

THE ARCHITECT + PM GUIDE
**AI PLAYBOOK FOR
CONTRACT ADMIN**

16 skills. One month on site.
One Friday, instead of one Sunday.

N°03 · FIELD GUIDE

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THE ARCHITECT + PM GUIDE

AI Playbook for Contract Admin

One month on site, run end to end. 16 skills take an unsorted camera roll to a certificate, a report and a closed defects list. Every prompt is written out, and the whole set is free.

Written and edited with Claude. Claude is a trademark of Anthropic, PBC. This guide reflects the author’s independent assessment of the tools it describes and is provided as general guidance, not professional, legal or contractual advice.

WRITTEN BY CHIANG NING

chiangning.net

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Field guide · No. 03

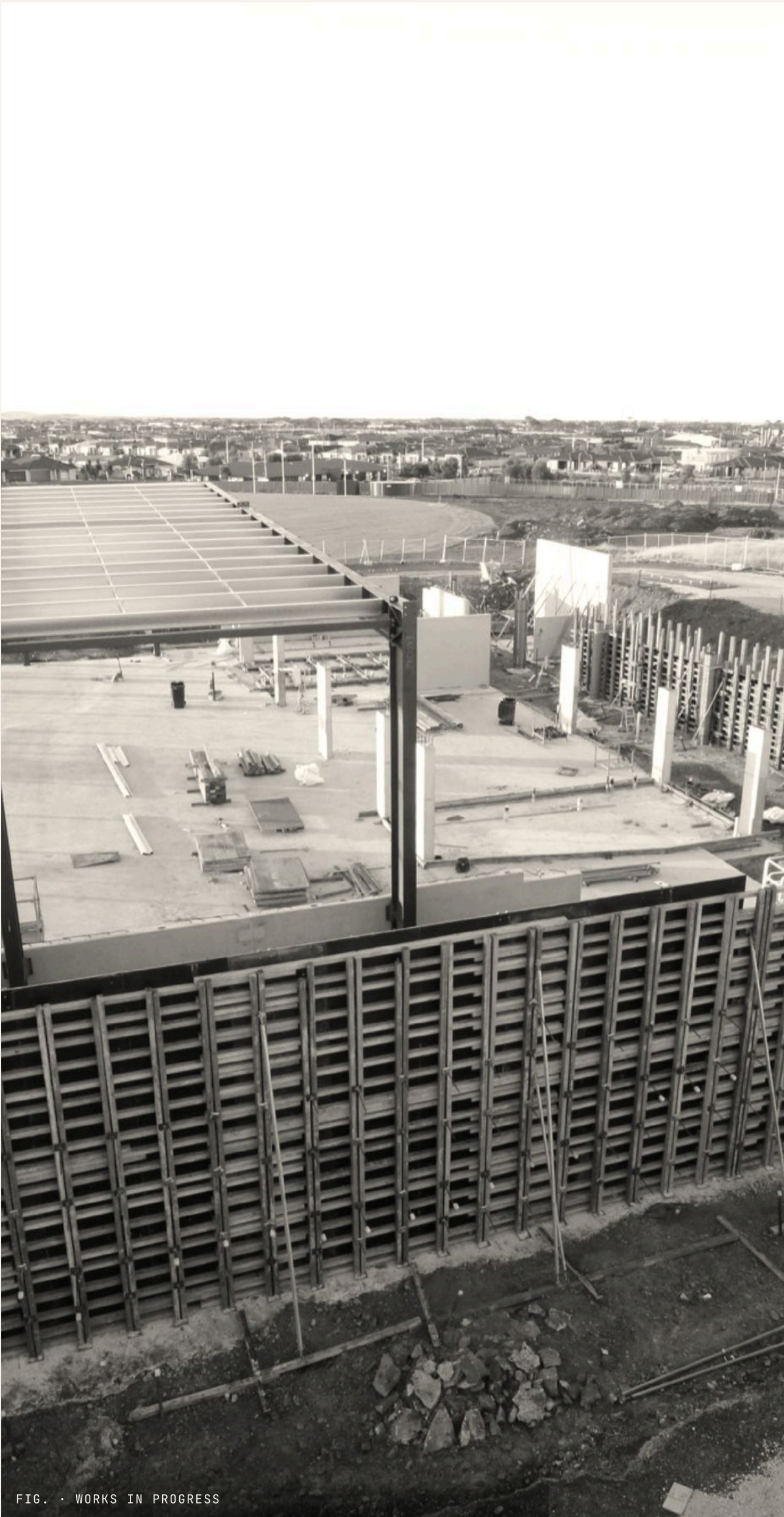


FIG. · WORKS IN PROGRESS

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16 skills,
one month of work.

