

01 / THE TASK

Why does the job cost more than the estimate?

Quote

Agreed work and estimated effort

Time records

Actual work recorded against each job

Expenses

Allocated invoices and other costs

Project rules

Approvals, responsibilities and additional-work policy



Before implementation, we check whether these records can be matched to a job and are complete enough to use.

02 / THE PROPOSAL

Explain the difference and prepare a review.

Output

Cost difference, supporting records and questions still to resolve

Next step

Prepare a review task for the project owner

Boundary

No assignment of blame, invoice or customer commitment without review

Agree first

Data access, implementation cost, running fees and people responsible

The actual plan comes from your work and information. This sample illustrates its structure.

03 / THE CHECKS

How we test the work.



Numbers you can reproduce

The calculated cost difference matches the records used.



Missing or conflicting information

The system identifies the gap and asks for review. It does not invent missing costs.



Actions within the agreed permissions

A review task may be prepared. Invoices and customer commitments change only after the agreed approval.

Approval

Joint review before final payment



If our work misses the agreed criteria, we correct it at our expense.

