

Lighthouse Sprint Master Operations Guide

The overarching playbook for sprint execution, roles, communication, and quality gates.

1. Sprint Lifecycle Overview

The Lighthouse Sprint methodology spans four continuous phases. Each phase builds on the previous, with formal gates ensuring quality and stakeholder alignment.

Phase	Duration	Key Deliverable	Gate
Discovery	2 weeks	Discovery Report	Gate 1: Go/No-Go
Redesign	2 weeks	Redesign Blueprint	Gate 2: Client Sign-Off
Build	3–7 weeks	Deployed Agents	Gate 3: Metrics Pass
Handoff	1 week	Operator-Ready System	Gate 4: Independence

2. Role Responsibilities

Umbra Studio Roles

- **Sprint Lead** – Owns overall sprint delivery, daily standups, gate facilitation, risk escalation.
- **Agent Engineer** – Designs and builds agents, maintains spec sheets, leads deployment cycle.
- **Governance Architect** – Designs monitoring, alerting, escalation; owns governance wrapper implementation.

Client Roles

- **Project Sponsor** – Budget, strategic alignment, escalation authority.
- **Workflow Subject Matter Expert** – Provides process knowledge, validates design decisions.
- **Operations Lead/Future Operator** – Will run the system post-handoff; participates in training and supervised operation.

3. Communication Cadence

Cadence	Participants	Purpose
Daily Standup	Studio team + SME	Status, blockers, next steps
Weekly Demo	Full team + sponsor	Show progress, gather feedback
Gate Review	Full team + sponsor	Formal decision point, go/no-go

4. Template Usage Map

Each template in the Lighthouse Kit is deployed at a specific phase and serves a distinct purpose.

Template	Phase	Primary User	Output
Workflow Audit	Discovery	Observers	Bottleneck matrix
Baseline Metrics	Discovery	Data analyst	Success thresholds
Redesign Blueprint	Redesign	Engineer	Agent specs & gates
Agent Spec Sheet	Build	Engineer	Build & test plan
Operations Manual	Handoff	Operator	Day-to-day runbook
Governance Runbook	Build + Handoff	Operator	Incident response

5. Quality Gates Checklist

Gate 1: Discovery Complete (End of Week 2)

- Workflow audit completed: all process steps observed and bottlenecks scored
- Baseline metrics collected and validated
- Stakeholder interviews synthesized; key themes documented
- Discovery Report signed off by sponsor; decision: proceed or iterate

Gate 2: Redesign Approved (End of Week 4)

- Redesign Blueprint complete: all processes mapped to agents or manual steps
- Agent specifications drafted (not yet built)
- Governance gates identified and placement approved
- Client sign-off on full design (SME + Sponsor)

Gate 3: Build Complete (Variable Timing)

- All agents deployed and running in parallel with manual workflow
- Monitoring and alerting live; governance wrapper operational
- Baseline metrics exceeded by 20% or success criteria met
- Integration testing complete; no SEV-1 incidents in last 5 days

Gate 4: Ready for Handoff (Final Week)

- Operator training complete; operator demonstrates competency
- Supervised operation period (1 week) complete with zero critical incidents
- All documentation delivered and reviewed (manuals, specs, runbook)
- Outcome deltas measured and reported; patterns extracted and cataloged

6. Risk Escalation Protocol

Issues are categorized by severity and escalated based on impact and timeline.

Level	Definition	Escalate To	Response SLA
SEV-1	Blocks gate or sprint completion	Sprint Lead + Sponsor	1 hour
SEV-2	Blocks task or agent completion	Sprint Lead	4 hours

SEV-3	Impacts timeline but not critical	Team + SME	1 day
SEV-4	Documentation or process issue	Sprint Lead	1 week

7. Timeline Variants

Discovery-Only (2 weeks)

- For organizations gathering intelligence before committing to build.
- Deliverable: Discovery Report + Baseline Metrics; ends at Gate 1 decision.

Standard Sprint (6–10 weeks)

- Discovery (2 weeks) + Redesign (2 weeks) + Build (3–6 weeks) + Handoff (1 week).
- Covers most customer workflows with 2–4 agents. Operator ready within timeline.

Extended Sprint (10–16 weeks)

- For complex workflows requiring 5+ agents, extensive integration, or governance redesign.
- Build phase extends to 6–10 weeks with parallel feature development and testing.
- Handoff extends to 2 weeks with extended supervised operation.

LATAM Variant

- Standard timeline adjusted for 2–3 hour timezone delays.
- Standups held at split times (one Studio-focused, one Client-focused); async documentation.