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FIG. · SCAFFOLD AND FORMWORK, FACADE



FIG. · STRUCTURAL FRAME AND TOWER CRANES

FOREWORD

One chain, not a pile.

Contract administration is the part of practice nobody photographs. It is the Sunday before the report is due, spent reconciling a claim against a schedule of values nobody has opened since March, with a delay notice on top claiming 30 days the programme never lost.

It is not one task, which is why one prompt never fixed it. It is a chain: the claim assessment needs the site record, the certificate needs the reconciliation, the report needs all of it. That is what a **Skill** is for. It is a small folder of written instructions Claude loads when the task calls for it, so step nine already knows what step four decided.

16 skills carry one month from an unsorted camera roll to a certificate, a report, a funder’s return and a defects list. Run them in order, and hold to the rule that matters most in this part of the job: the skill does the reconciling, the measuring and the typing. **The certification stays yours.**



FIG. · TEMPORARY WORKS, ARCHIVE FIT-OUT



FIG. · COLUMN REINFORCEMENT, WORM’S-EYE

THE IDEA

You drive. Claude does not.

The reflex, when a tool is this capable, is to ask what it can take off your hands. On a construction contract that is the wrong question. The right one is narrower, and it does not change from job to job: what stays yours. A progress certificate is a determination made by a named person under the contract. An extension of time is a judgement about cause. Neither moves to a machine because the machine got faster. Speed changes what surrounds the decision, never who makes it.

What a capable model is genuinely good at is the second half of the job: the reconciling, the cross-referencing, the reformatting, the typing that fills the hours between decisions. Hand it that half and it returns the work in minutes, with its working shown. The result is not less judgement. It is more time for the judgement, and a cleaner record to make it from. The labour moves upstream, from wording a request to curating what the model reads. That is where it belongs.

So this is not a book about being replaced. It is a book about running the tool: supplying the context, directing the work, checking the output, and putting your name to the result. Controlling AI well is itself the skill worth having, and the one a construction team can actually see. What follows is 16 worked examples of exactly that, on one month of a live contract. Every one of them ends with a decision that is still yours.

The tool assesses. You certify. That order never reverses.



FIG. · WORKS IN PROGRESS

The two-halves framing, and the idea that context does most of the work, draw on J. Chow & T. Xu, *50 Claude Use Cases for Architects* (2026).

AI Playbook for Contract Admin

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WHERE AI BELONGS

The half you keep,
the half you hand over.

Draw one line through the month and the method falls out of it. On the left is the work only you can do, because the contract names you to do it. On the right is everything that gets you to that point: mechanical, repetitive, and exactly what a model is built for. The boundary between the two is the whole discipline. When it blurs, the tool is driving, and that is the failure mode this book is written to prevent.

YOURS TO MAKE

01
ASSESS THE MERIT

Whether a claimed percentage, a variation or a delay is actually owed is a contractual call, not a clerical one.

02
DETERMINE THE TIME

How many days an event cost practical completion. The model measures; you decide.

03
CERTIFY THE AMOUNT

The signature on the certificate stays with the person the contract names. It is not delegable.

04
CLOSE THE DEFECT

An item is closed at re-inspection, by you, never off a photo the builder sent.

CLAUDE’S TO CARRY

01
CAPTION THE RECORD

A month of site photos sorted by trade and area, each tied to what it evidences.

02
RECONCILE THE FIGURES

Claim, QS assessment and your control numbers on one line, sorted by the size of the gap.

03
TEST AGAINST THE PATH

Every claimed day checked against the critical path; concurrent delay named, not hidden.

04
ASSEMBLE THE REPORT

Each section built from work already assessed, on the practice’s own letterhead.



FIG. · TEMPORARY WORKS, ARCHIVE FIT-OUT



FIG. · COLUMN REINFORCEMENT, WORM’S-EYE

THE MAP

One month, where AI actually helps.

Not everywhere, and not evenly. AI earns its place on a construction project at the points where the work is heavy, repetitive and evidence-bound, and it stays out of the points where the work is a judgement the contract reserves for you. Here is the whole month laid against that test: what the tool does at each stage, and the single decision it hands back.



