

Founder Capacity Model Template

Venture Stage Classification + Time Allocation + Automation Audit + Delegation Matrix
Companion to: "How We Operate 6 Ventures With a 5-Person Core Team"

"The question is not how many people you need. It is how you design the operating system so that five people can run six ventures without burning out. The Capacity Model is layer one of that system."

1. The 3-Layer Operating Architecture

Every layer solves a different problem. Each multiplies the output of the layer above it.

Layer	Name	Problem It Solves	Core Output
1	Founder Capacity Model	Where does my time go each week?	Stage-based time allocation
2	Automation-First Operations	What should a human never do twice?	Systems that run without oversight
3	Decision Delegation Framework	Who decides what — and when?	80% of decisions pre-made by policy

Result: 5 people, 6 active ventures, weekends off. Not because the work is small — because the system is right.

2. Venture Stage Classification

Classify every active venture into one of three stages. Do this every Monday morning. Stages shift — your allocation must shift with them.

Stage	Definition	Signs You're Here	Attention Block Size
BUILD	Pre-product-market fit. Needs deep technical work and architecture decisions.	- No consistent revenue - Core product still changing - Architecture undecided	4-hour uninterrupted blocks Minimum 2x per week
GROW	Product-market fit confirmed. Needs optimization, partnerships, strategy.	- Consistent revenue signal - Users retained month-over-month - GTM decisions needed	90-minute strategic blocks Minimum 3x per week
MAINTAIN	Stable, systemized operations. Needs monitoring and exception handling.	- Predictable revenue - Automation handles ops - No major product changes	30-minute check-ins Weekly review sufficient

3. Weekly Time Allocation Worksheet

Use this every Monday. Classify each active venture, then allocate proportionally. The 50/30/20 split is a starting point — adjust based on your venture count and urgency.

Stage	Target %	Hours/Week (40hr base)	Your Ventures (list here)	Hours Assigned
BUILD	50%	20 hrs	_____ _____	_____
GROW	30%	12 hrs	_____ _____	_____
MAINTAIN	20%	8 hrs	_____ _____ _____	_____
TOTAL	100%	40 hrs		_____

Key insight: This single change — classifying ventures by stage and allocating proportionally — recovered ~12 hours of productive time per week without working more.

4. Automation Audit — The 3x Rule

If a human does a task more than 3 times, evaluate it for automation before hiring. Run this audit once per quarter per venture.

Automation Readiness Checklist

- **Stable input format:** The task receives consistent, structured input 95%+ of the time
- **Objective correct output:** You can verify whether the result is correct without subjective judgment
- **Bounded error cost:** When automation fails, the failure is recoverable within hours (not days)
- **Frequency threshold:** The task occurs more than 3 times — weekly (not monthly)
- **No relationship capital required:** The task does not build or maintain a human relationship
- **No judgment under ambiguity:** The task follows a defined decision tree with no "it depends" branches

Automation Candidates by Category

Category	Examples We've Automated	Time Recovered	Tool Used
Content pipelines	Video generation, social publishing, email sequences	18 hrs/week	n8n + Remotion + edge-tts
Reporting	Cooperative data aggregation, performance dashboards	12 hrs/week	n8n + scheduled SQL queries
Deployment	CI/CD for all 6 ventures	4 hrs/week	GitHub Actions
Monitoring & alerts	API health, pipeline failures, revenue anomalies	6 hrs/week	n8n + webhooks
Lead routing	Classification, response templates, CRM updates	8 hrs/week	n8n + Claude Haiku API

Portfolio result: Automation handles the equivalent of 3-4 full-time roles across 6 ventures.

Monthly infrastructure cost: ~\$340-\$380 total. Equivalent headcount cost: \$15,000-\$20,000/month.

5. Decision Delegation Matrix

Three tiers. 80% of daily decisions should be pre-made by policy (Tier 3). If the founder is making more than 10 decisions per week, the matrix needs recalibration.

