

Standards Brief

Protect people, work, and name—especially under pressure.

1) Decisions

Facts first: single source of truth; date every number.
Owner & deadline: one accountable person; one explicit date.
Reversible vs. irreversible: bias to speed on reversible calls.

2) Cadence

Daily: status, blockers, risks (15m).
Weekly: outcomes scored, lessons captured, next
Monthly: standards review, debt burn-down, run

3) Communication

Write it down: decisions, assumptions, follow-ups.
No triangulation: speak to, not about.
Plain English: short, dated, action-oriented notes.

4) Workmanship

Definition of done: clear acceptance criteria, den
Durability: simple, testable, documented.
Name: work that carries your name must be wort

5) Security

Least privilege: access by role; revoke on exit same day.
Keys & secrets: rotate quarterly; never in chat or code.
Incident drill: who calls whom; first hour playbook.

6) Release Discipline

Branch, test, tag: no ad-hoc deploys; rollback re:
Notes: concise change log with risks and smoke c
Post-mortems: blameless, dated, with two prever

Use in onboarding • quarterly reviews • incident retros.