📋 BAT MIGRATION DOCS - QUICK REFERENCE CARD

Version: 2.0 | **Date:** November 10, 2025 | **Status:** ☑ Complete

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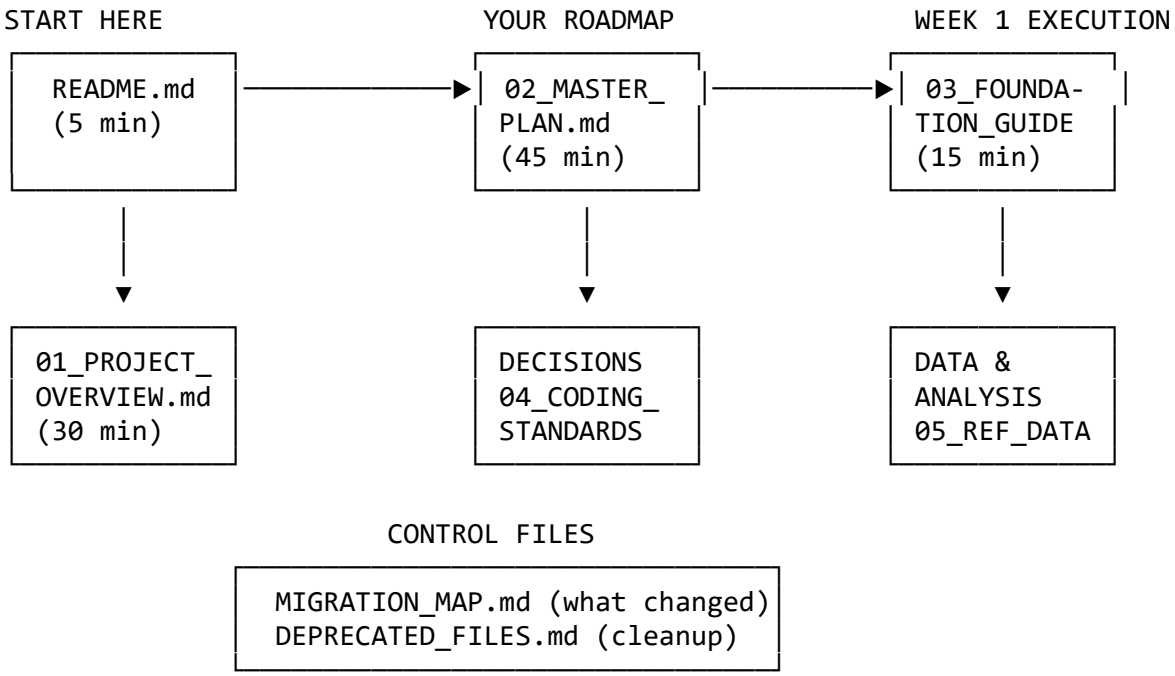
🎯 NAVIGATING YOUR DOCUMENTATION (30 SECONDS)



📂 FILE PURPOSES (ONE-LINER EACH)

File	Purpose	When to Use
README.md	Entry point + navigation	First thing, always
01_PROJECT_OVERVIEW	Introduction + context	New to project
02_MASTER_PLAN	12-week timeline + tasks	Daily (your roadmap)
03_FOUNDATION_GUIDE	Week 1 execution detail	Starting Monday
04_CODING_STANDARDS	Architecture decisions	Making decisions
05_REFERENCE_DATA	Analysis + patterns	Validating data
MIGRATION_MAP	Change tracking	Confused about changes
DEPRECATED_FILES	Old file cleanup guide	Deleting old files

⚡ EMERGENCY QUICK ANSWERS

Q: Where do I start?
A: README.md → 01_PROJECT_OVERVIEW.md (35 min total)

Q: What do I do Monday?
A: 02_MASTER_PLAN.md → Week 1 → Monday (10 min)

Q: Where's the timeline?
A: 02_MASTER_PLAN.md (12 weeks, 148 hours)

Q: How many Richmond plans?
A: 56 confirmed (in 05_REFERENCE_DATA.md)

