

# Standards Brief

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

Abraham of London — 21 Oct 2025



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 3 (45m).
- Monthly:** standards review, debt burn-down, runway check.

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, demoable.
- Durability:** simple, testable, documented.
- Name:** work that carries your name must be worth keeping.

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 ready.
- Notes:** concise change log with risks and smoke checks.
- Post-mortems:** blameless, dated, with two preventions.

Use in onboarding • quarterly reviews • incident retros.

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