Immediate Steps (10 minutes)

A fast, executive-friendly checklist for regulated automation: identify one real workflow, define what must not break, and name the smallest next step with reversibility built in.

Run this in order

1. Pick one real workflow (not the perfect one).
Choose a process that actually happens and touches real data.

Workflow:

_____

2. List what must not break.
Name 3–5 constraints (audit trail, approvals, privacy, regulator expectations, segregation of duties).

Must-not-break constraints:

_____

_____

_____

_____

3. Name the real risk owner.
Who can say "yes"? Who carries consequences? (Often not the same person.)

Decision owner / Risk owner:

_____

_____

4. Define reversibility before you automate.
What does rollback mean? What is the exit path?

Rollback narrative / Exit path:

_____

_____

_____

5. Choose the smallest next step that creates meaningful progress.
If it can't be done in ≤2 weeks, it's not the smallest step.

Smallest next step:

_____

_____

Continuity lens

Continuity Office preserves five invariants as tools, people, and systems change:

- **Intent persistence**
- **Consent continuity**
- **Legibility**
- **Reversibility**
- **Power-proportionate governance**

One-sentence test: "If this automation scaled 10×, would we still be able to explain it, constrain it, and roll it back?"