

IKINGAI™ Governance Implementation Worksheet

Companion to the IKINGAI™ Metadata Governance Manual

Work through these in order. Each step depends on the one before it. Write the actual answer, not the intended one: this worksheet is only useful if it describes the system you have.

1. Write the protected list

The paths nothing may write directly, only through a reviewed change. Do this first, because it is the boundary everything else is defined against.

Paths that are protected today

Who reviews a change to one

What happens if a write is attempted anyway

2. Set the default to read-only

Grant outward from there, tier by tier, as specific needs appear.

Allowed by default, no approval

Allowed only if separately configured

Requires explicit approval as a proposed change

3. Close the deletion path

No automated process deletes. Deletion is manual and outside the tool path. This one change is what makes generous read access safe.

Who may delete, and by what mechanism

Where material waits before deletion

What an automated process may do instead

4. Add metadata at intake

Tags, execution rights, links, vault flag. Applied when material arrives, not later.

Tag vocabulary in use

Roles that hold execution rights

What the vault flag protects

Where the schema lives

5. Route by meaning, draft first

Classify content against system change. Everything lands as a draft.

How incoming material is classified

What counts as a system change rather than content

What promotes a draft to authoritative, and who does it

6. Require the check on every claim of verification

A claim that cannot be reduced to a re-runnable check is written as reported, not verified.

Where verified claims are recorded

What form the check takes

Who audits them, and how often

7. Build the outbound gate

Once there is something worth sending.

What may cross

What never crosses

Where the delivery log lives

The metadata object

Fill in the shape you will actually use. The schema file included with this worksheet is the machine-readable version.

tags

execution_rights

linked_files

vault

Where this stands

Date completed

Steps in place today

Steps not yet in place

Next step, and who owns it

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