

Sjabloon:Minutes Jour fixe Management

Inhoud

1 Absences, milestones, staff presence 2

2 Main focus 2

3 Cockpit 2

3.1 Company situation / KPIs / Reports 2

4 Departments 3

4.1 Finances and billing 3

4.2 Marketing and Sales 3

4.3 Projects, Service and Support 3

4.4 Product development 3

4.5 Technology and Infrastructure 3

4.6 Internal organization 3

Absences, milestones, staff presence

Who	What	When	Status
			Preparation
			Preparation

Main focus

Who	What	When	Status
			Preparation
			Preparation
			Preparation
			Preparation
			Preparation

Cockpit

Company situation / KPIs / Reports

Department	What	Evaluation / Action
Product development	<ul style="list-style-type: none">• Tickets (check, planning, implementation/all)<ul style="list-style-type: none">○ Legacy Patch: XX/XX○ Current Patch: XX/XX○ Next minor: XX/XX○ Next Major: XX/XX• Review queue (gerrit/gitlab): high moderate low /high moderate low	
Project management	<ul style="list-style-type: none">• Billable time in support: xxh• Active customers this week:	
Vertrieb	<ul style="list-style-type: none">• Orders: XX• Offers: XX• Leads: XX	
Invoicing	<ul style="list-style-type: none">• Planned invoice amount (Mon): EUR• Invoice amount (Fr): EUR• Invoice total from new orders: EUR	

Departments

Finances and billing

Who	What	When	Status
			Preparation
			Preparation

Marketing and Sales

Who	What	When	Status
			Preparation
			Preparation

Projects, Service and Support

Who	What	When	Status
			Preparation
			Preparation

Product development

Who	What	When	Status
			Preparation
			Preparation

Technology and Infrastructure

Who	What	When	Status
			Preparation
			Preparation

Internal organization

Who	What	When	Status
			Preparation
			Preparation