Tier	Who Decides	Decision Type	Examples	Target Volume
1 FOUNDER	Founder only	Irreversible, high-stakes, or cross-venture impact	<ul style="list-style-type: none"> - New venture commitment - Major partnership terms - Architecture affecting multiple systems - Significant capital allocation 	5-10 per week (not per day)
2 TEAM	Team member (autonomous)	Reversible, single-venture, requires judgment	<ul style="list-style-type: none"> - Feature prioritization - Content scheduling - Vendor selection (under budget) - Support responses 	10-15 per week per team member
3 POLICY	Pre-decided rule (no human needed)	Defined decision trees with no ambiguity	<ul style="list-style-type: none"> - Deployment rules - Content publish standards - Support escalation criteria - Budget approval thresholds 	80% of all daily decisions

Key insight: When you track what decisions the founder actually makes, the number should be 5-10 per week. If it is 40-60 per week, the venture is a founder bottleneck, not an operating system.

6. Monday Capacity Audit — 15-Minute Template

Run this every Monday before any other work. It takes 15 minutes and determines where every hour of the week goes.

Step 1: Stage Check (5 minutes)

For each active venture, answer: has the stage changed since last Monday?

Venture Name	Last Week's Stage	This Week's Stage	Changed?	Trigger for Change
_____	Build / Grow / Maintain	Build / Grow / Maintain	Y / N	_____
_____	Build / Grow / Maintain	Build / Grow / Maintain	Y / N	_____
_____	Build / Grow / Maintain	Build / Grow / Maintain	Y / N	_____
_____	Build / Grow / Maintain	Build / Grow / Maintain	Y / N	_____
_____	Build / Grow / Maintain	Build / Grow / Maintain	Y / N	_____
_____	Build / Grow / Maintain	Build / Grow / Maintain	Y / N	_____

Step 2: Time Block Allocation (5 minutes)

Based on stage classification, assign time blocks for the week.

Day	Morning Block (4 hrs — BUILD)	Afternoon Block (2 hrs — GROW/MAINTAIN)	Evening (Reserved for MAINTAIN check)
Monday	_____	_____	_____
Tuesday	_____	_____	_____
Wednesday	_____	_____	_____
Thursday	_____	_____	_____
Friday	_____	_____	_____

Step 3: Exception Flag (5 minutes)

- Any venture with a decision pending that requires Tier 1 (Founder) this week?
- Any automation failure unresolved from last week?
- Any team member blocked and waiting on Founder input?
- Any external commitment (partner meeting, investor call) that requires prep time?

Rule: If Step 3 flags more than 2 exceptions, the current week's allocation needs to shift. BUILD blocks are interruptible only for Tier 1 decisions.

7. Policy Library — Starter Templates

These are the first policies every multi-venture operator should document. Each policy converts a Tier 1 or Tier 2 decision into a Tier 3 (no-human) decision.

Policy Name	Trigger	Rule (Pre-Made Decision)	Exceptions (Escalate to Tier 2)
Deployment Policy	Code push to main branch	CI passes and code review approved: autodeploy to staging. Manual promote to production.	Migrations affecting >1M rows
Content Publish Policy	Content draft marked ready	Final voice checklist passed and SEO metadata present: autopublish at scheduled time.	Content mentioning competitors or pricing changes
Support Escalation Policy	Inbound support ticket	If issue matches known-fix library: resolve directly. If new issue: escalate to Tier 2.	Any mention of legal, refund >\$500, or media inquiry
Vendor Budget Policy	New vendor request	If monthly cost <\$200 and within approved category: team approves autonomously.	New category or cost >\$200/mo
Partner Response Policy	Inbound partner inquiry	If classified "information-seeker": send template response. If "high-intent": escalate Tier 1.	Any mention of equity, acquisition, or legal terms

Go Deeper

This template covers the framework. Our Multi-Venture Operations Workshop walks you through building your capacity model, automation audit, and full delegation policy library for your specific venture portfolio — with live examples from the HW88 operating system.

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Operating patterns from a founder running 6 active ventures with a 5-person core team.