

Weekly Ops Review

Run a short meeting that closes actions and elevates decisions.

USE THIS WHEN

Use this once a week with the people who own active work. Review facts and open items first, make or request decisions, then leave with named actions and dates.

THE METHOD

- 1

Set a cutoff
Use one reporting date and bring the same small set of measures each week.
- 2

Review exceptions
Focus on late, blocked, or at-risk items; do not read every task aloud.
- 3

Make decisions explicit
Record the decision, the person authorized to make it, and what evidence is needed.
- 4

Close the loop
Assign one owner and due date to each action; check last week's actions before ending.

WORKED EXAMPLE

Workload	8 requests; 6 closed, 2 open at Friday cutoff
Exception	One open request is past its promised response date
Decision	Owner approves revised handoff by Tuesday
Action	Alex updates checklist by Wednesday; verify next Friday

WHEN THE METHOD BREAKS

If the same item appears for a third week, decide whether the owner lacks capacity, authority, information, or a workable process.

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Working sheet / Fill it during the task; keep the source record alongside it.

Name / date / work period

Week / reporting cutoff / attendees

Last week's actions: done / open

Volume and completed work with source

Late, blocked, or at-risk items

Cause or missing information

Decision needed / decision owner

New action 1: owner / due / evidence

New action 2: owner / due / evidence

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Closeout / Check the result, name the gap, and set the next action.

What changed from last week?

Which item needs escalation?

Which action has no clear owner or date?

Next review date and records location

COMPLETION CHECK

☐ Prior actions checked

☐ Decisions recorded

☐ Each action owned

NEXT USE

Keep the meeting short. Store the action record where participants can find the current version.