

# 90-Day Command Tracker — Zac

# 90-Day Command Tracker — Zac (Owner)

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\*\*Cadence:\*\* Daily owner update, Tue/Fri escalation scan, weekly executive summary

## ## RYG Definitions

- **Green:** On track, next step scheduled
- **Yellow:** At risk, dependency unresolved >24h
- **Red:** Blocked, no path without escalation/decision

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## ## Lane A — Zac Responsibilities

Workstream	Owner	Current Status	RYG	Due	Next Action	Dependency	Success Evidence
Finalize waterline path (NWA to ADOH/BOB)	Zac	Not started	Yellow	TBD	Confirm final routing decision package and responsible reviewer	Utility/engineering inputs	Approved route confirmation + dated path map
Confirm contract + completion timeline for waterline	Zac	Not started	Yellow	TBD	Gather contract status, start date, critical milestones, completion date	Counterparty commitment	Signed contract + milestone schedule
Manage permits, plant execution, Texarkana progress	Zac	In progress	Yellow	Rolling	Build permit matrix + weekly progress checkpoints	Jurisdiction responses	Permit log + weekly progress report
Coordinate with Gerardo and enforce 90-day field agenda	Zac	Not started	Yellow	Weekly	Start weekly field agenda + owner accountability calls	Gerardo availability	90-day field agenda with dated completions

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## ## Lane B — Stephan Responsibilities (Overseen by Zac Assistant)

Deliverable	Owner	Current Status	RYG	Due	Next Action	Dependency	Success Evidence
Finish R Plan immediately	Stephan	Not started	Red	Immediate	Request committed completion timestamp + open-item list	Final design decisions/inputs	Issued R Plan + transmittal
Finalize plant plan set + release-ready package	Stephan	Not started	Red	Immediate	Request release checklist and submit-ready package date	Internal QA and document control	Release-ready package issued

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## ## 7-Day Action Board

### ## Day 0–1

1. Lock owners, due dates, and definition of done for each line item.
2. Issue kickoff message to Stephan and Gerardo with explicit deadlines.
3. Stand up permit + waterline contract tracker.

### ## Day 2–3

1. Waterline: collect route alternatives, constraints, and preferred path recommendation.
2. Contract: confirm final commercial + schedule terms and completion date.
3. Stephan: require % complete and hard submit date for R Plan.

### ## Day 4–5

1. Texarkana and plant execution checkpoint with blockers/mitigations.
2. Validate release-readiness checklist for plant plan set.
3. Escalate any item blocked >48h.

### ## Day 6–7

1. Publish executive summary: completed / at risk / blocked.
2. Reset next 7-day priorities with exact owners and timestamps.

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## ## Escalation Rules

- Any item without owner/date by end of day = **Yellow**.
- Any item blocked >48h = **Red** and escalated same day.
- Any "in progress" without objective evidence (doc/date/milestone) remains **Yellow**.

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## ## Communication Templates (ready to send)

### ### Message to Stephan

Subject: 90-Day Execution — Immediate Deliverables

Need two hard commitments today:

- 1) R Plan completion timestamp
- 2) Plant plan set release-ready package timestamp

Please reply with:

- Current % complete
- Open blockers (owner + action needed)
- Final delivery date/time for each item

### ### Message to Gerardo

Subject: 90-Day Field Agenda — Weekly Enforcement

Starting now, we are running a 90-day field agenda with weekly accountability.

Please provide:

- This week's top 3 field priorities
- Blockers needing escalation
- Commitments with dates for next 7 days

We will review progress on a weekly cadence and escalate blockers older than 48h.