

What I need from you

Project Systems 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. Read-only access to the project's systems **ESSENTIAL**

Why I need it. The review is of what is used, not described.

Where you'll find it. The settings or user-administration screen of whichever software runs the project's commercial or document records, where a read-only login can be added for you.

Without it. The review has nothing to look at beyond what people say happens; it cannot check what the systems actually do

2. An hour with each role, separately **ESSENTIAL**

Why I need it. The process as actually run.

Where you'll find it. Each person books the hour in their own diary, at their desk, with last month's files open rather than in a meeting room.

Without it. There is no first-hand account of how the process actually runs, so the review has nothing to check the paperwork against

3. Sample records, the last two full cycles **ESSENTIAL**

Why I need it. Samples show what the process produces.

Where you'll find it. The same commercial folder as row 1: pull the last two complete cycles specifically, applications, notices, the variation register and the cost report, rather than sending the whole run.

What good looks like. two complete cycles, warts intact.

Without it. There is nothing to sample, so the review cannot show what the process actually produces

4. Time logs, if any exist **IMPORTANT**

Why I need it. Where the time actually goes.

Where you'll find it. Whoever runs payroll or the timesheet system, if either exists; if neither does, say so rather than putting one together for the review.

Without it. The hours in the report become estimates rather than a measured figure

5. Who does what, including cover **IMPORTANT**

Why I need it. A step with no owner is the finding.

Where you'll find it. A short note from the commercial manager or project surveyor naming who covers each step and who stands in when that person is away.

Without it. A step with nobody clearly owning it goes unnoticed instead of being flagged as the finding it is

6. The executed main contract and the subcontract used on the project, with every amendment and appendix **IMPORTANT**

Why I need it. The review tests each step against what the contract requires by the date it requires it, and the periods that decide that are usually in the amendments.

Where you'll find it. Your own commercial file or document platform: the executed and signed copy with its schedule of amendments, not the tender draft and not the published standard form.

Without it. The review can only be run against the standard form, so an amendment that shortened a notice period is not seen and the exposure findings understate what the process has to meet

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.