Leader Guardrails Card

General Assembly — Reference card

Four guardrails

- **Need-to-know**: access follows role and purpose, not convenience.
- **Documented purpose**: people should be able to say why the artefact is needed.
- **Controlled sharing**: links and governed channels beat loose attachments and screenshots.
- **Review or expiry**: copied artefacts and access should not live forever by default.

Make auditability visible

Someone should be able to say who owns the artefact, how it moved, who approved it, and when it should be reviewed.

Apply these to common cases

- operational dashboard screenshot
- copied extract for a one-off investigation
- board paper appendix
- vendor note or AI-enabled summary

What leaders should stop tolerating

- unlabeled extracts
- dashboards with no source freshness
- access granted on “I need it for work”
- copied files with no owner, purpose, or review point