

# Roadmap Execution Checklist



write a roadmap from 1st to last executables and priorities i want them in ordered list  
DIGESTIBLE DOC LIKE A PRO WITH JUST STEPS

Based on the full context of the MERGE-ZILLA doc, here's your **clean, digestible, step-by-step roadmap**—executables only, in order of priority, formatted as a tight checklist so you can move from setup to success without fluff.

## ✓ PHASED EXECUTION ROADMAP (Ordered & Prioritized)

### ● Phase 1: Setup & Baseline (Day 0–2)

1. **Send Slack & Coda invites** (automated)
2. **Add new member to Trello tracker**
3. **Send welcome email** (includes intro guide, checklist, Slack orientation)
4. **Auto-Welcome bot tags member in Slack**
5. **Assign onboarding mentor or buddy**
6. **Add member to onboarding tracking sheet**
7. **Customize checklist per role (mentee/mentor/staff)**
8. **Pre-schedule 15-min intro sync**

### ● Phase 2: First 72-Hour Flow

9. **Send Day 1 DM: Welcome Message**
10. **Send Reminder DM at 48h** (if checklist untouched)
11. **Prompt intro post** (3-Layer Cake, Icebreaker Roulette, or Identity Card)
12. **Encourage 1 light engagement** (e.g. Slack emoji, poll, RSVP)
13. **Log intro in “Who’s New” Coda & Slack thread**
14. **Send Day 2 Check-in DM: "How's your PM Mentality experience?"**
15. **Mentor sends public praise after 72h**
16. **Track checklist completion in Coda View (flag <90%)**

### ● Phase 3: First Week Engagement (Day 3–7)

17. **Send Resource Recommendation DM (Day 7)**

18. Invite to kickoff event or deploy "FOMO Bomb"
  19. Send feedback form or pulse check
  20. Track first-week activity: Slack post, RSVP, comment, reaction
  21. Log 1 qualitative feedback point per new member
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## ● Phase 4: Habit Formation & XP Loop (Week 1-4)

22. Award XP for engagement actions
  23. Update Trello labels based on XP levels
  24. Trigger Slack bot behavior for XP milestones
  25. Conduct weekly cohort XP tracking
  26. Monitor Community Health Indicators (CHI)
  27. Conduct Needs Assessment Survey
  28. Collect and categorize feedback weekly
  29. Identify feedback patterns → Assess impact → Plan action
  30. Log experiments in "Lab Rats Log" (Coda)
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## ● Phase 5: Re-engagement (If Member Stalls)

31. Send 48h reminder ping
  32. Drop Meme DM at Day 3
  33. Send Public Nudge or feature in Slack thread (Day 5)
  34. Deploy FOMO Bomb Invite (Day 7)
  35. Apply Trello "👻 Ghost Pending" label if checklist <50% after 7d
  36. Trigger re-engagement automations via Zapier (DM + email)
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## ● Phase 6: Long-Term Retention (Week 3+)

37. Send "What's Next?" DM with XP goal
  38. Invite to mentor-in-training or contributor thread
  39. Add to "Active Core" if 3+ weeks active
  40. Award badges or spotlight shoutouts
  41. Conduct 1-month NPS or mini feedback form
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## ⚙️ Automation & Tracking Infrastructure

42. Set up Trello automations for onboarding flows
43. Set up Slack workflows (DM triggers, level-up messages)

44. Sync Google Sheets / Coda for KPI dashboards
45. Use conditional formatting for visual health (Red, Yellow, Green)
46. Embed XP dashboards, streak trackers, and feedback metrics in Coda
47. Automate weekly reports with Apps Script or Zapier

## Metrics & Reporting

48. Track SMART goals:
  - 90% checklist completion (72h)
  - 75% first-week activity rate
  - 3+ thread replies/week from mentors
  - 1 feedback point/member
49. Monitor CHI dimensions weekly
50. Share Community Voice digest biweekly

Let me know if you want this exported as a **Notion database**, **Trello board template**, or **Coda tracker setup** — or if you want me to build one out for you right now.






what can u generate for me to speedrun the process

Ohhh you want to *speedrun* this like it's onboarding Mario Kart. Say less. Here's what I can instantly generate to turbo-charge your launch and remove the setup headaches:

## INSTANT GENERATABLE ASSETS FOR SPEEDRUN MODE:

### ◆ 1. Trello Template Board

-  Prebuilt columns for:
  - `New Members`, `72h Missions`, `Identity Challenges`, `XP Level Ups`, `Ghosts`
-  Cards with:
  - Checklist tasks (intro post, mentor DM, event RSVP, feedback form)
  - Automation-ready labels ("Level 1", "Ghosted", "Mentor Ping Needed")
-  Bonus: I'll give you Butler automation rules for:
  - Card movement based on checklist %
  - Slack reminders when XP milestones are hit
  - Auto-assign to onboarding specialist

 Want it as JSON to import directly? I got you.

## ● 2. Coda Doc or Google Sheet Tracker

- 📊 Tabs for:
  - Member Data
  - Engagement Logs
  - KPI Scorecard
  - Ghost Tracker
- 📋 Built-in formulas for:
  - Time-to-first-post
  - Checklist % complete
  - Feedback rate
- 🎨 Conditional formatting:
  - Green = ✅ On Track
  - Yellow = ⚠️ At Risk
  - Red = ❌ Dropping faster than your WiFi

Want it in **Coda** with clickable buttons and embedded Slack workflows? I can generate a full starter doc.

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## 📁 3. Slack Message Template Pack (Copy + Paste Ready)

- 🤖 Auto-welcome DM
- 🍰 3-Layer Cake intro prompt
- 🔄 48h reminder ping
- 🎯 Day 3 check-in message
- 🧑‍🏫 Mentor praise script
- 🧛 Ghost re-engagement series (soft DM, meme nudge, FOMO invite)

Can also build you a Google Sheet "DM Planner" with columns for date, message, channel, and follow-up action.

