



## Section 2 - Team Responsibility Matrix

ROLE / PERSON	PRIMARY TASKS THIS WEEK	SUPPORT NEEDED	CAPACITY & RISK
1. (Lead / Manager)			Hrs: ____ <input type="checkbox"/> Low Risk <input type="checkbox"/> High Risk
2. (Operations)			Hrs: ____ <input type="checkbox"/> Low Risk <input type="checkbox"/> High Risk
3. (Client / Sales)			Hrs: ____ <input type="checkbox"/> Low Risk <input type="checkbox"/> High Risk
4. (Execution / Dev)			Hrs: ____ <input type="checkbox"/> Low Risk <input type="checkbox"/> High Risk
5. (Support / Admin)			Hrs: ____ <input type="checkbox"/> Low Risk <input type="checkbox"/> High Risk

## Section 3 - Carry-Over & Delay Log

DELAYED TASK	ORIG. DATE	NEW DATE	REASON FOR DELAY	BUSINESS IMPACT / ACTION
			<input type="checkbox"/> Resource gap <input type="checkbox"/> Client hold <input type="checkbox"/> Miscommunication	<input type="checkbox"/> Payment delay <input type="checkbox"/> Client risk
			<input type="checkbox"/> Resource gap <input type="checkbox"/> Client hold <input type="checkbox"/> Miscommunication	<input type="checkbox"/> Payment delay <input type="checkbox"/> Client risk
			<input type="checkbox"/> Resource gap <input type="checkbox"/> Client hold <input type="checkbox"/> Miscommunication	<input type="checkbox"/> Payment delay <input type="checkbox"/> Client risk

## Section 4 - Weekly Operations Health Score

METRIC	TARGET	ACTUAL	SCORE (1-5)	COMMENTS
Tasks completed on time	≥ 80%	____ %	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Zero task duplicates	0 duplicates	_____	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Client deliverables met	100%	____ %	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Carry-over tasks reduced vs last week	< 3 tasks	_____ tasks	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	

### Workflow SOPs - The 5 Non-Negotiable Rules

- Ownership:** Every task must have ONE owner - no task is a 'team task'.
- Deadlines:** No task moves forward without a written due date.
- Transparency:** Any task delayed beyond 48 hrs must be logged in Section 3.
- Cadence:** Monday: 15-min stand-up review. Friday: 10-min wrap-up + next week prep.
- Consistency:** This sheet is updated daily — not weekly, not when you remember.