

Weekly Ops Review

Run every Monday. Fill in before the meeting, not during it. Takes 20 minutes.

WEEK OF: _____ | RUN BY: _____

1. Active Projects Health

Project	Client	Status	Blocker?	Due Date
		<input type="checkbox"/> On Track		
		<input type="checkbox"/> At Risk		
		<input type="checkbox"/> Off Track		

2. Blockers This Week

Blocker: _____ Owner: _____ Resolve by: _____

Blocker: _____ Owner: _____ Resolve by: _____

Blocker: _____ Owner: _____ Resolve by: _____

3. Capacity Check

Team Member	Current Load	Available?	Notes
	<input type="checkbox"/> Overloaded		
	<input type="checkbox"/> Full		
	<input type="checkbox"/> Has Space		

4. One Key Decision This Week

Decision: _____

Options: 1. _____ 2. _____

Owner: _____ Decided by: _____

5. Next Week — Top 3 Priorities

