

# /onboard-partner

**Source:** `~/ .claude/skills/onboard-partner/SKILL.md`

## Onboard Partner — Guided Partner Onboarding Workflow

### Description

Vodeni workflow za onboarding novog partnera. Od klasifikacije tipa partnera do potpisa ugovora i operativnog setup-a. Prati `~/ALAI/processes/partner-management.md` proces.

### Trigger

Koristi ovaj skill kad:

- Alem kaže "novi partner", "new partner", "partnerski ugovor"
- Nova kompanija želi saradnju (delivery, referral, tech, strategic)
- Postojeći kontakt prelazi u partnerski odnos

### Alati

- **Contacts:** `~/system/tools/contacts.js`
- **Signing:** `~/system/tools/send-signing-email.js`
- **Documents:** `~/system/tools/docusign.js`
- **Tasks:** `node ~/system/tools/mc.js`
- **Pipeline:** `~/system/tools/sales-pipeline.js`
- **Proces doc:** `~/ALAI/processes/partner-management.md`
- **Partner dir:** `~/ALAI/partners/PARTNER-DIRECTORY.md`

# Workflow

## Korak 1: Klasificiraj tip partnera

Pitaj Alema ili odredi iz konteksta:

Tip	Opis	Revenue Model
<b>Technology</b>	Cloud, SaaS, AI provajderi	Discounts, co-marketing
<b>Delivery</b>	Dev shopovi, consulting firme	Margin 20-40% (mi invoiciramo klijenta)
<b>Referral</b>	Pojedinci/firme koji šalju klijente	Komisija 5-15% first-year
<b>Strategic</b>	Joint delivery/product partneri	Revenue split (50/50 default)

Prikupi podatke:

1. **Ime partnera** (firma)
2. **Kontakt osoba** (ime, email, pozicija)
3. **Tip partnera** (technology/delivery/referral/strategic)
4. **Šta nude** (kratki opis)
5. **Revenue potencijal** (godišnji estimate)
6. **Org. number** (ako norveški)
7. **Zemlja**

## Korak 2: Due Diligence

Provjeri partnera (minimum za početak):

### Financial:

- Company registry check (Proff.no za Norveška, ili lokalni registar)
- Financials: prihod, profit, stabilnost
- Bankruptcy history

### Technical:

- Tech stack kompatibilnost
- Portfolio / case studies
- Security practices (GDPR, ISO 27001?)

### Operational:

- Reference checks (2-3 ako moguće)

- Timezone / availability
- Team size

Kreiraj due diligence report:

```
~/ALAI/partners/<PARTNER>/intake/due-diligence-report.md
```

**CEO GATE:** Due diligence report → Alem + John approve → proceed Pokaži Alemu: risk assessment (H/M/L), Go/No-Go preporuku.

## Korak 3: Kreiraj partner directory

```
mkdir -p ~/ALAI/partners/<PARTNER>/{intake,legal,comms/{meetings,check-ins,reviews},financials}
```

Kreiraj `~/ALAI/partners/<PARTNER>/partner-profile.md`:

- Ime, tip, kontakt, revenue model
- Due diligence summary
- Strategic value
- Risk assessment

## Korak 4: NDA

Pošalji NDA koristeći `/send-for-signing` workflow:

```
# Kreiraj NDA
NODE_PATH=~/.system/node_modules node ~/.system/tools/docusign.js create "<PARTNER>" nda \
  --field CLIENT_NAME="<partner-ime>" \
  --field CLIENT_EMAIL="<kontakt-email>" \
  --field CLIENT_REPRESENTATIVE="<kontakt-osoba>"

# Test + Send via send-for-signing skill
```

**Gate:** NDA potpisan od obje strane

## Korak 5: Partnership Agreement

Na osnovu tipa partnera, kreiraj agreement:

**Delivery Partner:**

- Subcontractor rate definition
- Quality standards
- IP ownership (client retains)
- SLA requirements
- Non-compete clause

### Referral Partner:

- Commission structure (10% < 100K, 5% > 100K NOK)
- Lead qualification criteria
- Payment terms (after client's first payment)
- Non-solicitation

### Strategic Partner:

- Revenue split (default 50/50)
- Joint delivery responsibilities
- IP ownership split
- Invoicing procedure (bi-weekly/monthly)
- Audit rights
- Exit clause

**CEO GATE:** Agreement → Alem pregleda i odobri → tek onda šalji na potpis.

Pošalji via `/send-for-signing`:

```
NODE_PATH=~/.system/node_modules node ~/.system/tools/send-signing-email.js send <template_id> \
'{"name":"Alem Basic","email":"alem@alai.no","role":"First Party"}' \
'{"name":"<Partner Contact>","email":"<email>","role":"Second Party"}' \
--subject "Partnership Agreement – ALAI x <Partner>" \
--doc-name "Partnership Agreement"
```