FIG. · SCAFFOLD AND FORMWORK, FACADE

01 SITE RECORDS Captions the camera roll and writes up the meeting. → YOU CONFIRM WHAT EACH PHOTO EVIDENCES.	02 PROGRESS CLAIM Tests every claimed percentage against the agreed values. → YOU CERTIFY THE AMOUNT.	03 RECONCILIATION Puts claim, QS and your figures on one line, gap first. → YOU DECIDE THE NUMBER.	04 VARIATIONS Ties each to its clause and tests the time bar. → YOU DECIDE IF IT IS A VARIATION.
05 DELAY Measures the claim against the critical path. → YOU DETERMINE THE EXTENSION.	06 PROGRAMME & COST Updates the approved programme and prices the month. → YOU OWN THE FORECAST DATE.	07 REPORTS & RETURNS Assembles the report and fills the funder’s return. → YOU SIGN IT.	08 DEFECTS Locates and numbers every item, per trade. → YOU CLOSE IT AT RE-INSPECTION.

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Every stage ends in a decision. The tool gets you there faster. It never makes the call.

HOW IT WORKS

Four moves, every single time.

A skill is not an app. It is a small folder of written instructions Claude loads only when the task calls for it. That is the whole idea, and why a practice can share them like templates. In a chain, each skill is handed the output of the last.

RUN A SKILL

- 01

DROP IN THE RAW MATERIAL
A claim, a QS assessment, a programme, a folder of site photos. Whatever already landed this month.
- 02

NAME THE SKILL
One line in plain language, or type the slash command. The skill loads its own steps.
- 03

ANSWER THE QUESTIONS
It asks only what it cannot infer, then shows its working.
- 04

CHECK AND PASS IT ON
The output becomes the input of the next skill in the chain.

INSTALL & INVOKE

- 01

ADD IT ONCE
Drop each skill folder into your skills directory, or upload the pack.
- 02

CALL IT BY NAME
Mention it in plain language, or invoke it as /skill-name.
- 03

REUSE AND ADAPT
Teach it your template, your contract and your numbering once. Every future run inherits them.



FIG. · FIT-OUT IN PROGRESS, SERVICES ABOVE



FIG. · WORKING DRAWINGS, THE RECORD

BEFORE YOU BEGIN

Before you put Claude to work.

01
KNOW YOUR PRACTICE’S POLICY
Confirm how your office permits Claude to be used. Another team adopting it does not mean yours is cleared.

02
CONTRACT DOCUMENTS ARE CONTESTED DATA
Claims, variations and delay notices are commercially sensitive and frequently disputed. Be deliberate about which account they go into.

03
ASSESSMENT IS NOT CERTIFICATION
These skills structure a position for you to take. The certificate, the determination and the signature stay with the named person under the contract.

04
DO NOT BREAK SOMEBODY ELSE’S FILE
Control workbooks and funder templates carry formulas and locked cells. Keep the change log, and read it before you submit.

05
KEEP BACKUPS
Whenever Claude works with your real project files, keep a current backup. It is the simplest protection you have.

Get the safeguards right first; then go as far as your imagination will take you.



