Automate delivery follow-up

Product and Delivery Teams | Intermediate

Session M7-06 | 3 hours

Start from authoritative state

Use:

- the approved live GitHub issues;
- the reviewed Session M7-05 parent result.

Do not copy platform state into a static handoff.

Define the automation

Field	Decision
Trigger and cadence	Manual; no schedule
Authoritative inputs	Live issues and parent result
Permitted output	One draft stakeholder update
Prohibited side effects	No posts, messages, edits, or external writes
Reviewer	Named human role
Stop conditions	Named hard boundaries
Current state	Enabled or disabled

Review run details on the platform

Inspect run status, identifiers, timing, usage, and supporting results on the platform. Do not recreate those fields in a form.

Create one manual automation

```
Read the approved status-visibility GitHub issues and the reviewed Session M7-05
parent result. Draft one stakeholder update from supported issue state. Name
unresolved exceptions and owners. Do not publish or change systems.
```

Use the minimum GitHub read tools.

Review the first run

- Trace every claim to an issue or the parent result.
- Keep gaps or conflicts in the source information visible.
- Reject unsupported causes and forecasts.
- Check that no prohibited side effect occurred.
- Choose Keep, Revise, Disable, or Pause.

Change one approved input

Update the requester-access training issue with the approved synthetic results.

Retrieve the issue again. Then run the same automation.

Check that the new draft differs only because of the approved issue change.

Stakeholder update

State:

- the reporting scope;
- supported status changes;
- unresolved exceptions and owners;
- the review decision;
- the next action.

A person shares the update.

Choose one authoritative system

Use **GitHub** when issues and agent work live there.

Use **Azure Boards** when the delivery backlog lives there.

Do not maintain competing status fields.

Scheduling stays disabled

The core lab uses supervised manual runs.

Enable a cadence only after separate approval. Update the current state when the automation is enabled or disabled.

Lab deliverable

1. Concise automation definition
2. Reviewed stakeholder update

Use the live Session M7-05 result and platform run records. Do not copy them into a status file or second run-status record.