Q: Is the updater broken?
A: NO! Production ready (see 02_MASTER_PLAN.md)

Q: Where did file X go?
A: MIGRATION_MAP.md → Search filename

Q: Can I delete old files?
A: DEPRECATED_FILES.md → Check status first

🗓️ YOUR FIRST WEEK ROADMAP

TODAY (5 min)
- ☑ Read README.md
- ☑ Skim this card
- ☑ Bookmark README

WEEKEND (Optional - 1 hour)
- ☑ 01_PROJECT_OVERVIEW.md (30 min)
- ☑ 02_MASTER_PLAN.md - Executive Summary (15 min)
- ☑ 03_FOUNDATION_GUIDE.md - Skim (15 min)

MONDAY (4 hours)
- ☑ Enhanced item numbering audit (2 hours)
- ☑ Richmond structure audit (2 hours)
- ☑ Create richmond_structure.txt
- ☑ Create item_numbering_patterns.txt

TUESDAY (2 hours)
- ☑ Make 3 architecture decisions
- ☑ Document rationale
- ☑ Get team review

WED-FRI (12 hours)
- ☑ Write coding standards (4 hours)
- ☑ Document implementation (4 hours)
- ☑ Team review + finalize (4 hours)

🎯 KEY FACTS (CORRECTED & VALIDATED)

Timeline
- Duration: 12 weeks (Nov 11 - Feb 28, 2026)
- Total hours: 148 hours
- Weekly average: 12.3 hours
- Week 1: 18 hours (enhanced)

Richmond
- Plans: 56 total (not 44, not 80+)
- Materials: 55,605 rows
- Active: 9 plans (20%)
- To import: 35 plans (62.5%)

Holt
- Plans: 50 total
- Active: 47 plans (94%)
- Status: Well-structured

Tools
- Python Updater: Production ready ☑
- Database: SQLite → Prism migration path clear
- Import: Mapping rules documented

🚨 RESOLVED CONFLICTS (NO MORE AMBIGUITY!)

What	Old Conflict	NEW TRUTH
Timeline	12 vs 16 weeks	**12 weeks** ☑
Hours	148 vs 158	**148 hours** ☑
Richmond Plans	44 vs 80+	**56 confirmed** ☑
Week 2 Hours	6 vs 9.5 vs 16	**10 hours** ☑
Updater	"Broken"	**Production Ready** ☑
Week 1	14 hours	**18 hours** (enhanced) ☑

💡 DECISION TREE (30 SECONDS TO RIGHT FILE)

```
START: What do you need?
│
├─▶ Just getting started?
│   └─▶ README.md → 01_PROJECT_OVERVIEW.md
│
```

```
├─▶ Need to know what to do today?
│   └─▶ 02_MASTER_PLAN.md → Current Week
│
├─▶ Starting Week 1 Monday?
│   └─▶ 03_FOUNDATION_GUIDE.md → Monday
│
├─▶ Making architecture decision?
│   └─▶ 04_CODING_STANDARDS.md → Decision #X
│
├─▶ Need to validate data/patterns?
│   └─▶ 05_REFERENCE_DATA.md → Analysis
│
├─▶ Confused about what changed?
│   └─▶ MIGRATION_MAP.md → Search topic
│
└─▶ Want to delete old files?
    └─▶ DEPRECATED_FILES.md → Check status
```

📏 SIZING GUIDE (READING TIMES)

File	Size	Read Time	When
README	5 KB	5 min	NOW
01_PROJECT_OVERVIEW	22 KB	30 min	Today
02_MASTER_PLAN	45 KB	45 min	Weekend
03_FOUNDATION_GUIDE	45 KB	15 min	Sunday
04_CODING_STANDARDS	36 KB	As needed	Decisions
05_REFERENCE_DATA	28 KB	As needed	Validation
MIGRATION_MAP	14 KB	10 min	Optional
DEPRECATED_FILES	19 KB	5 min	Cleanup

