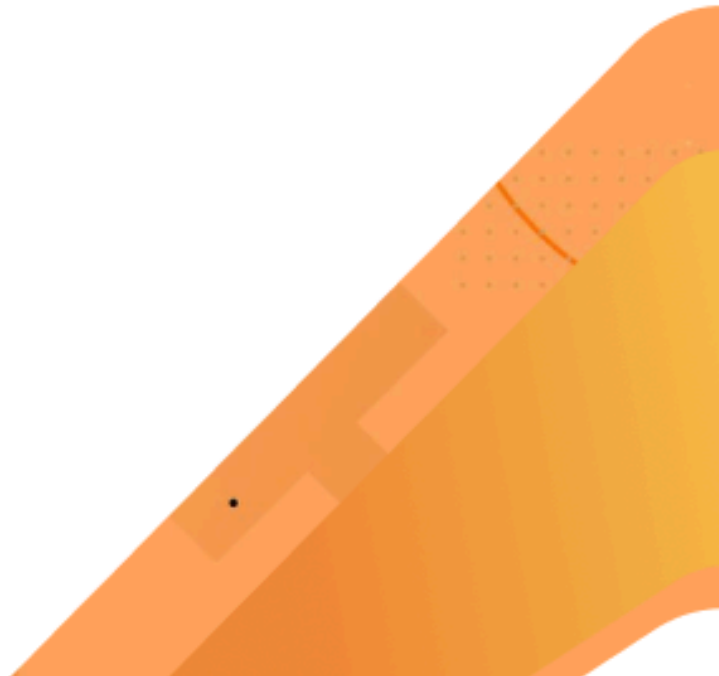


CoE Activities for leaders



Final Activities for each Leader.

Activity	File	Frecuency	Responsible
Allocation Planning	CoE Report	Monthly (at the begining)	Everyone
Clockify hrs review	CoE Report	Weekly	Everyone
Send internal Bills	Internal Bills	Monthly (at the end)	Everyone
Internal bills approval review	Internal bills	11th of each month	Everyone
KPIs Review	Google Data Studio/ KPI For Leaders	Monthly (at the end)	Everyone
Review all CoE report Information	CoE Report	Monthly (at the end)	Everyone
Expenses	CoE Report	Monthly	QA, UXUI, DevOps
Transitions	CoE Report	When applies	Everyone
OKR's	Click up	Quarter/ yearly	Everyone
OKR's planning & Strategies	Click Up / CoE Strategies doc	1st week of the quarter	Everyone
Iteration tags	Click up	weekly/ monthly	Everyone



INFORMATION

If you requested Days off:

- Leader and alternate, it's not possible to take vacations or PTO at the same time.
- The alternate / person in charge has to be included in all meetings already scheduled.
- CoE Leader provide a document with all the pending tasks this document must be shared in an email to CoE coordination and CC to the alternate/ person in charge. Also take into account the following:
 - Internal bills, CoE allocation report & administrative tasks
 - Initiatives & OKRs
 - Weekly & individual meetings with CoEs
 - Meetings with their team or other ops division (Ops meeting, Project deployments)
 - Operational CoE tasks
- Update google calendar with OOO status, during the vacation's time.
- Leader have to inform and send a message through CoE Slack channel and Operations indicating that it's going to be out and who is going to be in charge of the department during that time.

