

FLOW ENGINEER CHARTER

Run weekly with the team. Keep the list short: anything that changes no decision comes off it.

MISSION

Keep work moving through the whole system, and make every trade between speed, load and risk a decision someone made on purpose.

WHAT TO OBSERVE EVERY WEEK

1. QUEUES

Where is finished or half-finished work waiting, and who is it waiting on? Count priority changes and status requests too.

Answer: _____

2. WORK IN PROGRESS

How many items are in progress right now, against how many people are on the team?

Answer: _____

3. VERIFICATION LOAD

What is waiting on a review, a test, or a sign-off, and for how long?

Answer: _____

4. INSTABILITY

What shipped and came back as rework or an unplanned fix?

Answer: _____

DECISIONS THIS SHOULD INFLUENCE

- Lower or raise the WIP limit.
- Put people on the queue, not the busiest spot.
- Add review capacity, or cap work in flight at what can be reviewed.
- Take a mid-sprint priority change back to the person who made it.
- Drop an observation that changed nothing.

DONE WHEN

All four have an answer, and at least one decision above was made, or declined out loud, this week.