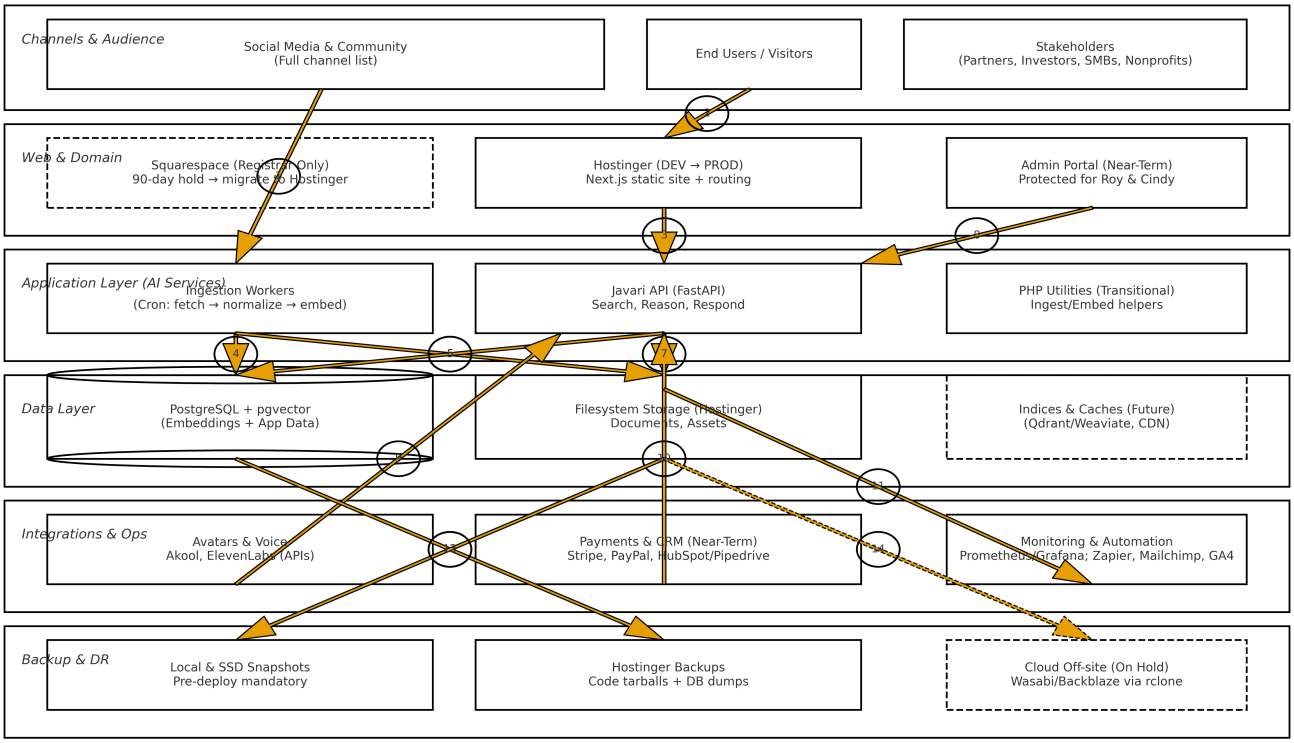
CRAudioVizAI — Ops & Governance Bible



Flows: 1 intake; 2–3 query path; 4–5 writes; 6–7 reads; 8 admin; 9–10 integrations; 11 monitoring; 12–14 backups (cloud on hold). Dashed = planned/paused.

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Version: v1.0 • **As of:** 2025-09-08 14:01

Owner: Roy Henderson (CEO) • **Co-owner:** Cindy (CMO)

Living Document: Update weekly or after any material change. Log all edits in the Change Log.

![Architecture (Fortune■50 Style)](./CRAudioVizAI_Architecture_F50_20250908-140147.png)

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1) Executive Summary

Purpose: single source of truth for infrastructure, security, operations, growth, and audit readiness.
Principles: Fortune■500 discipline; lean now → scale later; backups before every push.

2) Organization & Roles

Humans: Roy (CEO), Cindy (CMO).

AI Agents: Javari (core), Kairo (ops), CRAI/CRAIVerse (avatar world).

