

What I need from you

Overflow Quantum Capacity

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 brief: the package, and the method to be used ESSENTIAL

Why I need it. The instructing consultant sets the scope and the method.

Where you'll find it. Wherever the instruction was actually given: the engagement email or your own notes from the call. Write it up if it was only said out loud, and send it back for confirmation.

Without it. The build starts on a guess at scope and method, and has to be redone once the real brief lands, with no time left before the deadline.

2. The file ESSENTIAL

Why I need it. What is available to work from.

Where you'll find it. Wherever your team already keeps the package's working documents: document control, the site files, and your commercial folders.

Without it. Gaps in the file surface on day six instead of day one, by which point there is no time left to fill them from your own records.

3. The deadline, and the timetable behind it ESSENTIAL

Why I need it. Overflow work exists because of a deadline.

Where you'll find it. Your own diary: the date you need it back by, and the date behind that which you are actually working to.

Without it. There is nothing to work back from, so the gap chasing, the build and the delivery cannot be dated against anything real.

4. The output format and conventions ESSENTIAL

Why I need it. The output has to drop into their document, not stand alone.

Where you'll find it. Whatever your team issues day to day.

Without it. The worksheet is built to the wrong rounding, references or layout, and has to be rebuilt from nothing rather than adjusted.

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.