

What I need from you

NEC Compensation Event Review

This list explains what I need for this service, why I need it and where you can usually find it. Send the information together where practical. Tell me straight away about anything unavailable or urgent. I will confirm when the essential information is complete and the delivery date is fixed.

Essential items are needed before the relevant work can proceed. Important items affect what I can conclude; optional items add useful context. If an item is missing, incomplete, unreadable or a different version from one already sent, identify it by its number and explain what you hold. I will tell you what replacement is needed, why it matters and any effect on the agreed work or date.

1. The CE notification **ESSENTIAL**

Why I need it. What is being reviewed.

Where you'll find it. The project's communication system if the contract runs one, otherwise the inboxes of whoever notifies.

Without it. There is nothing to test for time or form, and the review cannot start

2. The contract, the Contract Data and the Main Option **ESSENTIAL**

Why I need it. The Main Option changes the assessment rules materially.

Where you'll find it. The commercial folder or the order email; make sure the Z clauses come with it, they are usually a separate schedule.

Without it. There is no rule set to assess the quotation against, and the review cannot run

3. The Accepted Programme **IMPORTANT**

Why I need it. The baseline the assessment works from.

Where you'll find it. Your planner holds the files; the acceptance correspondence sits in the email trail with the project manager.

Without it. The baseline cannot be established, and the resourcing is tested against the instructed work content instead of a programme

4. The quotation, with its build-up **ESSENTIAL**

Why I need it. What is being tested.

Where you'll find it. The project's communication system if the contract runs one, otherwise the inboxes of whoever notifies.

Without it. There is nothing to test component by component, and the assessment cannot run

5. The Early Warning Register **IMPORTANT**

Why I need it. Early warnings bear on the assessment.

Where you'll find it. There usually is no separate register kept: send whatever early warning notices exist in the project correspondence, or say if none were issued.

Without it. The early warning position rests on the notices and the instruction alone, with nothing to check them against

6. All dates ESSENTIAL

Why I need it. The notification period is a hard bar.

Where you'll find it. The threads between your team and the project manager; forward them whole.

Without it. The eight week clock cannot be fixed, and whether the event is even in time cannot be answered

7. The records behind the actual cost elements of the quotation IMPORTANT

Why I need it. Anything in the quotation for work done before the dividing date is assessed on actual Defined Cost, and actual Defined Cost is tested against records rather than against the build-up.

Where you'll find it. Your own site and commercial file for the affected work: allocation sheets, timesheets, plant returns and invoices; plus whatever the quoting party has submitted in support of its actual figures.

Without it. The actual elements have nothing to be tested against, so none of them can be assessed at the quoted figure and the part of the assessment that ought to be the most certain becomes the least

How to send it

Everything to contact@jackbutlerkettle.com. Original files rather than scans of printouts wherever you have them, and forwarded emails rather than text copied out of them, because the dates and the addressees travel with the original and they often turn out to matter.