RACI (sample): Deployments R=Dev, A=Roy, C=Ops, I=Cindy; Social posts R=Marketing, A=Cindy.

3) Infrastructure Overview

Squarespace registrar (90■day hold → migrate). Hostinger Cloud Pro (DEV → PROD). Next.js static site, FastAPI (Javari), PostgreSQL + pgvector, cron workers. External: Akool, ElevenLabs, Zapier, Mailchimp, GA4, GSC.

4) Governance & Access Control

Access tiers: Admin/Dev/Ops/Marketing. Approvals: no prod push without Roy/Cindy and fresh backup. MFA required for all third■party services. Quarterly access recertification. Audit trail via Change Log + Build Journal.

5) Disaster Recovery & Business Continuity

RTO ≤ 24h; RPO DB ≤ 1h, files ≤ 24h. Steps: freeze deploys → restore DB/code → DNS if needed → re■enable ingestion → postmortem within 48h → rotate keys if needed.

6) Security & Compliance

Secrets in `.ini` and vault (Windows `C:\CRAV\secrets\crav.ini`, Linux `/home//.secrets/crav.ini`). Never commit secrets. Rotate every 90 days/incident. Classify data (Public/Internal/Confidential/Secret). Incident response: revoke → isolate → patch → validate → postmortem.

7) Development Workflow

Branches `dev` → `test` → `main`, PR reviews. CI/CD via GitHub Actions. Hotfix: branch from main, PR to main, back■merge. Pre■deploy: backup, tests, approvals, rollback plan.

8) Monitoring, Metrics & KPIs

Now: basic logs + health endpoint. Near■term: Prometheus+Grafana; later Sentry/Datadog. KPIs: uptime, MTTR, ingestion success %, embeddings/hour, latency, MAUs, SMB onboardings, grant impact.

9) Backup Strategy (Deep Dive)

Local PC + SSD snapshots; Hostinger dumps/tarballs in `~/backups/`. Cloud off■site via rclone (Wasabi/Backblaze) **on hold**. Verify with `rclone check`; quarterly restore tests. Retention: 30■day rolling + monthly snapshot.

Commands: `rclone sync ... --dry-run`; `rclone check ... --one-way`.

10) Ingestion Strategy (Deep Dive)

Cron 5–60 min: fetch → normalize → embed → pgvector. Daily digest/report. Retry with backoff; logs under `~/backups/*.log`. Future autonomy: Kairo proposes sources; Roy approves; Javari self■heals.

11) Cheats & Command Reference

Git: `git status`, `git log --oneline`.

Deploy: WinSCP/FTPS script (`deploy_winscp.txt`).

Daemon: `~/bin/daemon_cravapp.sh`.

PowerShell: `Compare-Object` for backup diff.

rclone: use `--dry-run` first.

12) Social Media Governance & Plan

Purpose & frequency mirrored from the Full Stack doc (BeReal daily, Lemon8 2–3/wk, ... Instagram 3–5/wk, Smoke weekly). Branding assets in Drive; Javari learns from cloud-backed docs. Crisis protocol: pause → draft → approve → resume.

13) Financial & Cost Discipline

Track active subscriptions; define caps; monthly audit to kill unused tools. Upgrade only with ROI/grant trigger.

14) Module Roadmap (Avatar World)

Maintain table: Module • Owner • Status • Dependencies • Monetization • Grant linkage. Prioritize impact + revenue + learning.

15) Knowledge Sources for Javari

Internal Drive + playbooks; approved external feeds/social. Respect robots.txt; ethical ingestion; approval for new domains.

16) Audit & Living Document Protocol

Stored in GitHub + local + (future) off■site. Every edit dated and attributed. Weekly review; quarterly deep audit.

Appendices

A) Contact & Escalation: Roy (primary), Cindy (secondary); Vendors: Hostinger, Akool, ElevenLabs.

B) Inventory: Registrar: Squarespace; Hosting: Hostinger; Code: GitHub; DB: Postgres+pgvector; Avatars: Akool; Voice: ElevenLabs; Automation: Zapier; Email: Mailchimp; Analytics: GA4/GSC.

C) Glossary: RTO/RPO, pgvector, ingestion, CI/CD.

Change Log

- 2025-09-08: v1.0 initial creation.