

TL Daily Checking

The delivery date current tasks?

Can meet the due date?

All resources got tasks?

Any issue?

a) Enough resources?

b) What is the priority?

c) Next action plan?

d) Discuss with PM/Supervisor?

New Project TODO list

Requirement Checklist (SA)

Update Project Checklist

Update Development Checklist

Update the UI Implementation Checklist

Update Install Checklist

Update Shakedown Testing checklist for DCB

Update Shakedown Testing checklist for DRB

Update Onsite Checklist

To Team member

Understand ur team members

Care ur team members

Trust ur team members

Help your team members

Motivate ur team members

Growth ur team members

TL KPI

How to meet the timeline < 10% overrun

How to improve team members productivity

How to make staff work independently

How to make customer happy

How to reduce turn around time

How to upgrade yourself

TL Weekly Tasks

Weekly meeting on every Tues 3pm at MR3

Complete the weekly TL tasks

Send weekly status by every Wednesday

Development TODO list

Brief Developers about the Project & Development Checklist

Check with SA for the IA and UI Spec handover

Update IA and request QAT

Brief Developers about Code Review Checklist FE & BE

Call group review session before after send merging request

After merging, call offline demo to SA

Update Release note checklist and prepare release note

Issue Checking

Check the log file?

Got compare the working logs?

UAT or QAT tested OK?

Got copy the Prod or UAT source test in office?

UAT or QAT @ FE or BE source same?

UAT or QAT lib and configure same?

UAT or QAT @ parameter or data same?

Spool and import the data test in office?

Escalate and discuss with senior

SLA for Support

High priority fix in 1 day > half day no solution discuss with Senior

Middle priority fix in 2 days > 1 day no solution discuss with Senior

Low priority fix in 3 days > 1 day no solution discuss with Senior

TODO When can't achieve

Issue

Reason

Action

a) Improvement

b) Prevention



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Not published yet.

Last updated 19th March, 2019.

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