

BOS 11-Box Live Settings — One-Page Signoff

Status: LIVE / LOCKED

1) Daily Schedule (Locked)

18:00 — All 11 box summaries due
18:05 — Validation + missing summary flags
18:10 — Auto-compile executive digest
18:15 — Executive digest delivery to Russ

2) Recipients (Locked)

Primary executive recipient: Russ
Box-level summaries route to assigned primary + backup owners
Leadership group can be enabled as additional digest recipients

3) Owner Assignment (Live)

11 box owners assigned with backup owners and SLA targets
Automation/AI Command Center (Box 10) SLA: 12 hours
All other boxes default SLA: 24 hours

4) Linked Artifacts

https://files.187.124.227.42.nip.io/files/BOS_owner-assignment-live.csv
https://files.187.124.227.42.nip.io/files/BOS_routing-rules-live.csv
https://files.187.124.227.42.nip.io/files/BOS_daily_digest_schedule_LOCKED.md
https://files.187.124.227.42.nip.io/files/BOS_daily-summary-template.md

5) Signoff

Operations Owner: _____ Date: _____
Executive Approval: _____ Date: _____