FIG. · SCAFFOLD AND FORMWORK, FACADE

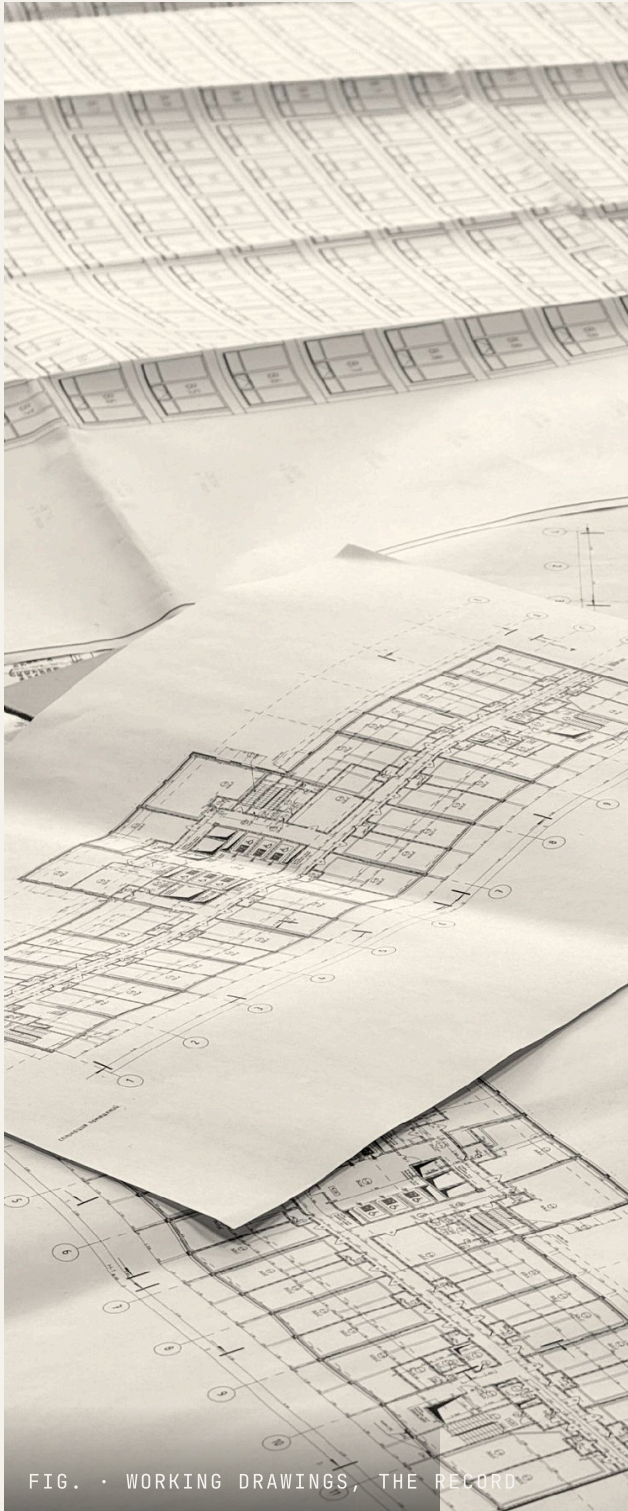


FIG. · WORKING DRAWINGS, THE RECORD



The Month Recorded

The month exists as an unsorted camera roll and a meeting nobody wrote up. Two skills turn it into a dated record, before any of it is argued about.

SKILL 01

ASSESS

Site Log

/site-log

Drop in the month’s site photographs. Get every image captioned with trade, area and what it evidences, sorted so a reader follows the building.

It turns a camera roll into a record: what the photo shows, which trade, which area, what it evidences. The section clients read first.

THE PROMPT

Here is this month’s site photography for [project], plus my walk notes. Caption each image with trade, level or area, date, and what it evidences for the claim. Sort by trade then area. Flag any photo showing a defect, a safety issue or an unrecorded variation. Where you cannot tell what an image shows, ask me.

GIVE

A camera roll and your walk notes.

GET

A captioned record, sorted by trade.

TAKES 6 MIN

REPLACES AN EVENING NAMING PHOTOGRAPHS
OPUS 5

CHECK

Never guess a location. A photo filed to the wrong level becomes a wrong record somebody relies on later.



FIG. · COLUMN REINFORCEMENT, WORM’S-EYE

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SKILL 02

ASSESS

Site Minutes

/site-minutes

Hand it the transcript, the recording or your notebook. Get minutes on your template, every action owned and dated, every carried item keeping its number.

It carries every open item forward under its original number, because an item that gets renumbered loses its history. Owners are named, not implied.

THE PROMPT

Write up this site meeting for [project] on our minutes template. Carry forward every open item from last month under its original reference number. State the position now in one or two sentences, not the whole conversation. Give every action an owner by name and a due date. Where the record is unclear about what was decided, flag it for confirmation instead of resolving it.

GIVE

A transcript, a recording or photographed notes.

GET

Minutes with an owned action list.

TAKES 5 MIN

REPLACES THE WRITE-UP THAT SLIPS TWO WEEKS
OPUS 5

CHECK

Do not upgrade a discussion into a decision. Minutes are the contemporaneous record and get relied on.



FIG. · WORKING DRAWINGS, THE RECORD

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B

The Claim Assessed

A claim, a quantity surveyor’s assessment and your own figures, and no two of them agree. Four skills find the gaps and carry the survivor through to a certificate.

SKILL 03

ASSESS

Claim Check

/claim-check

Give it the claim and the schedule of values. It tests every claimed percentage against the evidence and reports the delta, not the total.

It reads the claim line by line against the agreed values and reports the delta rather than the total. The certification stays yours.

THE PROMPT

Assess this progress claim for [project] line by line against the schedule of values. For each item show value, previously certified, claimed this period, cumulative claimed percentage and your assessed percentage. Where the claim exceeds what the evidence supports, name the evidence needed to accept it. Separate work in place from materials on and off site. Do not certify.

GIVE

The claim and the schedule of values.

GET

Claimed against assessed, line by line.

TAKES 8 MIN

REPLACES A SUNDAY WITH TWO SPREADSHEETS
OPUS 5

CHECK

It assesses, it does not certify. The signature stays with whoever holds that role under the contract.



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SKILL 04

ASSESS

QS Reconcile

/qs-reconcile

Three sets of figures that never agree. It puts claim, QS assessment and your own numbers on one line and sorts by the size of the gap.

