

MOVVO

OPERATIONS TEMPLATE SHOP

PAID TEMPLATE GUIDE

Weekly Operations Review

**Turn weekly status updates
into decisions, owners,
and follow-through.**

A 30-minute setup guide for founders, COOs, and operations leads.
Use with the MOVVO Weekly Operations Review workbook.

Included: setup checklist, meeting script, tab guide, KPI rules, action and decision rules

What this template fixes

Most weekly operations meetings fail for a simple reason: they collect status, but they do not create enough decisions, ownership, or follow-through. The workbook is designed to make those outputs visible.

- Priorities are visible before the meeting starts.
- KPIs point to exceptions and action, not reporting theater.
- Blockers have one owner and one next check-in.
- Decisions are logged instead of buried in notes.
- Carry-over work becomes visible instead of normal.

The rule

Every topic in the review must produce one of three outcomes: a decision, an owner, or removal from the review. If a topic creates none of these, it probably does not belong in the meeting.

30-minute setup

Minute	Action	Output
0-5	Open Start Here and set company, week start, review owner, cadence, and operating theme.	Shared context for the week.
5-10	Fill 3 to 5 priorities on the Weekly Review tab.	A focused board, not a task dump.
10-18	Add 5 to 8 KPIs on the KPI Scorecard tab.	Small set of useful signals.
18-24	Move current blockers and unfinished follow-up into Actions.	Open loops become visible.
24-30	Add decisions needed before the next review.	Leadership knows what must be decided.

Do not overbuild the first version

The first week should feel slightly too simple. Add complexity only when the team repeats the review and asks for a specific improvement.

How to run the weekly review

Segment	Time	Facilitator question	Output
Priorities	8 min	What changed since last week?	Keep, change, or kill work.
KPI exceptions	10 min	Which metric needs action, not explanation?	Create action or decision entry.
Blockers	8 min	What is blocked and by whom?	Assign one unblock owner.
Decisions	4 min	What needs a decision today?	Log decision or deferral.
Close	5 min	What will be true by next week?	Update action register.

- Keep explanations short unless a decision depends on them.
- If the same item carries over twice, decide whether to unblock, delegate, or remove it.
- End with named owners and dates, not agreement in principle.

Workbook tab guide

Tab	Use it for	Update cadence
Start Here	Setup inputs, operating theme, meeting rules, and workflow reminders.	Once, then monthly.
Weekly Review	Live meeting view with priority board, KPI signals, blockers, decisions, and parking lot.	Every review.
KPI Scorecard	Small operating metric set with owner, current value, target, direction, health, and status.	Before each review.
Actions	Open loops, blockers, dependencies, due dates, and carry-over count.	During and after review.
Decisions	Decision requests, decision owner, status, follow-through action, and impact.	During review.
Archive	Completed weekly summaries and repeated patterns.	After each review.

KPI rules

A KPI belongs in the weekly review only if someone can explain movement and act on it. If a metric cannot trigger a decision or action, keep it out of the weekly control layer.

- Use 5 to 8 metrics at first.
- Every KPI needs one owner, one target, and one interpretation rule.
- Mark status before the meeting, not during the meeting.
- A red or blocked KPI should produce an action, decision, or deliberate deferral.
- Do not add more metrics until the current set changes behavior.

Useful test

Ask: if this metric moves in the wrong direction, who acts and what do they do first? If the answer is unclear, the KPI is not ready for the weekly review.

Action and decision rules

Object	Good version	Weak version
Action	One owner, one next step, one due date, visible blocker state.	A vague todo with no owner or date.
Blocker	Names what prevents progress and who can unblock it.	A complaint or broad dependency.
Decision	States the choice needed, decision owner, impact, and follow-through action.	A topic people keep discussing without closure.
Carry-over	Visible sign that the item needs escalation, scope change, or removal.	Normal background noise.

Escalation rule

If an item is blocked for two reviews, it must become a leadership decision, a scope reduction, or an explicit cancellation. Do not let blocked work pretend to be active work.

First four weeks

Week	Focus	Do not worry about
1	Get the meeting rhythm and action register working.	Perfect KPI design.
2	Make carry-over and blockers visible.	Solving every historical process issue.
3	Tighten KPI ownership and target ranges.	Adding more metrics.
4	Archive the month and identify repeated constraints.	Creating a large transformation roadmap.

- If attendance is poor, shorten the meeting and make outputs clearer.
- If discussion is too broad, reduce the priority board.
- If actions do not close, make carry-over count visible at the start.
- If the founder still decides everything, add the Founder Dependency Scorecard next.

Implementation checklist

- The review owner is named.
- The week start and cadence are visible.
- There are no more than 5 active priorities.
- Every priority has an owner and success signal.
- Every KPI has an owner, target, and status.
- Every blocker has an unblock owner.
- Every decision request has a decision owner.
- The Actions tab is updated before the meeting ends.
- The Decisions tab is reviewed at the next meeting.
- The week is archived when finished.

Support: support@globalmovo.com

Product page: globalmovo.com/templates/weekly-operations-review