Contractor Starter Pack

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Six practical project-control templates

Reviewed worksheets for recording site activity, decisions, RFIs, variations, risks and weekly commitments. Editable Excel versions are supplied separately.

01 **Daily Site Record**
Facts, workforce, plant, delays and references

02 **Actions and Decisions**
Owner, deadlines, outcome and evidence

03 **RFI Register**
Question, authority, response and closure

04 **Variation Register**
Submitted versus approved cost and time

05 **Project Risk and Controls**
Events, mitigations and accountable follow-up

06 **Weekly Progress and Lookahead**
Planned work, delivered work and commitments

Free for internal project use and adaptation with PMC² attribution. Not for resale. Adapt all forms to contract, project and safety requirements.

01 Daily Site Record

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Project / contract

Date / shift

Supervisor / prepared by

Weather / conditions

Work area / task	Trade / labour / hours	Plant / deliveries	Delays / evidence

Safety / quality observations: reference separate records

Follow-up action ID, accountable owner and due date

Record facts and times. Retain photo references. This worksheet does not replace incident reports, SWMS, permits or formal site instructions.

02 Actions and Decisions

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Project / contract

Review date / chair

One accountable owner for every item. Record outcome and evidence before marking closed.

ID / type	Required action / decision	Owner / due	Status / outcome / evidence

Reviewed by

Next review date

Carry unresolved actions into the next review and reconcile with the live project register.

03 Request for Information

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Project / contract

RFI ID / date raised

To / responding authority

Response due

Subject / location / controlled drawing revision

Specific question / clarification required

Response / date / authority / transmittal reference

Follow-up, change record, evidence and closure

Submit through the contract communication channel. A response is not necessarily an instruction or approval to vary the work.

04 Variation Worksheet

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Project / contract

Variation ID / date

Notice / instruction reference

Owner / current status

Change description, scope, reason and affected work

Cost item / evidence	Quantity	Unit	Rate AUD ex GST	Amount AUD ex GST

Submitted AUD ex GST / date

Approved AUD ex GST / approval ref

Time impact claimed (calendar days)

Next action owner / due date

Deductions are negative amounts. Submitted amounts and approved amounts must be recorded separately. This form is not a contractual notice, approval or extension of time.

05 Risk and Controls

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Project / contract

Review date / reviewed by

Assign priority using the project risk criteria; specify a realistic control owner and due date.

ID / risk event	Cause / consequence	Controls / additional action	Priority / owner / due

Escalations / decisions and evidence references

Use alongside controlled WHS records, risk assessments and company risk-management procedures. Ratings do not determine legal compliance.

06 Weekly Progress / Lookahead

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Project / contract

Week ending / prepared by

This week: key outcomes, constraints and decisions required

Package / owner	Unit	Planned	Completed	Reason / next commitment / due

Support required, accountable person and deadline

Only compare like-for-like units and reporting periods. Escalate unresolved constraints to the relevant action or RFI record.

Using the Templates

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1. Set up

Save a separate project-specific copy and appoint an owner. Record contract, date and review frequency.

2. Enter records

Excel workbooks have 500 ready-to-use rows. Use unique IDs and actual Excel dates. Empty rows do not count.

3. Use statuses

Use the built-in drop-downs for status and priority. Keep formula columns intact.

4. Check follow-up

Review overdue actions and RFIs, variation approval evidence, and high-priority risks each week.

5. Retain evidence

Link records to the controlled document, drawing, instruction, site photo or approval reference.

6. Close properly

Do not mark a record closed without the required date, outcome and supporting evidence.

7. Print appropriately

Use the A4 worksheets for hand-written records. Wide Excel registers are designed for screen use and A3 printing.

8. Apply controls

Contract-specific notice requirements, WHS, privacy and records-retention obligations take precedence.