It checks the quantity surveyor's arithmetic instead of assuming it, and sorts by the size of the gap so the three differences that decide the month sit at the top.

THE PROMPT

Reconcile three positions for [project] this month: the contractor's claim, the QS assessment, and my control figures. One row per schedule-of-values item with all three plus the difference, sorted largest difference first. For each material gap, name the likely cause. Check the QS assessment's own arithmetic independently and report any error. List variations in the claim but not the register, and the reverse.

GIVE

The claim, the QS assessment, your figures.

GET

Every difference, with its likely cause.

TAKES 7 MIN

REPLACES FINDING THE GAP IN THE MEETING
OPUS 5

CHECK

The QS assessment is one opinion from one set of information. Check its arithmetic every month.



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SKILL 05

ASSESS

Progress Certificate

/progress-certificate

From the assessed position, the certificate and its covering letter, with the arithmetic shown from contract sum to the amount now due.

It shows every line of the arithmetic, so the amount due can be traced back to an assessment rather than to somebody’s judgement about the site.

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THE PROMPT

Draft the progress certificate for [project], claim [number]. Show the arithmetic in full and in order: original contract sum, approved variations to date, adjusted contract sum, value of work completed, materials on site, less retention, less previously certified, amount now due, GST as the contract provides. Carry only approved variations. Reconcile previously certified against last month’s certificate and stop if they disagree. Draft the covering letter. Leave the signature block unsigned.

GIVE

The assessed claim and last month’s certificate.

GET

The certificate, and the letter with it.

TAKES 6 MIN

REPLACES EDITING LAST MONTH’S COPY AND HOPING

OPUS 5

CHECK

No figure appears that is not carried from an assessment. This is the document that moves money.



FIG. · FIT-OUT IN PROGRESS, SERVICES ABOVE

SKILL 06

ASSESS

Cost Report

/cost-report

Roll the assessed claim and the variation register into one page: budget, committed, spent, forecast, and what moved since last month.

It reconciles the month into the three numbers a client actually asks about, and shows where the forecast moved and why. One page, or it does not get read.

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THE PROMPT

Build this month’s cost position for [project]: original budget, approved variations, current contract sum, committed, spent to date, forecast final cost. Show the movement on every line since last month with a one-line reason each. Keep approved, pending and disputed variations separate and say which the forecast includes. Report contingency drawn and remaining. If the forecast exceeds budget, say so at the top.

GIVE

The assessed claim and the variation register.

GET

One page a client will actually read.

TAKES 5 MIN

REPLACES THREE SPREADSHEETS AND A GUESS

OPUS 5

CHECK

A number that moved without a reason attached is not reportable. Chase the reason before it goes out.



FIG. · SCAFFOLD AND FORMWORK, FACADE

C

Time & Change

Variations arrive faster than the register is kept, and the delay notice claims more days than the programme actually lost. Four skills test each on its own terms.

SKILL 07

ASSESS

Variation Log

/variation-log

A pile of claims and instructions becomes a register where each item is tied to the clause it stands on and the date it was notified.

It ties each variation to the clause it relies on and tests whether notice was served in time, which is usually what the argument turns out to be about.

THE PROMPT

Build the variation register for [project]. For each item record number, description, the instruction or event that triggered it, the clause relied on, cost impact, time impact, date notified and status. Test each notice against the contract time bar and say whether it appears to be in time, or that the date is unclear. Separate genuine variations from rework, scope already included, and claims dressed as instructions. Total approved, pending and disputed separately.

GIVE

The claims, instructions and correspondence.

GET

A register that survives being tested.

TAKES 7 MIN

REPLACES A REGISTER REBUILT FROM MEMORY
OPUS 5

CHECK

Flag the doubtful ones, do not decide them. Whether it is a variation is a contractual call, not a clerical one.



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SKILL 08

ASSESS

EOT Check

/eot-check

It measures the delay claim against the critical path, so the assessment rests on the programme rather than on the number of days claimed.

It separates the days claimed from the days that actually moved practical completion, and names the concurrent delay. Most claims shrink at this step.

THE PROMPT

Assess this extension of time claim for [project] against the approved programme. Identify the delay event, its cause, and which party bears it under the contract. Test each claimed day against the critical path: days that do not delay practical completion are not an extension. Look for concurrent delay and name it. Check the notice against the time bar. Give an assessed EOT in days with reasoning for every day allowed and refused.

GIVE

The claim and the approved programme.

GET

Days allowed, days refused, with reasons.

TAKES 9 MIN

REPLACES ACCEPTING THE CLAIMED FIGURE
OPUS 5

CHECK

Most claims shrink at this step. Have the assessment reviewed before it is issued.



