Operations card for an AI routine

One page for every routine that runs on its own

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In IT operations every service has a runbook that says what it is for, who watches it and what to do when it fails. The operations card is one page of that for a single AI routine, and wherever a field stays empty, that is the next job.

A routine, in my operation, is anything that runs on its own at regular times: a report in the morning, a backup at night, a summary in the evening. Every field of the card carries the name of the habit from IT operations it belongs to, with the technical term in brackets, for example watching (monitoring) for the question of how you can tell the routine ran at all.

How to fill it in: one sentence per field, no more. Where you do not know something, write “open”, because an empty field later looks like you forgot, while “open” is an honest answer. As proof that a routine ran, only what really exists counts: a file or an entry with a date. The schedule that starts your routines saying “finished” does not count, because all that says is that a program came to an end. Mine once said that for a run that had done nothing at all.

Example: my evening mail, a routine that works with AI. The card is in use and not finished: the field “last failure” names a rule that is still open.

EXAMPLE FROM MY OPERATION

FIELD	HABIT (TERM)	EVENING MAIL
What is it for? (one sentence)	**Reporting**	sums up the day, shows open decisions and what is waiting for a yes
Does it run with AI?	**Watching (monitoring)**	yes
What starts it? (schedule, event, person)	**Watching (monitoring)**	the schedule, in the evening
What may it do on its own? (read, prepare, act)	**Approving changes (change enablement)**	read and report; writes to me only
How can I tell it ran? (a file or entry, not the schedule’s message)	**Watching (monitoring)**	by a sent marker with a date, not by the schedule’s message
Who is told how when it fails?	**Fixing disruptions (incident management)**	the fallback mail arrives recognisably as a mail from the cloud; if it lacks data, it names the reason in its subject; next morning the morning report notes that no evening mail came
Second source for “all clear”	**Watching (monitoring)**	what the routines write down as achieved at the end, not their “finished” message
Who steps in?	**Preparing for outages (service continuity)**	a fallback mail from the cloud when the sent marker is missing or too old
What does it never do?	**Approving changes (change enablement)**	publishes nothing, changes no data, writes to nobody but me
Last failure and the rule it left	**Finding causes, keeping what was learned (problem management, knowledge management)**	the regular evening mail stayed out because the weekly allowance of AI calls was used up; the fallback mail from the cloud stepped in, on some evenings only as a short mail with the reason. Rule: the reserve for the daily runs has to hold under pressure too; that is still open
Who checks the result?	**Reading over (review)**	I read it; a reply is my decision
Checked on	**Improving**	November 2026

Blank card (for your routine)

FIELD	HABIT (TERM)	
What is it for? (one sentence)	Reporting	
Does it run with AI?	Watching (monitoring)	
What starts it? (schedule, event, person)	Watching (monitoring)	
What may it do on its own? (read, prepare, act)	Approving changes (change enablement)	
How can I tell it ran?	Watching (monitoring)	
Who is told how when it fails?	Fixing disruptions (incident management)	
Second source for “all clear”	Watching (monitoring)	
Who steps in?	Preparing for outages (service continuity)	
What does it never do?	Approving changes (change enablement)	
Last failure and the rule it left	Finding causes, keeping what was learned (problem management, knowledge management)	
Who checks the result?	Reading over (review)	
Checked on	Improving	

On “What may it do on its own?”: a routine may read and report at any time. Prepare means it writes a draft or a proposal but executes nothing. Act with effect, which means publishing something, changing data or writing to someone, needs either my yes for the individual case or a standing approval on record, dated and limited to one narrowly described case. If there is no entry, it is not allowed. That sounds strict, and it is, because the entry is the only thing anyone can look up later.

> This template comes from my own operation at Agile Forge. This is how I work. Your operation is different: different size, different sector, different rules, different data. Take this as a starting point and adapt it to your conditions before you use it. Whether any of this fits you is your call.