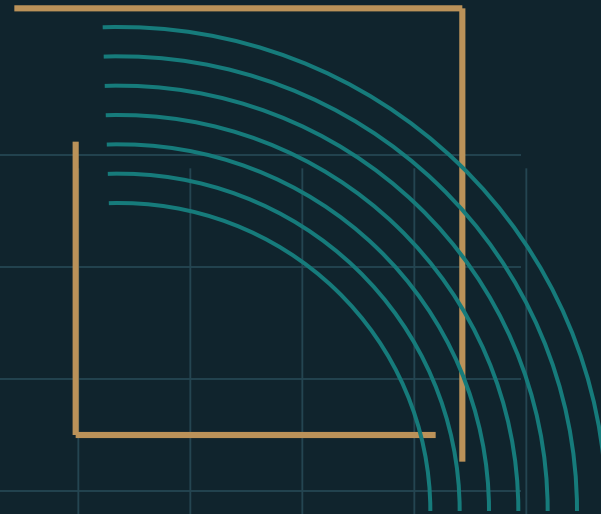




RUN THE JOB. NOT THE CHAOS.

A practical control system for renovation teams: scope, costs, variations, updates and a cleaner handover.

FIELD GUIDE / V1.0

TOOLS FOR THE WORK.
SYSTEMS FOR THE BUSINESS.

[FREE PREVIEW](#)

A better project rhythm

A small, practical operating system you can begin using on your next accepted renovation job.

The difference between a profitable job and a stressful one is often not craftsmanship. It's whether the scope, decisions, money and next steps stay visible.

INSIDE YOUR KIT

- 01 PROJECT BRIEF**
Record the client, site, decision-makers and success conditions.
- 02 SCOPE & ALLOWANCES**
Show what is included, excluded and still undecided.
- 03 BUDGET & CHANGES**
Track committed costs, approved extras and forecast margin.
- 04 WEEKLY UPDATES**
Tell the client what happened, what is next and what needs a decision.
- 05 SITE LOG & HANDOVER**
Document daily facts and close with a tidy punch list.

Use it as a system, not paperwork.

Complete only the fields that add clarity. Record decisions once, reference them everywhere, and keep client approvals with the job file.

The five-minute weekly update

A useful client update answers four questions before the client has to ask.

01

WHAT WE FINISHED

Show visible, completed progress from this week.

02

WHAT HAPPENS NEXT

Name the next steps, responsible trade and intended window.

03

WHAT WE NEED FROM YOU

List decisions, selections or access requests with dates.

04

WHAT CHANGED

Surface any schedule or budget impact with status and evidence.

Client-ready example

Subject: Your kitchen project - Week 2 update

This week: Electrical rough-in was completed and cabinet measurements were confirmed.

Next: Drywall repairs Tuesday; cabinet installation follows material arrival.

From you: Please choose handles by Thursday so ordering stays on track.

Change watch: Backsplash tile upgrade priced separately - awaiting your decision.