

Atlas project team

WHY WE EXIST

Ship the Atlas rollout by the end of Q1: migrate every customer to the new platform without breaking their week. We exist so that one team owns the move from first email to final cutover, instead of five departments owning a fifth each.

WHAT WE VALUE

- **Reliability.** We do what we said, or renegotiate before the deadline.
- **Candor.** We say the hard thing early, kindly.
- **Focus.** We finish before we start.

HOW WE WORK

- Agendas ship a day ahead, or the meeting moves
- Every decision has one named owner
- We reply within one working day, even if only to say when
- Blockers are raised the day they appear, not at the Friday review
- Once decided, we argue for it outside the room

WHO HOLDS WHAT

Project lead	Priorities, scope calls, and the tie-break when we stall
Delivery owner	The plan, the dates, and the definition of done
Customer voice	Brings real customer reactions into every review
Risk keeper	Owns the risk list and says the uncomfortable thing early

HOW WE DECIDE

One owner decides, after hearing the team. Fast and accountable. Each decision names an owner who gathers input, decides, and explains the call.

WHEN WE MEET

- **Monday planning:** 30 minutes: priorities and blockers
- **Friday review:** 20 minutes: what shipped and what slipped

HOW WE'LL KNOW IT'S WORKING

- Every customer migrated by 28 March, with zero data loss
- No customer waits more than a day for an answer during cutover
- The post-project review scores our handover 8 out of 10 or better

Review: After the first month, then at every phase gate

AGREED BY