

# Delivery Manager Weekly

## The 30-Minute Delivery Health Check – Cheat Sheet

**Purpose:** Run a quick, focused diagnostic on your team or delivery to identify risk, improve flow, and get clarity in 30 minutes.

**Timebox: 30 Minutes**

5 areas x 5–6 minutes

Use in retros, 1:1s, team health checks, or solo

Area	Ask Yourself	Watch For
FLOW	Is work moving?	Blocked tickets, PRs ageing, WIP overload
CLARITY	Do we know what we're doing and why?	Vague stories, unclear goals
CAPACITY & LOAD	Are we sustainable?	Burnout, multitasking, skill imbalance
STAKEHOLDER ENGAGEMENT	Are the right people engaged?	Passive PO, silent sponsors
RISK & READINESS	Are we ready for what's next?	Release gaps, test/data issues