

Job contract

Write the outcome, records, owner, boundary, proof, and recovery before connecting tools.

JOB IDENTITY

FUNCTION

JOB NAME

TRIGGER OR CADENCE

HUMAN OWNER

RECORDS AND COMPLETION

AUTHORITATIVE RECORD(S)

REQUIRED FACTS AND SOURCE REFERENCES

EXACT COMPLETION STATE

BOUNDARY AND RECOVERY

PERMITTED PREPARATION

CONSEQUENTIAL ACTION

APPROVAL OWNER AND EXPIRY

STABLE WORK-ITEM OR IDEMPOTENCY KEY

PROOF AND RECONCILIATION CHECK

EXCEPTION AND RECOVERY OWNER

Completion rule

A model answer, run log, or generated file is not completion until the authoritative destination state is reconciled.

Control the whole job

A practical operating model, not an accounting, audit, legal, or scientific standard.



LOCATE

Authoritative records



EXTRACT

Only required facts and sources



DECIDE

Written policy and deterministic rules



GATE

Consequential actions and exceptions



EXECUTE ONCE

One authorized side effect



RECONCILE

Actual destination state and recovery

ACTION BOUNDARY

PREPARE

read, match, reconcile, draft

GATE

external writes, changes, commitments

KEEP HUMAN

money movement, access, legal and policy judgment

12 launch tests

Check the safe behavior and keep the evidence. A clean happy path is not a launch test.

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T01 DUPLICATE TRIGGER

No duplicate external action

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T07 EXPIRED APPROVAL

Re-read and request fresh approval

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T02 STALE SOURCE SNAPSHOT

Re-read before acting

☐

T08 REVOKED CONNECTION OR PERMISSION

Stop visibly

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T03 MISSING OR CHANGED RECORD

Hold and route to owner

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T09 HUMAN EDIT DURING RUN

Preserve human change and resolve conflict

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T04 PERIOD, UNIT, OR CURRENCY MISMATCH

Block mismatched calculation or post

☐

T10 REPORT TOTALS DO NOT RECONCILE

Do not publish

☐

T05 PARTIAL SUCCESS ACROSS SYSTEMS

Keep completed effect; recover remainder

☐

T11 NO RECOVERY OWNER

Keep job open and escalate

☐

T06 UNCERTAIN TIMEOUT AFTER WRITE

Search before retry

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T12 ACTIVITY WITHOUT COMPLETION PROOF

Do not mark complete

LAUNCH BLOCKER

Any failed duplicate, stale-state, reconciliation, or owner-recovery test keeps the consequential action disabled.

30-day scorecard

Expand only when completed work, reconciliation, review effort, and recovery are visible.

BASELINE

MANUAL MINUTES PER JOB

JOBS PER WEEK

CURRENT ERROR OR REWORK NOTES

WEEKLY REVIEW

WEEK	RUNS	DONE	RECONCILED	EXCEPTIONS	RECOVERED	REVIEW MIN	CORRECTIONS
1							
2							
3							
4							

THIRTY-RUN REVIEW

WHAT COMPLETED RELIABLY?

WHICH EXCEPTIONS OR CORRECTIONS REPEATED?

WHICH CONTROL OR PERMISSION MUST CHANGE?

NEXT JOB OR EXPANSION DECISION

Decision

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Hold or reduce scope

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Keep current scope

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Expand one action

Do not expand on activity volume alone. Require reconciled outcomes and a tested recovery path.