Manual / Patterns

PM Tasks

Handover:

- **review the project summary ticket** on GitHub to get familiar with the project
- **review the project page and this project manual**

Current tasks:

- **add new agendas** as needed (should be done weekly when the project is active)
- **schedule and drive related meetings** as needed (should be weekly when the project is active)
- **follow up on proposed patterns** with the relevant SMEs and/or Project Lead
- **follow up on open PRs** with the relevant SMEs and/or Project Lead

Track metrics weekly:

- track **website traffic** (paused - see in Google Analytics)
- track **progress and KPIs** (ongoing - see in this spreadsheet)

Further tasks and nice-to-haves:

- **Plans for 2023** have been labeled as 'planning' on GitHub. See here.
- **Website tasks** have been labeled as 'website' on GitHub. See here.
- **Enhancements, suggestions and new ideas** are labeled as 'enhancement' on GitHub. See here.

Useful assets and links

Essential assets and guides

- Website
- Project Board/Kanban View
- Project Board/List View
- Project Board/Proposed Patterns
- Live PR FAQ (not in use anymore)
- Google Drive project folder
- Template - to add a pattern
- Guide - how to add/edit patterns

How to manage the email group

As of February 2023, the Principles and Patterns teams share the same email list as the team has been working on the Principles and Patterns projects simultaneously. The email group has been used on an ad hoc basis to give updates to the entire project team.

Email: principles@greensoftware.foundation

Member list: https://groups.google.com/a/greensoftware.foundation/g/principles/members

How to track KPIs

We are tracking the number of patterns

- published on the website
- proposed as a GitHub issue
- turned into a PR and under review

Since November 14, weekly KPIs have been tracked in this spreadsheet, however in 2023 OKRs (which might be similar or overlapping) are tracked in a master file as well.