

Homework

Strengthen your IR muscle memory: run a tabletop, write a postmortem, and build a comms template.

Task 1 — Tabletop Drill

Objective: Run a 30-minute tabletop with yourself using the lab artifacts.

Instructions:

- Pretend you are the IR lead; set a timer and work in 5-minute increments
- Document every decision and the data that drove it
- Note where you got stuck

Deliverable: A 300-word drill journal.

Task 2 — Blameless Postmortem

Objective: Write a blameless postmortem for the lab incident.

Instructions:

- Sections: summary, timeline, root cause, contributing factors, action items
- No names, no blame
- Include 5 action items with owners and due dates

Deliverable: A `postmortem.md` file.

Task 3 — Comms Template

Objective: Build a reusable comms template with 3 channels (tech SITREP, exec update, customer notice).

Instructions:

- Include placeholders for timestamps, scope, status, next update time
- Include a tone guide for each channel

Deliverable: A `ir-comms.md` template.