

What I need from you

Project Systems Set-up

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 completed and accepted review ESSENTIAL

Why I need it. Building without it is building on a guess.

Where you'll find it. You have it; it is the document the price was built from.

Without it. Building starts against a guess instead of an agreed scope, and the build has nothing fixed to be measured against

2. Tool access and licences for the build ESSENTIAL

Why I need it. Nothing can be built without access.

Where you'll find it. Whoever pays the subscriptions or runs the tenancy can grant it in minutes.

Without it. Nothing can actually be configured, so the build stalls before it starts

3. The real data, exported as it actually is ESSENTIAL

Why I need it. The build has to work on real records.

Where you'll find it. Whoever exports from the live system, the project surveyor or whoever holds the login; ask for a straight export with nothing cleaned or removed.

Without it. The build is tested against tidy data instead of the messy rows that break it in the first live cycle

4. The named users, and time in their diaries ESSENTIAL

Why I need it. Somebody has to use it after handover.

Where you'll find it. On the job, while the work happens.

Without it. Nobody is trained on the system they are meant to run, and the handover has nobody ready to use it

5. Written sign-off on the scope ESSENTIAL

Why I need it. Scope creep in an implementation is unbounded without it.

Where you'll find it. Whoever signs off documents on your side, often the same person who accepted the review; a short email confirming the specification is enough.

Without it. Scope creep has nothing to stop it, and any dispute about what was agreed has nothing written to point to

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.