

LOOP NAME

One recurring, checkable deliverable.

OWNER

Whose name is on this loop.

TRIGGER / CADENCE

Weekly · per-deal · per-release · on event.

GOAL — AS A TESTABLE CLAIM

What would be true if this loop worked? Deliverable + quality bar + timeframe. If you can't tell whether it happened, it's a wish, not a goal.

WORKER — THE PROCEDURE

The SOP the AI runs: steps, inputs, and sources. An existing skill or template counts. No procedure yet? Write your implicit one in 5–10 plain steps.

DONE-TEST — THE EVAL, WRITTEN BEFORE THE WORK

How you'd judge a junior hire's version, itemized. Patterns: checklist (binary checks) · rubric (scored, with threshold) · golden example (match this exemplar) · claims audit (every number sourced, honest verbs, qualifiers attached). Optional: a second AI grades it cold.

ITERATION RULE

Max self-correction rounds (default 3). Each retry receives the failed items, verbatim.

ESCALATION

When it can't pass → who gets it → handoff contains the draft, the failed criteria, and the specific question.

WRITE-BACK

Where the resolved answer lives so the next run inherits it: KB, the worker, or the Done-Test itself.