Total First-Time Reading: ~2 hours
Monday Prep: 1 hour (if you do weekend reading)
Ongoing: <5 min/day (reference as needed)

☑ CONFIDENCE CHECKLIST

Before Monday, verify:
- [ ] I know where to start (README.md)
- [ ] I know the timeline (12 weeks, 148 hours)
- [ ] I know Week 1 scope (18 hours, enhanced audits)
- [ ] I know Monday's tasks (2 audits, 4 hours)
- [ ] I know the plan count (56 Richmond, 50 Holt)
- [ ] I know the updater works (production ready)
- [ ] I know which file has what (this card!)

- [ ] I have bookmarked key files

All checked? ☑ You're ready for Monday! 🚀

🎨 COLOR CODE (PRINT THIS!)

When you print/refer to files, use this mental model:

- ▧ **README.md** - BLUE = Entry point (start here)
- ▨ **01_PROJECT_OVERVIEW** - GREEN = Go ahead, read this
- ▧ **02_MASTER_PLAN** - RED = Critical daily use
- ▨ **03_FOUNDATION_GUIDE** - YELLOW = Week 1 focus
- ▨ **04_CODING_STANDARDS** - PURPLE = Decisions & architecture
- ▨ **05_REFERENCE_DATA** - ORANGE = Data validation
- □ **MIGRATION_MAP** - WHITE = Background/reference
- ■ **DEPRECATED_FILES** - BLACK = Cleanup guide

📌 PRINT & KEEP HANDY

Physical printouts recommended:
1. This card (1 page) - Keep at desk
2. 02_MASTER_PLAN → Week 1 section (4 pages) - Working copy
3. 03_FOUNDATION_GUIDE → Monday (2 pages) - Monday morning

Digital bookmarks:
- README.md (your north star)
- 02_MASTER_PLAN.md (daily driver)
- 04_CODING_STANDARDS.md (decision time)

🎯 SUCCESS = <2 MINUTES TO ANY INFO

Test yourself:
- "Where's the timeline?" → 02_MASTER_PLAN.md ⏱ 10 sec
- "What's Monday's task?" → 03_FOUNDATION_GUIDE.md ⏱ 15 sec
- "How many plans?" → 05_REFERENCE_DATA.md ⏱ 10 sec
- "Where did X file go?" → MIGRATION_MAP.md ⏱ 30 sec
- "Can I delete Y?" → DEPRECATED_FILES.md ⏱ 20 sec
- "What's the plan count?" → README Quick Facts ⏱ 5 sec
- "What do I do today?" → 02_MASTER_PLAN current week ⏱ 10 sec

All under 2 minutes? ☑ Documentation works!

📞 STILL STUCK?

Follow this decision tree:

1. Not sure where to start?
   → **README.md** → Quick Access section

2. Need to know what to do today?
   → **02_MASTER_PLAN.md** → Current Week section

3. Don't understand a decision?
   → **04_CODING_STANDARDS.md** → Find decision

4. Need data to validate something?
   → **05_REFERENCE_DATA.md** → Analysis section

5. Confused by old files?
   → **MIGRATION_MAP.md** + **DEPRECATED_FILES.md**

Still stuck after checking those?
Something's wrong - contact team lead.

🎉 FINAL PEP TALK

You have:
- ☑ Clear documentation (no conflicts)
- ☑ Validated data (56 plans, 148 hours)
- ☑ Working tools (Python updater ready)
- ☑ Detailed plan (18-hour Week 1)
- ☑ Confidence to execute

You're ready for:
- ☑ Monday's enhanced audits
- ☑ Tuesday's architecture decisions
- ☑ Week 1 foundation work
- ☑ 12-week journey to success

Monday morning:
- Open 02_MASTER_PLAN.md → Week 1 → Monday
- Follow the 4-hour plan
- You've got this! 🚀

Last Updated: November 10, 2025
Quick Ref Version: 1.0
Print This: Yes (keep at desk!)
Share With: New team members

START HERE → README.md → GO! 🎯