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SKILL 09

ASSESS

Programme Update

/programme-update

It works from the approved programme rather than drawing a fresh one, so the movement between what was promised and what happened stays visible.

It works from the approved programme rather than a fresh one, so the movement stays visible and the forecast date arrives with its causes attached.

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THE PROMPT

Update the approved programme for [project] with this month's progress. Mark actual against planned for every activity, showing start, finish and float consumed. Recalculate the critical path and say whether it has changed since last month. Report slippage by activity, separating recoverable from not. Forecast practical completion and state whether it is against the original date or one revised by an assessed EOT. List the reasons the date moved.

GIVE

The approved programme and this month's progress.

GET

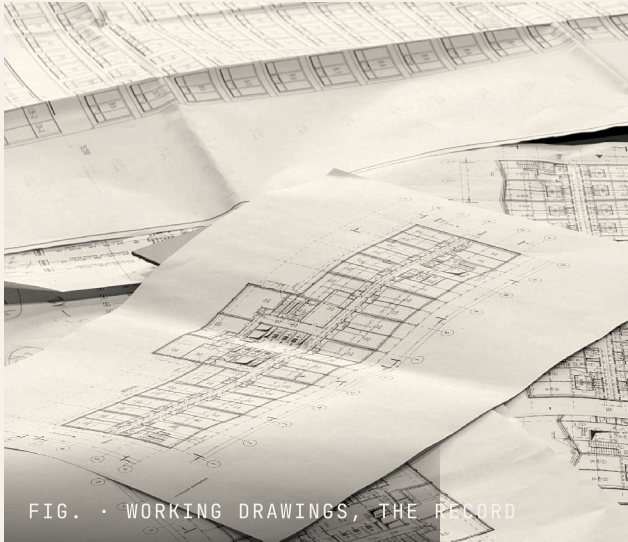
A completion date you can defend.

TAKES 7 MIN

REPLACES REDRAWING THE BAR CHART MONTHLY
OPUS 5

CHECK

A forecast date with no cause attached is not usable in a report. Name what moved it.



SKILL 10

ASSESS

Risk Log

/risk-log

It sweeps the month's RFIs, minutes and correspondence into one register and sorts by what is actually blocking work.

It sweeps the month's correspondence into a single list and sorts by what is blocking work. Overdue items are named, not softened.

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THE PROMPT

Consolidate the open items for [project] into one register from the RFI register, the site minutes, this month's correspondence and last month's register. Where the same item appears under different names, combine it and note both references. For each: reference, description, owner, date raised, days open, cost impact, programme impact, status. Sort by what is blocking work, then days open. List overdue items separately with the owner named.

GIVE

RFIs, minutes and the month's email.

GET

One list, ordered by what is blocking.

TAKES 6 MIN

REPLACES THREE LISTS THAT DISAGREE
OPUS 5

CHECK

Do not soften the overdue items. An unnamed owner is how an item stays open for five months.





D The Records Kept

Two documents somebody else owns: the workbook the project is run from, and the funder’s locked return. Both get written into without being broken.

SKILL 11

REPORT

Control Doc

/control-doc

It writes the month into the workbook the project is actually run from, and reconciles the variation register against the variation folder both ways.

It writes into somebody’s working instrument, so it confirms before it changes anything and reports every cell it touched. Formulas are left alone.

THE PROMPT

Sync this month into the control workbook for [project]. Reconcile the variation register against the variation folder in both directions and list what is unmatched each way. Confirm approval status with me before writing any variation. Write the certified amount into the cash flow against the correct month and check the cumulative against the certificate. Update the provisional sum schedule with quantities drawn, the current rate and the balance. Leave every formula and protected cell intact. Report each change cell by cell.

GIVE

The workbook, the folder, the certificate.

GET

A current workbook, and a change log.

TAKES 8 MIN

REPLACES A WORKBOOK THREE MONTHS OUT OF DATE

OPUS 5

CHECK

Never rebuild a sheet because the structure looks inefficient. Formulas elsewhere are pointing at it.

