

# 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 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.