**Gate:** Agreement potpisan od obje strane

## Korak 6: Dodaj u contacts.db

```
NODE_PATH=~/.system/node_modules node ~/.system/tools/contacts.js add "<kontakt-osoba>"
"<email>" \
--company "<Partner Name>" \
--type partner \
--role "<pozicija>" \
--notes "Partner type: <tip>. Agreement signed <datum>."
```

# Korak 7: Update Partner Directory

Dodaj entry u `~/ALAI/partners/PARTNER-DIRECTORY.md`:

```
| <Partner Name> | <Tip> | Active | <datum> | - | <kontakt> | <revenue model> | <target> |  
<review date> | - | <notes> |
```

# Korak 8: Operativni setup

1. Kreiraj Slack kanal (ako potrebno):

```
node ~/system/tools/slack.js send general "New partner onboarded: <Partner Name> (<tip>)"
```

2. Kreiraj MC task za praćenje:

```
node ~/system/tools/mc.js add "Partner onboarding: <Partner> – first joint project setup" --  
priority M --route bizdev
```

3. Zakaži monthly check-in (prvi u roku 30 dana)
4. Loguj u HiveMind:

```
node ~/system/agents/hivemind/hivemind.js post john event "New partner onboarded: <Partner  
Name> (<tip>). Agreement signed. Revenue model: <model>."
```

# Korak 9: Revenue konfiguracija

Na osnovu tipa:

**Delivery:** Dogovori subcontractor rate. Dokumentuj u agreement. **Referral:** Definiši commission tiers. Dokumentuj u agreement. **Strategic:** Definiši split %. Setup dedicated payment tracking.

# Pravila

1. **CEO odobrava** — Alem mora odobriti onboarding PRIJE slanja agreement-a
2. **Due diligence obavezan** — Minimum financial + operational check
3. **NDA prije Agreement-a** — NDA mora biti potpisan prije partnership agreement-a
4. **Koristi /send-for-signing** — NIKAD slati dokumente mimo standardnog flow-a
5. **Partner Directory update** — SVAKI novi partner mora biti u PARTNER-DIRECTORY.md
6. **contacts.db update** — SVAKI partner kontakt mora biti u contacts.db
7. **MC task** — UVIJEK kreiraj tracking task za novog partnera

8. **Revenue model dokumentovan** — Commission/margin/split MORA biti u agreement-u
9. **Review date** — Postavi annual review datum (datum potpisa + 12 mjeseci)
10. **Exit clause** — SVAKI agreement MORA imati exit clause (90 dana notice default)

## Primjer — Delivery Partner

Alem: "Symphony.is želi biti delivery partner. Kontakt Adnan, adnan@symphony.is."

John:

1. Tip: Delivery (subcontracting)
2. Due diligence: 650+ engineers, Bosnia/Serbia, enterprise clients
  - Risk: M (large minimum, dependency risk)
  - Recommendation: GO with careful scope management
3. Alem approves → proceed
4. mkdir ~/ALAI/partners/symphony-is/{intake,legal,comms,financials}
5. NDA → send-for-signing → signed
6. Subcontractor Agreement → Alem reviews → send-for-signing → signed
7. contacts.js add "Adnan Cesko" "adnan@symphony.is" --company "Symphony.is" --type partner
8. PARTNER-DIRECTORY.md updated
9. MC task: "Symphony.is: first joint project identification"
10. HiveMind: "New partner: Symphony.is (Delivery). 650+ engineers. Revenue potential: \$500K+/yr"

## Primjer — Referral Partner

Alem: "Kerim će nam slati klijente. 10% komisija."

John:

1. Tip: Referral
2. Minimal DD (individual, known contact)
3. Simple referral agreement: 10% of first-year contract value
4. contacts.js add + PARTNER-DIRECTORY.md
5. Track referrals via sales-pipeline.js source="referral"

## Status Tracking

```
# Partner directory
```

```
cat ~/ALAI/partners/PARTNER-DIRECTORY.md
```

```
# Partner kontakti
```

```
NODE_PATH=~/.system/node_modules node ~/.system/tools/contacts.js list --type partner
```

```
# Partner MC tasks
```

```
node ~/.system/tools/mc.js list | grep -i partner
```

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Revision #5

Created 2026-02-18 08:39:49 UTC by John

Updated 2026-06-21 20:00:46 UTC by John