

# Thrive Strat Ops – 2023 Milestones

These are the 2023 Milestones and associated Due Dates

Milestones	Due Dates
<p><b>Structure</b> setup and in place</p> <ul style="list-style-type: none"> <li>• Email &amp; Software Integration, Laptops               <ul style="list-style-type: none"> <li>○ Email integration completed 6/30/23</li> <li>○ Software Integration (pending as of 7/5/23)</li> </ul> </li> <li>• Asana structure               <ul style="list-style-type: none"> <li>○ In Process</li> </ul> </li> <li>• Start defining <b>WINS</b> (what is <u>REALLY IMPORTANT</u>)               <ul style="list-style-type: none"> <li>○ Teams leads encouraged to participate in “7 Practices of Effective Ministry”. Week 2 begins discussion to define the WINS</li> </ul> </li> </ul>	<p>5/31/2023</p>
<p><b>Onboarding</b> Process Using the approved onboarding process for “Go Team” or “Staff/Leader” as a basis for your ministries. Ministry specific steps can be added to your Ministry’s Onboarding process.</p> <p>The following information needs to be sent to <a href="mailto:admin@livewithpurpose.church">admin@livewithpurpose.church</a></p> <ul style="list-style-type: none"> <li>• All steps included in your ministry’s onboarding process               <ul style="list-style-type: none"> <li>○ <b>Step</b></li> <li>○ <b>Description</b> of what needs to take place in the step</li> <li>○ <b>Who</b> is the person responsible for the step to be completed?</li> <li>○ Should the card be <b>Snoozed</b> for a period of time when it reaches this step? If So how long (number of days or weeks)</li> <li>○ Expected <b>Response Time</b> (number of days or weeks)</li> </ul> </li> </ul> <p><i>The “Onboarding Go Team” and “Onboarding Staff/Leader” templates (on the <b>Thrive HUB</b>) should be used as a starting point.</i></p>	<p>6/30/2023</p>
<p><b>Job Descriptions</b> Job Descriptions need to be created for each role within your ministry to clearly outline the responsibilities and expectations.</p>	<p>7/31/2023</p>

<p><i>The Job Description template (on the <b>Thrive HUB</b>) can be used as a starting point.</i></p>	
<p><b>Processes</b>          Defining the Processes for your ministry helps keeps things running smoothly. It is a way of sharing the specifics of how we do things. These processes should ensure consistency and provides clear parameters.          Processes should define the steps from the start to the end, how one process flows into another.</p> <p><i>The Process template (on the <b>Thrive HUB</b>) can be used as a starting point.</i></p> <p><i>Example: Sunday Café Prep – Make coffee, set out donuts, prepare prep stations, get the square app ready, turn on outside music</i></p>	<p>9/30/2023</p>
<p><b>Training</b>          Define the specific “how to” for each step or process. Documentation of the training should be available to on-boarders or current team members. Consider creating video or screenshot recording to assist the team members</p> <p><i>The Training template (on the <b>Thrive HUB</b>) can be used as a starting point.</i></p> <p><i>Example: Café - How to Prepare Prep Stations</i></p>	<p>11/30/2023</p>
<p><b>Playbooks and Clear Pathways</b>          Clear Pathways - These are quick views of how someone can get from the starting point to the finish line.</p> <p><i>The Playbook and Clear Pathway template (on the <b>Thrive HUB</b>) can be used as a starting point.</i></p> <p><i>Example how can I start as a new member and get to be a Thrive Tribe Leader.</i></p>	<p>1/31/2024</p>