# Performance Manager

## Is always thinking about "**How can Matican Group™ LLC be more efficient?**"

The term efficiency can be defined as the ability to achieve an end goal with little to no waste, effort, or energy. On the other side, you can not manage what you can't measure. In Matican Group, one of Performance Manager's responsibilities is to convert the qualitative ( how we feel about something ) into the quantitative ( a measurable number ). For example, the answer to "How are we progressing on a project?" is not "**We are progressing good**". A measured response can be "**130/160 points and 7/10 epics are done**".

> **Performance Manager** is responsible of investigating work processes, defining meaningful & measurable metrics and finding impediments in the existing process.  After the investigation if impediments are found, then develop well thought out solutions to increase efficiency, while maintaining company culture and a team environment.  Matican Group must be consistent before we can be efficient.

## Responsibilities

- Onboard new team members to the company
- Make sure that all processes are understandable and clear for the entire team
- Define efficient workflow for repetitive activities in the entire company
- Continuous review of Best Practices & optimize processes as needed
- Convert Team experiences to Knowledge Base processes.
- Make sure time invested on R&Ds are stored in the Knowledge Base as instructions, processes or best practices
- Provide training and development to managers on best practices & process automation
- Hold weekly retrospective meetings
- Develop efficient systems for collection information on performance
- Review failure points and develop strategies and processes to prevent future failures
- Present statistical performance analysis and recommend solutions
- Read team daily reports and optimize processes based on accurate reports' analysis

## Deliverables

- Team Members Activity report to CEO, CSO & COO at the end of each Month (Template will be provided)
- Weekly report on targeted goals and KPIs statistics
- Weekly report analysis on daily reports to CEO
- [Daniel & Bryant will request more regular reports]

This document will be revised as needed, but not less than annually