the remaining calls
* Participate in release activity (preparing Release candidates, release MRs, release threads, making sure everything is deployed to the proper environments)
* Message/calls with team to answer questions, sharing knowledge, giving priorities, providing updates, resolving issues and etc.
* Collaborate with other teams PM, Pos, providing updates for them
* Review and triage ALL escalations from Support
* - What do you do weekly?
* Update calls with a client
* Demo call with client
* (Sometimes) Update/demo call with Sean/Business team
* Sprint planning calls
* Release activity
* Data-fixes
* - What tools or dashboards do you use to track progress?
* Custom filters in jira
* Dashboards in jira
* Main team board

# Tracking Progress and Accountability

Explain how you track work and measure accountability. Include links to specific tools, dashboards, or reports.

Questions to answer:

* - How do you track tasks in progress?
* Mainly I’m using Jira board for that, <https://salonultimate.atlassian.net/jira/software/c/projects/SCE/boards/241>
* Secondary option, backlog from the SCE project [https://salonultimate.atlassian.net/jira/software/c/projects/SCE/boards/241/bac klog](https://salonultimate.atlassian.net/jira/software/c/projects/SCE/boards/241/backlog)
* - How do you monitor milestones or deliverables?
* For every planned release I’m creating release epic, and status of that epic is the status of the release

For every release there is also a release thread in the release channel

* High-level roadmap, although this is more on the PO plate
* - How do you evaluate outcomes and success metrics?
* Clients feedback
* Support feedback
* Monitoring tools (no new errors)

# Team Health

Describe your team and how you monitor its health. Provide examples of how you assess workload, morale, and effectiveness.

Questions to answer:

* - Who is on your team (roles, responsibilities)?
* Short inf[o https://salonultimate.atlassian.net/wiki/spaces/SCE/overview#Teamssplit](https://salonultimate.atlassian.net/wiki/spaces/SCE/overview#Teams-split)
* Team SCE1
* BE Dmytro Diakov
* FE Guilherme Banci
* QA Polina Akar
* Design Valeriya Shulepova
* Team SCE2
* BE Ugljesa Georgevic
* BE Marco Falcao
* QA Valeria Oralova (shared with SCE3)
* Team SCE3
* BE Rashid Khuramshin
* BE Dmitrii Smitnov
* QA Valeria Oralova (shared with SCE2)
* Also, I collaborate often(daily) with:
* SDM Ivan Zhigalov
* PO Torry Taylor-Vera
* PO Daniel Seeff
* Ivan Matyunin
* - How do you assess and monitor team health?
* Bi-weekly retro
* I’m trying to ensure that work is manageable and not excessive by keeping one main achievable goal per sprint per team

Analyze sprint velocity, story points completed, and releases.

* - What indicators suggest your team is thriving or struggling?
* Success is when we’re delivering that we promised in timeframe we promised
* Success is no regression bugs after releases
* Number of new feature released/delivered
* Customers feedback and satisfaction

# Ownership and Product/Process Monitoring

Define what you own and how you measure its health. Include specific metrics, dashboards, or tools.

Questions to answer:

* - What is your team responsible for delivering (products, projects, services)?
* Desktop <https://gitlab.salondev.net/desktop/ZenithWin>
* Old web<https://gitlab.salondev.net/old-webend/ZenithPOS>
* Main BE NW API (although not full ownership) [https://gitlab.salondev.net/newwebend-api/ZenithNew](https://gitlab.salondev.net/new-webend-api/ZenithNew)
* M+ API part of the <https://gitlab.salondev.net/bookedby2/bookedby-api>
* Central projects<https://gitlab.salondev.net/old-webend/SportClipsCentral>
* Central reports<https://gitlab.salondev.net/old-webend/ZenithNewPrototype>
* Zenith Metrics <https://gitlab.salondev.net/reporting/zenithmetrics>
* Scorecard mobile app <https://gitlab.salondev.net/mobile/Scorecard>
* Scorecard-api <https://gitlab.salondev.net/reporting/scorecard-api>
* BSG api <https://gitlab.salondev.net/old-webend/service_bsg_api>
* Central core api <https://gitlab.salondev.net/central/central-core-api>
* (not fully ours) FE project  [https://gitlab.salondev.net/new-webend-web-ui/apptqueue-ui](https://gitlab.salondev.net/new-webend-web-ui/appt-queue-ui)
* (not fully ours) Another FE projec[t https://gitlab.salondev.net/new-webend-webui/maintenance-screens](https://gitlab.salondev.net/new-webend-web-ui/maintenance-screens)
* - How do you measure the health of what you own?
* No new errors in azure monitoring
* Support escalations
* Grafana mertics
* - What dashboards, metrics, or tools do you rely on?
* Azure dashboards
* AWS dashboards
* Grafana metrics

Opsgenie alerts

# Challenges and Needs (Optional but Encouraged)

Identify any challenges you're facing and the support you need from leadership. Be specific about blockers, resource needs, or process improvements.

* Tech debt (for example, our main BE project is on .Net 3.1)
* current development capacity is stretched due to the volume of ongoing projects. It is hard to maintain quality and meet deadlines

# Submission Instructions

Please complete this document and submit it to Chad Walters by Tuesday, Dec 3rd. Some team members may be on vacation, which is why we have allowed time until Tuesday. If you have any questions or need clarification, feel free to reach out.