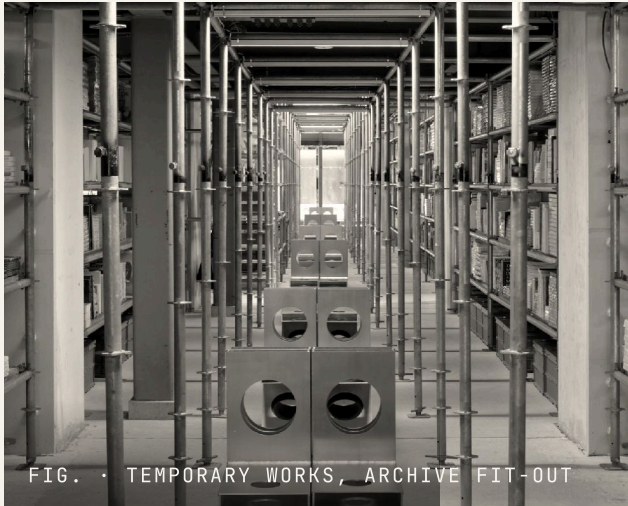


FIG. · TEMPORARY WORKS, ARCHIVE FIT-OUT

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SKILL 12

REPORT

Funder Report

/funder-report

Somebody else’s controlled form, filled from your assessed position, on their deadline, without breaking their template.

It fills a form you do not own, to a deadline you do not set, and hands back a diff so the person signing can see the whole delta.

THE PROMPT

Fill this month’s funder return for [project] on their template. Confirm the reporting period and the deadline back to me first. Update only the reporting period, progress percentage, progress narrative and forecast milestone dates. Progress comes from the certified assessment. Do not touch expenditure figures, formulas, dropdowns or locked cells. Keep the narrative to their word limit in their terminology. Flag any milestone date that has moved. Diff against last month and list every field you changed.

GIVE

Their template and your certificate.

GET

The return, filled and unbroken.

TAKES 6 MIN

REPLACES THE NIGHT BEFORE THE DEADLINE

OPUS 5

CHECK

Never round the progress percentage up. It is compared against the last return and the next one.



FIG. · FIT-OUT IN PROGRESS, SERVICES ABOVE

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The Report Written

The document itself, and the letterhead it goes out on. Two skills that turn an assessed month into a report you can sign on a Friday afternoon.

SKILL 13

REPORT

Report Writer

/report-writer

It assembles the monthly report from work already assessed, in your template and section order, with the executive summary written last.

It takes the outputs of the skills before it and assembles the document, rather than starting a new one. Same template, same order, every month.

THE PROMPT

Assemble the monthly report for [project] from the outputs of the record, claim, variation, EOT, programme, cost and risk skills, on our template. Follow the template section order exactly; where a section has no content say no change since last report rather than deleting it. Carry every number straight from its source and stop to flag any figure that does not reconcile between sections. Write the executive summary last: cost position, programme position, and the three things needing a client decision.

GIVE

The outputs of the skills before it.

GET

The report, in your format, assembled.

TAKES 8 MIN

REPLACES REBUILDING THE DOCUMENT EVERY MONTH

OPUS 5

CHECK

Read the executive summary back against the registers. It is the only part most people read.



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SKILL 14

REPORT

House Style

/house-style

One written definition of the practice’s identity, applied to everything, so twelve documents from four people still look like one office.

It applies one written definition of the practice’s identity, and it verifies by looking at the rendered file instead of trusting the markup.

THE PROMPT

Format this document in our house style: logo at [width] top right, the address block for the [office] office, [body typeface] throughout at [size], the Re: subject convention, and the standard footer with the copyright line and the current year. Australian English. Where a template has been hand-edited, reproduce its body exactly and replace only the text. Never rebuild its tables. Render it and show me the result rather than telling me the markup is correct.

GIVE

The document, and your identity written down once.

GET

A document that reads as the practice’s.

TAKES 4 MIN

REPLACES FOUR TYPEFACES AND THE WRONG ADDRESS

OPUS 5 / SONNET 5

CHECK

Check the letterhead against the office actually issuing it. A wrong address is noticed immediately.



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F Closing Out

The end of the job, and the end of the loop. A defects schedule the builder can work from, and one skill that bottles the whole month for next time.

SKILL 15

REPORT

Defects List

/defects-list

A walk-through and a set of photographs become a numbered schedule, located by room, ordered by trade, with a re-inspection column.

It locates every item precisely enough to act on, and keeps its number across re-inspections so an item on its third pass reads as an escalation.

THE PROMPT

Turn this practical completion inspection for [project] into a defects schedule. Number every item once and keep that number for the life of the job. Locate each precisely: level, room or area, element. Assign the responsible trade. Separate genuine defects from incomplete work, damage by others, and items that are actually variations, and flag those rather than deciding them. Give each a rectification date from the contract timeframe and a re-inspection column. Carry unresolved items forward under their original numbers. Produce one extract per trade.

GIVE

Inspection notes, photographs, the room schedule.

GET

One numbered list, one extract per trade.

TAKES 7 MIN

REPLACES A LIST NOBODY CAN ACT ON
OPUS 5

CHECK

Do not close an item off a photograph the builder sent. A defect is closed at re-inspection, by you.



