

ADS Cheat Card 5

Documentation Depth Chooser

Pick your depth

Depth	When to use	Typical effort	Governance gate
Minimum	PoC, dev/test systems, Tier 5 internal tools	1–3 hours	Development review
Recommended	Production-bound systems, Tier 3–4	1–2 days	Production approval
Comprehensive	Regulated, Tier 1–2 critical	1–2 weeks	Enterprise review

Matching Business Criticality to Depth

- **Tier 1 Critical** -> Comprehensive
- **Tier 2 High** -> Comprehensive
- **Tier 3 Medium** -> Recommended
- **Tier 4 Low** -> Recommended
- **Tier 5 Minimal** -> Minimum

Rule of thumb

Over-documenting a simple tool burns goodwill. Under-documenting a critical system hides risk. Calibrate to risk, not to tradition.