🚨 Drexus Project Recovery Checklist

For founders who just realised: the sprint's gone wrong.
This checklist is your first 48-hour stabiliser.
Use it when your developer disappears, velocity flatlines, or visibility vanishes.
Follow it in order — containment first, clarity second, communication third.

🔒 1. Contain the Chaos (First 24 Hours)

✅ Step	Purpose	Status
Freeze all repo access	Prevent unwanted code pushes	☐
Revoke old credentials	Avoid accidental leaks or deletions	☐
Export backlog & tickets	Capture context before it disappears	☐
Snapshot all assets	Download key docs, Figma files, credentials	☐
Identify unfinished tasks	Separate "done," "half-done," and "unknown"	☐

Friend tip: Don't delete anything yet. Take a full snapshot before reorganising — future-you will thank you.

📋 2. Rebuild Visibility (Next 24 Hours)

✅ Step	Purpose	Status
Audit codebase	Understand what's working vs. broken	☐
Create Recovery Log	Summarise state of code, infra, docs	☐
Define new activation path	Focus on one measurable user flow	☐
Write Scope 1-Pager	Define MVP, acceptance, and cut-lines	☐
Map key risks	Use Risk Ledger to flag unknowns early	☐

Friend tip: The goal here isn't to fix code — it's to fix clarity.

If you can't describe the project in one page, you can't recover it.

🔁 3. Reset the Cadence (Day 2–3)

✅ Step	Purpose	Status
Set up daily check-ins	Keep momentum visible	☐
Install Friday Progress Receipts	Weekly written status (shipped/in-progress/next)	☐
Assign one accountable owner	One lead per deliverable	☐
Rebuild trust with stakeholders	Send short "Recovery Status" summary	☐

Friend tip: Don't resume normal sprints yet.

Recovery is its own sprint — treat it like one.

⚙️ 4. Execute the 2-Week Recovery Plan

✅ Step	Purpose	Status
Week 1: Audit & Rebuild	Stabilise code, reset scope	☐
Week 2: Ship & Demo	Deliver a working, testable version	☐
End with demo + handover	Visibility restored, ownership verified	☐

Outcome by Day 14:

A working MVP, visible cadence, and clear ownership of all code and environments.

⚠️ 5. Red Flags to Watch During Recovery
❌ "It's working on my machine" — means no staging.
❌ "We'll fix documentation later" — means never.
❌ "Small tweaks" creeping back in — means scope is slipping.
❌ "We can't access that account" — means ownership risk.
❌ "Let's skip the demo this week" — means the chaos is back.

🧠 6. When to Call for Backup
If any of these are true:
You've lost >5 days with no visible commits.
No one owns deployment credentials.
You don't have a one-page scope.
There's no clear path to a Friday demo.
👉 That's when Drexus steps in.

Our 2-Week Project Recovery Plan rebuilds what's broken and gives you a working product, not promises.
Final Reminder:
You can't stop chaos, but you can systemise recovery.
Contain, clarify, communicate, and rebuild — **that's the Drexus way.**

FROM YOUR FRIENDS @DREXUS