

Quarterly planning checklist for: **Tech Leadership / System Architect**

BEFORE

- Collaborate** - Work with the Product Manager to ensure technical enablers are properly prioritised so as not to introduce debt into the system. Also working with developers in the teams to ensure no surprises.
- Create Technical vision and roadmap** - needs to be created and maintained, whilst aligning to any strategic direction or goals. You should be able to articulate this in both short term (current qtr) and medium term (Next 2-3 qtr) perspectives.
- Maintain the funnel** - ensuring there is a prioritised and refined backlog of technical requirements
- Rehearse** - participate in a dry run of any presentations prior to the planning event. Ideally this is done collectively to ensure consistent messaging and avoid surprises.
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DURING

- Present** - the technical vision, road map and priority backlog items
- Be available** - to the teams to answer questions
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AFTER

- Consult** - ensure regular communication is happening, and that you're aligned on, and aligning others on current and future aspirations
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