

Document Maintenance and the Single Source of Truth

Context and Strategic Importance Knowledge is the organization's most valuable asset, but it is also the most perishable. Without a rigorous process for "Document Maintenance," your "Single Source of Truth" will quickly decay into a collection of outdated and contradictory information. Maintaining your documentation is a "systemic requirement" for operational clarity and continuity.

Maintenance Logic Document maintenance is an "ongoing process," not a one-time event.

- **Version Control:** Ensuring that everyone is working from the latest version of a document.
- **Regular Review:** Periodically verifying that all documentation is still accurate and relevant.
- **Ownership:** Assigning a specific individual or team to be responsible for each document. The logic of maintenance is to prevent "informational entropy," ensuring that the organization's knowledge base remains a reliable resource for decision-making.

Preserving Integrity Rigorous maintenance prevents the "degradation of architectural consistency." By ensuring that your design documents and system standards are always up to date, you maintain a clear reference point for all your systems and processes. This prevents the "knowledge gaps" that occur when documentation is allowed to become obsolete.

Success Forecast Institutionalizing document maintenance leads to "extreme organizational clarity" within 12 months. The time wasted on "finding the right information" or "correcting errors caused by outdated documents" is significantly reduced. Information decay, if left unmanaged, leads to a high risk of operational failure and the loss of "corporate memory."

Executive Directive The Lead Systems Architect is to establish a "Documentation Governance Committee." This committee is to develop a "Maintenance Schedule" for all Tier-1 documents and perform quarterly audits to ensure the schedule is being followed.

Transition Document maintenance preserves the truth; choosing the right Delivery Methodology ensures that this truth is applied to the management of risk.