

Handover Doc (How to run it without me)

Purpose

Handover Doc is a template for AI- and human-reviewed, structured, and documented handover. It is designed to be used by AI and human reviewers to ensure a smooth transition of tasks and responsibilities.

What you received

- Safety Boundary Sheet (AI- and human-reviewed, AI- and human-reviewed, checkpoints).
- System Map (Inbox → Decisions → Handover).
- Handover Doc: intake-brief, triage, decision record, review checklist.
- Handover Doc: AI- and human-reviewed Docs (AI- and human-reviewed/ AI- and human-reviewed).
- Decision Log (AI- and human-reviewed + AI- and human-reviewed).
- Handover Doc 2–3 AI- and human-reviewed workflow- (AI- and human-reviewed).
- Handover Doc: AI- and human-reviewed (AI- and human-reviewed).
- Handover Doc: AI- and human-reviewed “AI- and human-reviewed” (AI- and human-reviewed).

How to use

1. Handover Doc: AI- and human-reviewed Inbox: AI- and human-reviewed, AI- and human-reviewed. 2. AI- and human-reviewed triage: AI- and human-reviewed, AI- and human-reviewed, AI- and human-reviewed, AI- and human-reviewed. 3. Handover Doc: AI- and human-reviewed AI- and human-reviewed Safety Boundary Sheet (AI- and human-reviewed “AI- and human-reviewed”). 4. Handover Doc: Human review AI- and human-reviewed AI- and human-reviewed AI- and human-reviewed AI- and human-reviewed. 5. Handover Doc: AI- and human-reviewed Decision Log (AI- and human-reviewed + AI- and human-reviewed + AI- and human-reviewed + AI- and human-reviewed). 6. Handover Doc: AI- and human-reviewed Docs AI- and human-reviewed AI- and human-reviewed (AI- and human-reviewed “AI- and human-reviewed”, AI- and human-reviewed). 7. AI- and human-reviewed AI- and human-reviewed AI- and human-reviewed AI- and human-reviewed AI- and human-reviewed, AI- and human-reviewed “AI- and human-reviewed”.

Roles & responsibilities

Owner	Reviewer
AI- and human-reviewed AI- and human-reviewed AI- and human-reviewed AI- and human-reviewed	AI- and human-reviewed AI- and human-reviewed/ AI- and human-reviewed/ AI- and human-reviewed
AI- and human-reviewed AI- and human-reviewed AI- and human-reviewed AI- and human-reviewed	AI- and human-reviewed, AI- and human-reviewed AI- and human-reviewed
AI- and human-reviewed AI- and human-reviewed AI- and human-reviewed AI- and human-reviewed	AI- and human-reviewed AI- and human-reviewed AI- and human-reviewed AI- and human-reviewed
AI- and human-reviewed AI- and human-reviewed AI- and human-reviewed AI- and human-reviewed	AI- and human-reviewed AI- and human-reviewed/ AI- and human-reviewed AI- and human-reviewed
AI- and human-reviewed AI- and human-reviewed AI- and human-reviewed AI- and human-reviewed Decision Log AI- and human-reviewed “AI- and human-reviewed”	AI- and human-reviewed AI- and human-reviewed, AI- and human-reviewed AI- and human-reviewed

Maintenance cadence

- Weekly: 15 min — AI- and human-reviewed “AI- and human-reviewed/ AI- and human-reviewed”, 1 AI- and human-reviewed AI- and human-reviewed AI- and human-reviewed.
- Monthly: 45 min — AI- and human-reviewed AI- and human-reviewed, 1–2 AI- and human-reviewed workflow, AI- and human-reviewed AI- and human-reviewed.

Change policy

- Can change:
 - **Decision Log** (weekly checkpoints).
 - **Workflow** (weekly checkpoints).
 - **Inbox** (weekly checkpoints).
 - **Red flags** (stop rules) (weekly checkpoints).
- Cannot change:
 - **Human-in-the-loop** (weekly checkpoints).
 - **Decision Log** (weekly checkpoints).
 - **“AI”** (weekly checkpoints).
 - **Red flags** (stop rules) (weekly checkpoints).

Measurable signal

- **Decision Log**: fewer missed decisions (fewer pings/week).
- **Red flags**: fewer missed decisions (fewer pings/week).

Support boundary

Decision Log is agreed channel for **Decision Log**; **Red flags** are **Red flags**.

Decision Log is **Decision Log**.

- **Decision Log**: ~720–860 px, **Decision Log**, **Decision Log**.
- **Decision Log** H1 **Decision Log**, H2 — **Decision Log**; **Decision Log**.
- **Decision Log** 1 **Decision Log**: **Decision Log** H1 **Decision Log**.
- **Decision Log** — **Decision Log**; **Decision Log** (Decision Log).
- **Decision Log**: 2–3 **Decision Log**, **Decision Log**, 4–7 **Decision Log**.
- **Decision Log** — **Decision Log** 3–5 **Decision Log** (Decision Log).