FIG. · COLUMN REINFORCEMENT, WORM’S-EYE

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SKILL 16

REPORT

Write a Skill

/write-a-skill

The month you just spent working out becomes one command next time. Hand it the run, get a skill back.

The skill that ends the loop. Run it the first time you finish something you already know you will be doing again next month.

THE PROMPT

I just ran the monthly contract admin cycle on [project] by hand. Turn what we did into a reusable Claude Skill: YAML frontmatter with a kebab-case name and a description saying what it does and when to use it, then What it does, When to use, Instructions, Output format, and the one mistake to avoid. Keep the description trigger-focused, because that is what decides when it loads.

GIVE

The run you just finished.

GET

A SKILL.md, ready to save.

TAKES 4 MIN

REPLACES RE-EXPLAINING IT NEXT MONTH
OPUS 5

CHECK

A vague description is the whole failure mode. If it does not say when to use the skill, it will not load.

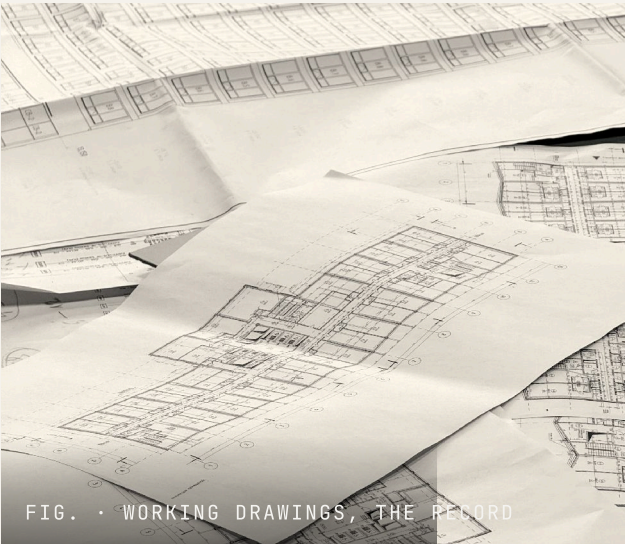


FIG. · WORKING DRAWINGS, THE RECORD

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WORKED EXAMPLE

One Friday, instead of one Sunday.

No single skill closes a month. A chain of them does, each one handed the output of the last. The first half tests what landed. The second half writes it up. Run in order, the whole month fits inside a Friday.

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FIRST HALF · ASSESS THE MONTH

01
RECORD · /SITE-LOG → /SITE-MINUTES

The camera roll captioned by trade, and the meeting written up with every action owned.

02
ASSESS · /CLAIM-CHECK → /QS-RECONCILE

Every claimed percentage tested against the values, then claim, QS and your own figures on one line.

03
CERTIFY · /PROGRESS-CERTIFICATE → /COST-REPORT

The arithmetic in full to the amount due, then the month priced on a single page.

04
DEFEND · /VARIATION-LOG → /EOT-CHECK → /PROGRAMME-UPDATE → /RISK-LOG

Each variation on its clause, the delay claim against the critical path, the date with its causes, and every open item owned.

SECOND HALF · REPORT THE MONTH

01
KEEP · /CONTROL-DOC → /FUNDER-REPORT

The month written into the control workbook, then the funder's locked return filled and unbroken.

02
WRITE · /REPORT-WRITER → /HOUSE-STYLE

Every section assembled from work already assessed, on the practice's own letterhead.

03
CLOSE · /DEFECTS-LIST

Located, numbered, one extract per trade, and a number that survives re-inspection.

04
BOTTLE · /WRITE-A-SKILL

The whole run packaged, so next month starts as one command instead of sixteen.



FIG. · STRUCTURAL FRAME AND TOWER CRANES

Worked example



FIG. · WORKS IN PROGRESS

THE RULE

You stay the author.

01

IT DRAFTS, YOU DECIDE

Every output is a first draft, never a final answer. Nothing leaves the office without your name reading it first.

02

ASK IT TO SHOW ITS WORKING

If you cannot see how it reached a number, you cannot defend it across the table. Trust the reasoning, not the confidence.

03

CERTIFICATION IS NOT DELEGABLE

It does the reconciling, the measuring and the typing. The determination, the certificate and the signature stay with the person the contract names.

FREE

Get the skill pack.

All 16 skills, the whole month, every prompt written out and ready to drop in. Take the pack, keep the Sunday.

chiangning.net/resources



FIG. · TEMPORARY WORKS, ARCHIVE FIT-OUT



FIG. · COLUMN REINFORCEMENT, WORM'S-EYE