

STANDARDS BRIEF

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type: "Download"  
title: "Standards Brief"  
slug: "standards-brief"  
date: "2025-10-21"  
author: "Abraham of London"  
readTime: "5 min"  
category: "Leadership"  
coverImage: "/assets/images/downloads/standards-brief.jpg"  
excerpt: "Protect people, work, and name-especially under pressure."  
subtitle: "Protect people, work, and name-especially under pressure."  
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## 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.

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<h2>4) Workmanship</h2>
<ul className="list-disc pl-5 space-y-2">
  <li>
    <strong>Definition of done:</strong> clear acceptance criteria, demoable.
  </li>
  <li>
    <strong>Durability:</strong> simple, testable, documented.
  </li>
  <li>
    <strong>Name:</strong> work that carries your name must be worth keeping.
  </li>
</ul>

<h2>5) Security</h2>
<ul className="list-disc pl-5 space-y-2">
  <li>
    <strong>Least privilege:</strong> access by role; revoke on exit same day.
  </li>
  <li>
    <strong>Keys & secrets:</strong> rotate quarterly; never in chat or
    code.
  </li>
  <li>
    <strong>Incident drill:</strong> who calls whom; first hour playbook.
  </li>
</ul>

<h2>6) Release Discipline</h2>
<ul className="list-disc pl-5 space-y-2">
  <li>
    <strong>Branch, test, tag:</strong> no ad-hoc deploys; rollback ready.
  </li>
  <li>
    <strong>Notes:</strong> concise change log with risks and smoke checks.
  </li>
  <li>
    <strong>Post-mortems:</strong> blameless, dated, with two preventions.
  </li>
</ul>

<div className="not-prose mt-8 text-[11.5px] text-[color:var(--color-on-
secondary)/0.6] pt-6 border-t border-lightGrey/80 flex justify-between items-
center">
  <span>Use in onboarding • quarterly reviews • incident retros.</span>
  <EmbossedBrandMark>
    
  </EmbossedBrandMark>
</div>
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