

What I need from you

Timeline Construction

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. Correspondence for the period ESSENTIAL

Why I need it. The chronology is built from documents and nothing else.

Where you'll find it. The project inbox and sent items; search the other side's contacts and forward what comes back

What good looks like. a native export with dates, times and recipients intact.

Without it. There is nothing to build the chronology from, so most of the exercise cannot run

2. The executed contract and every amendment ESSENTIAL

Why I need it. The review marks each key date with the clause that attaches a period to it, and that clause number can only be read off the executed document rather than the standard form.

Where you'll find it. The commission's commercial folder, the order or appointment email, or your contracts administrator

Without it. The key dates tab cannot be built, so no entry carries the clause that gives it consequence, and the work cannot flag a range that crosses a contractually significant date

3. Site records IMPORTANT

Why I need it. What fixes what happened and when.

Where you'll find it. The site office files, the team's phones and the handover folders

Without it. The period is entered as having no site record at all, even where one may simply not have been sent

4. Minutes IMPORTANT

Why I need it. What the parties recorded at the time.

Where you'll find it. The site office files, the team's phones and the handover folders

What good looks like. the notice with the transmitting email or the recorded delivery receipt.

Without it. Events known only through a later reference to a meeting are entered as a date range rather than a fixed date

5. Notices, with proof of service IMPORTANT

Why I need it. Every entry needs a source or it is not evidence.

Where you'll find it. The notice itself along with whatever proves when it was served: the transmitting email, a recorded delivery receipt, or the sent items showing the send

Without it. Notices are dated by when they were written rather than when they were served, and the notice register cannot be fully reconciled

6. The variation register, the notice register and the account IMPORTANT

Why I need it. The review reconciles the chronology against all three, and a difference between a register and the documents is a finding in its own right.

Where you'll find it. The commercial team's own running files: the variation or change register, the notice register, and the latest submitted or agreed account

Without it. The chronology cannot be reconciled against the project registers, so that check cannot identify missing instructions, unregistered notices or undated account lines.

7. Every date they rely on, with its source OPTIONAL

Why I need it. An entry without a source is not evidence.

Where you'll find it. Not a single document: whatever list, spreadsheet or note your team already keeps of the key dates, with where each one came from

Without it. There is nothing to cross-check the chronology against, so any difference between your account and the documents goes unnoticed

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.