3+ 2-3 Flexible

Months Days/wk Scale

Fractional Delivery Leader

Part-time executive leadership for delivery operations and AI adoption

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Months Days/wk Scale

Overview

This playbook describes how fractional delivery leadership works — embedded, part-time executive guidance for companies that need senior delivery expertise without the full-time cost.

3+	**2-3**	**Flexible**
Months to start	Days per week	Scale up or down

Best for

- ✓ Startups scaling engineering teams
- ✓ Companies between delivery leaders
- ✓ Need VP-level expertise part-time
- ✓ Process and team building required

Typical Timeline

1
Onboarding
Month 1

- 30-Day Assessment
- Priority Action Plan
- Communication Cadence

2
Execution
Month 2+

- Weekly Status Reports
- Monthly Executive Updates
- Process Documentation
- Team Development Plans

+
Transition
When Ready

- Succession Plan
- Complete Documentation
- Transition Checklist
- Final Impact Report

Engagement Model

Time Commitment

Typically 2-3 days per week, flexible based on needs. Can scale up during critical periods or scale down as team matures.

Integration

Full integration into your organization — Slack, email, meetings, 1:1s. I operate as a member of your leadership team.

Reporting

Direct report to CEO/CTO. Regular updates to leadership team. Full transparency on progress and challenges.

Phase 1   **Onboarding & Assessment**   Month 1

Deep immersion into your organization to understand people, processes, technology, and culture.

Activities

- Meet with every team member 1:1

- Understand current projects and priorities

- Review existing processes and documentation

- Identify quick wins and immediate pain points

- Establish relationships with stakeholders

- Define success metrics with leadership

Deliverables

✓ **30-Day Assessment** — State of delivery, risks, opportunities

✓ **Priority Action Plan** — Quick wins and strategic initiatives

✓ **Communication Cadence** — Meeting structure, reporting rhythm

Phase 2   **Execution & Leadership**   Month 2+

Active leadership of delivery operations, implementing improvements while managing day-to-day.

Activities

- Lead delivery team meetings and standups
- Manage and mentor delivery managers/leads
- Drive process improvements
- Handle escalations and blockers
- Stakeholder communication and alignment
- Hiring support (interviews, job descriptions)
- Vendor evaluation and management
- AI tool implementation and adoption
- Crisis management when needed

Ongoing Deliverables

✓ **Weekly Status Reports** — Progress, blockers, decisions needed

✓ **Monthly Executive Updates** — Strategic view for leadership

✓ **Process Documentation** — Codified workflows and standards

✓ **Team Development Plans** — Growth paths for each team member

What I Can Own

Delivery Team

Release Management

DevOps/Platform   QA

Technical PMO   AI Adoption
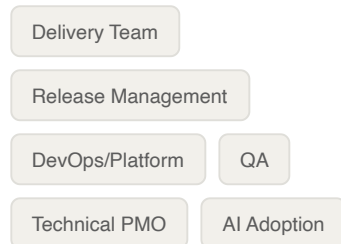
When Ready   **Transition & Sustainability**   Optional

When your organization is ready, I help ensure you can maintain improvements independently — through internal promotion, full-time hire, or continued fractional support.

Activities

- Identify and develop internal successor
- Support full-time hire process if needed
- Document all processes and decisions
- Knowledge transfer sessions
- Gradual handoff of responsibilities
- Advisory transition (optional)

Deliverables

✓ **Succession Plan** — Internal promotion or hire roadmap

✓ **Complete Documentation** — All processes, decisions, context

✓ **Transition Checklist** — Handoff verification steps

✓ **Final Impact Report** — Before/after metrics, achievements