

OPERATIONAL CHECKLIST FOR SCALING PRODUCT TEAMS

Team Structure and Roles

1. Are roles and responsibilities clearly defined?

Task: Create and document a responsibility matrix (e.g., RACI) for all team members.
2. Is your team structure scalable?

Task: Map out future roles and hiring needs based on your growth projections.
3. Do you have clear leadership and decision-making processes?

Task: Assign ownership for key decisions and establish escalation protocols.

Communication and Collaboration

3. Are communication channels optimized for growing teams?

Task: Introduce scalable tools like Slack or Microsoft Teams, and create specific channels for product, engineering, and design collaboration.
4. Are cross-functional collaboration processes in place?

Task: Schedule regular cross-functional syncs and implement shared documentation practices (e.g., using Confluence or Notion).
4. Are updates and decisions documented transparently?

Task: Use a centralized tool to track meeting notes, decisions, and progress.

Processes and Workflows

5. Are your workflows standardized?

Task: Define and document workflows for planning, development, and launches to ensure consistency across the team.
6. Do you have a process for prioritization?

Task: Implement a prioritization framework (e.g., RICE, MoSCoW) and train the team on its use.
6. Is onboarding streamlined for new hires?

Task: Develop an onboarding guide with key resources, tools, and workflows to help new hires ramp up quickly.

Tools and Infrastructure

7. Are your tools scalable and integrated?

Task: Audit your current tools (e.g., Jira, Figma, Trello) to ensure they meet the needs of a growing team.
8. Do your tools support visibility and collaboration?

Task: Enable integrations between tools to improve workflows and eliminate silos.
8. Are security and compliance measures in place?

Task: Ensure tools and processes meet industry compliance standards as the team grows.

Metrics and Performance Tracking

9. Are you tracking team performance metrics?

Task: Define key metrics (e.g., velocity, lead time, delivery rate) to measure team efficiency.
10. Do you gather feedback from the team regularly?

Task: Conduct regular surveys or one-on-ones to identify pain points and opportunities for improvement.
10. Are goals aligned across teams?

Task: Set clear OKRs or KPIs for the product team and ensure alignment with broader company objectives.

Feedback and Iteration

11. Are team values clearly defined and shared?

Task: Document your team values and communicate them during onboarding and team meetings.
12. Do you celebrate team successes?

Task: Recognize achievements with shoutouts, awards, or team events.
12. Is burnout being monitored and addressed?

Task: Regularly check in with team members and encourage work-life balance.

Scaling Tracker:

Category	Key Question	Action Needed	Status(Yes/In Progress/No)
Team Structure & Roles	Are roles clearly defined?	Create a responsibility matrix.	
Communication & Collaboration	Are tools optimized for collaboration?	Introduce scalable tools and shared practices.	
Processes & Workflows	Are workflows standardized?	Define and document scalable workflows.	
Tools & Infrastructure	Are tools scalable and integrated?	Audit current tools and enable integrations.	
Metrics & Performance	Are team metrics defined?	Set performance metrics and gather feedback.	
Culture & Morale	Are team values shared?	Document values and encourage team recognition.	