



Playbook Structure

Section	What It Captures	When
Metadata	Project name, team, dates, Playbook Keeper (the Architect)	<i>Day one</i>
Team Structure	Position assignments; who owns which tensions	<i>Day one</i>
Current State	What you observed during Witness; the baseline	<i>Day one</i>
Open Questions	Hypotheses to test in Interrogate; unknowns	<i>Day one</i>
Objectives	What success looks like; constraints on the solution space	<i>After Witness</i>
Risk Register	What could derail the project; impact and mitigation	<i>Day one</i>
Decision Log	Every significant decision with rationale and alternatives	<i>First decision</i>
Hierarchy of Agency	AI autonomous vs. human approval vs. human-only decisions	<i>Solve</i>

OWNER

The Architect. Always. One person, clear accountability. On day one, your Playbook is mostly questions. By the end, it's mostly answers.

Maintenance Rules

- Update same-day, not "when we have time"
- Every experiment result gets recorded
- Every decision includes rationale
- Version the Playbook for after-action reviews

WHEN IT BECOMES BUREAUCRACY

If updates feel like homework, strip back to decisions and learnings only. Ask: what do we actually reference? Keep that. Archive everything else.

Warning Signs

Symptom	Problem
Decisions get relitigated	Rationale not documented
Describes a different system than what's running	Updates deferred
New members can't onboard from it	Too fragmented or incomplete
Risk conversations start from scratch	Risk register not maintained
Nobody opens it between meetings	Compliance artifact, not working doc

Playbook by Canon

Canon	What Gets Added
Witness	Current state, friction maps, user flows
Interrogate	Assumptions, experiment results, validated/invalidated
Solve	Solution design, pilot results, quality framework
Expand	Context assessments, deployment gates, scaling decisions
Refine	Hierarchy of agency, drift findings, incident responses

Day-One Checklist

- Project name and dates filled in
- Position assignments documented
- Current state captured (even 2-3 sentences)
- Initial open questions listed
- Known risks identified
- Playbook Keeper (Architect) assigned

THE ONE-MINUTE TEST

When someone asks "why did we do it this way?", can you answer from the Playbook in under a minute? If not, something is missing.