

Product Lead Onboarding

1. Introduction

Welcome to the team! We are excited to have you as a product manager for our next project cycle.

- **Purpose of the Runbook**
 - Explain the goals of the onboarding process.
 - Outline the scope of the product manager role.

2. Blueprint Overview

- Blueprint is a student organization created to serve Non-Profit Organizations (NPOs) by providing them with free web or mobile app solutions.

3. Team and Role Responsibilities

- **Organize project team and NPO meetings**
 - Project team meetings may consist of:
 - **Standup** – Quick updates on progress
 - **Task Review** – Evaluate ongoing/completed tasks and address any concerns
 - **NPO feedback review** (if applicable)
 - **Task Assignment** – Define and assign tasks for the upcoming week
 - **Open Discussion** – Address any additional topics or unplanned updates
 - Weekly meetings will alternate between standup and sprint planning/review. More info linked down below
 - NPO meetings occur monthly and consist of:
 - **Progress Report** – Display project progress to stakeholders
 - **Open Discussion** – Ask any relevant questions regarding the project or project status
- **Define Tasks/Features to be implemented**
 - Create user stories and task descriptions for developers to implement
 - Work with the Tech Lead decide technical implementation of tasks/features
- **Set goals and Timeline**
 - Set goals for each meeting and sprint
 - Determine the timeline of the project

- What features can be done by the MVP, by the final product handoff?
- What features need to be cut?
 - If so, how should I tell the NPO?
- **Team Dynamics/Hierarchy**
 - The project team hierarchy is as such: PL --> Lead Developer --> Developers
 - PLs have the final say in all decisions
 - Decide what can and cannot be done
 - Determine priority of tasks/features
- **Track Project Progress**
 - Utilize time management applications to track status of project
 - Github taskboard, Jira, Notion, etc...

4. Learning Resources and Documentation

- For Scrum/Agile Methodology
 - <https://wiki.sitblueprint.com/books/onboarding/page/product-management-agile-at-blueprint>

5. Communication Channels

- **For Project Team**
 - GitHub Task Board
 - Meeting Minutes
 - Discord Channels
- **For NPO**
 - Google meet, zoom, etc...
 - Email
 - For fast/urgent communication
 - Slack, Discord, etc...

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