

Async Empire Kit (Playbook)

Pragmatic templates and cadences for executive technologists running enterprise-scale programs without living in meetings. Pair this with `docs/business_model/engagement_mode.md` and your existing retainer materials.

1. Executive Operating Principles

- 1. **Outcome over presence** – Anchor every touchpoint to a measurable program result (compliance clearance, release velocity, stakeholder confidence).
- 2. **Transparency beats availability** – Replace “got a minute?” requests with self-serve status artefacts.
- 3. **Deep work is a control point** – Reserve four-hour decision blocks; defend them with automation and delegation.
- 4. **Async is a contract** – Publish SLAs for response windows, escalation paths, and how decisions are logged.

2. Weekly Rhythm (Sample)

Day	Core Actions	Artefacts
Monday	Record Loom executive brief (≤7 mins), refresh scorecard	Async Brief, Notion Control Tower
Tuesday	Strategic deep work block (architecture, vendor alignment)	Decision log updates
Wednesday	Portfolio risk sweep, compliance checkpoints	Risk register snapshot
Thursday	Team enablement (runbook updates, playbooks)	Updated SOPs, automated tests
Friday	Publish weekly health report, queue next sprint intents	Health Report, Next Sprint One-Pager

3. Key Artefacts & Templates

3.1 Loom Executive Brief (≤7 minutes)

- 1. 00:00 – 01:30 What shipped / headline wins
- 2. 01:30 – 03:30 What’s next / delivery forecast
- 3. 03:30 – 05:00 Risks & mitigation (business, technical, compliance)
- 4. 05:00 – 07:00 Decisions required + due dates (tag owners in Notion)

3.2 Control Tower Dashboard (Notion or Coda)

- **Sections:** Delivery scorecard, dependency map, risk heatmap, financial burn, compliance gates.
- **Automations:**
 - Jira → Notion sync for release status
 - PagerDuty → Ops channel for incidents
 - Finance/Procurement intake form → automatically tagged escalation list

3.3 Risk Register Snapshot (Friday)

Risk	Severity	Owner	Mitigation	Next Review
Vendor API deprecation	High	Platform Lead	Dual-track integration plan	2025-11-22

3.4 Health Report (Executive Summary)

Headline: 92% milestones on track; security controls entering validation.

Actions:

- **Approved:** Data residency architecture (legal sign-off)
- **Pending:** Finance sign-off on vendor SOW (ETA Monday)
- **Watch:** Customer beta feedback in week 2 (N=31)

4. Working Agreements

Topic	Expectation
Response windows	Same-business-day reply on strategic queries; 1-hour SLA on red incidents
Escalation path	Notion tag @escalate, triggers Slack automation + SMS for mission-critical
Documentation	Decisions logged within 24 hours in Control Tower; Loom links embedded
Compliance	Security / legal reviewers assigned in advance; checklist lives in Control Tower

5. Tooling Stack (Reference)

- **Async comms:** Loom, Notion comments, Slack channel with scheduled digests
- **Quality gates:** GitHub Actions, unit / contract tests, SonarCloud reports
- **Observability:** PagerDuty, Datadog, custom KPI collector
- **Automation:** Zapier / Make for routing Loom summaries, Jira webhooks for scorecards

6. Activation Checklist

1. Publish the working agreement to stakeholders (board, department leads).
2. Archive recurring meetings; replace invites with Loom brief & Control Tower links.
3. Configure automations (scorecard sync, escalation alerts).
4. Run first weekly cycle; collect feedback in a 10-minute async retro.
5. Iterate on dashboards and Loom structure based on stakeholder consumption data.

7. Next Steps with Rewired

- Schedule a 15-minute fit call to tailor the playbook to your governance model.
- Expand automation into procurement/legal workflows for full async coverage.
- Layer in AI copilots for engineering and portfolio forecasting (optional premium tier).

For support or customization, email torben@rewired.co .