Memoir.ai — Enterprise IT Operations Guide (Expanded)

Document Version: 1.1

Status: Enterprise Operational Reference

Owner: Platform Architecture & Operations

Last Updated: YYYY-MM-DD

Purpose

Defines operational responsibilities for administrators managing Memoir.ai in enterprise environments.

User Provisioning

Provision users via enterprise onboarding flows.

Ensure storage allocation and access permissions comply with policy.

Vault Governance

Monitor vault storage consumption trends.

Enforce backup and retention policies.

Update & Patch Management

Validate updates in staging environments prior to rollout.

Maintain rollback packages for emergency recovery.

Monitoring Operations

Track ingestion success rates and worker stability.

Detect abnormal storage growth.

Operational Risks

Improper updates may cause ingestion incompatibility; require staged testing.

Revision History

Expanded operational monitoring guidance.