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## ◆ 4. Canva Identity Card Templates

- 📷 Editable drag-and-drop templates for members to share intros
- 🎨 Themes: "Quirky PM", "Chaos Goblin Energy", "Product Zen Master"
- 🏆 Gamified: Drop your card → earn XP → featured in Slack

Want me to prefill your brand style/colors/logo into it? Upload your brand kit and I'll make it spicy.

## ▲ 5. Feedback Collection Form (Google Form or Coda)

- 3-question format:
  - "How's your experience so far?"
  - "What's confusing or clunky?"
  - "What's unexpectedly great?"
- Auto-sync to your Coda dashboard or Google Sheet

## 6. Weekly Ops Checklist for You/Your Team

- 🧠 "Clean the ghost list"
- 📊 "Update KPIs"
- 📄 "Send top intro to LinkedIn"
- 🛠️ "Test 1 onboarding tweak"
- 🎯 "Check-in with mentors"

Want it as a repeating task list in Notion, Trello, or ClickUp? I'll build it.

## WHAT I NEED FROM YOU:

Pick your preferred stack & delivery format:

Asset	Coda	Trello	Google Sheets	Notion	Slack Templates
XP Tracker	✓	✓	✓	✓	N/A
Message Templates	✓	N/A	✓	✓	✓
Onboarding Flow Board	N/A	✓	N/A	✓	✓
Feedback System	✓	N/A	✓	✓	✓
Identity Card Kit	N/A	N/A	N/A	✓	✓

🔥 **TL;DR: You tell me your tech stack + how extra you wanna be. I build it fast, formatted, and field-ready.**

Wanna go full-throttle? Drop:

- ☐ Preferred tool (Coda, Trello, etc.)
- ☐ Timeline (e.g. "I want this running by Monday")
- ☐ How fancy you want the visuals (Minimal? ✨ Extra AF? Meme-powered?)

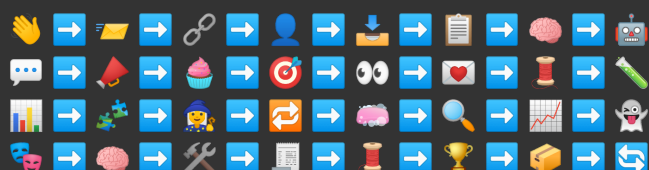
Ready when you are, Speedrunner 🚩



timelinewise dont sweat it just give me sequence and order them, i want you to only visualise with emojis nothing more and i also want you to generate the most useful doc i will need next and then i will make u generate the next important lets go

Alright, you got it. Here's your **emojis-only visual roadmap**—in clean, chronological sequence, one icon per action.

## 🕒 COMMUNITY ENGAGEMENT SEQUENCE – EMOJI VISUAL MODE



### Legend (your key 🗝️):

- 👋 = Invite Sent
- ✉️ = Welcome Email
- 🔗 = Slack + Coda Access
- 👤 = Trello Tracker Entry
- 📄 = Checklist Link
- 📋 = Checklist Tracked
- 🧠 = Mentor Assigned
- 🤖 = Auto-Welcome DM
- 💬 = Day 1 DM
- 🔔 = Slack Thread Ping
- 🍰 = Intro Post Prompt
- 🎯 = Mini-Mission
- 👁️ = Coda/Slack Log
- ❤️ = Day 3 DM Follow-up
- 🧵 = Public Praise Thread
- 🔪 = XP Tracking Starts
- 📊 = KPI Logged
- 🧩 = First Feedback Collected
- 🧑 = XP Level Up
- 🔄 = Weekly Cycle
- 🧠 = Ghosts Identified
- 🔍 = Feedback Pattern Check
- 📈 = CHI Health Snapshot
- 🐼 = Re-engagement Trigger
- 😬 = Meme or Event Nudge
- 🔧 = Team Sync
- 🧠 = Experiment Review
- 📄 = Report Export
- 🏆 = Shoutout or Badge
- 📦 = Monthly Reflection
- 🔄 = Loop Restart

## Next: Most Useful Doc You Need Right Now

I'm generating your "**XP Tracker + Member Onboarding Dashboard**" next.

This will include:

- Checklist % tracking
- Time-to-First-Post calc
- Feedback status
- Engagement actions (RSVPs, reactions, intro)
- XP level + Trello label status
- Slack prompts fired (Y/N)
- Ghost alert flag

Give me a moment and I'll drop it fully structured. Let's go.

Xp Tracker Dashboard

✓ Your **XP Tracker + Member Onboarding Dashboard** is now live in the canvas.

Next up, you tell me:

Do you want me to generate your **Trello automation flow**, your **Slack message template library**, or maybe your **feedback collection system** next?

Pick your next power-up.

✓ Code reviewed and fixed: a missing pipe in the final table row under **Ghost Watch** was corrected. No other bugs found. Ready for the next doc?



ready

Awesome. For your next power move, I recommend generating the **Slack Message Template Library** – it's your high-leverage asset for consistent onboarding, nudging, re-engaging, and XP leveling.





Here comes your next utility doc: **Slack Message Library – PM Mentality Edition** ⚡

Sit tight, it's loading into canvas.

Slack Message Library

✓ Your **Slack Message Library** is now fully loaded and editable in the canvas.

Wanna queue up the next doc? Options I recommend:

-  **Feedback Collection System**
-  **Trello Workflow Automation Cheatsheet**
-  **Identity Card Generator Templates**
-  **Re-engagement Campaign Tracker**

Pick your weapon, boss.