

SAMPLE 03 · PROJECT CONTROLS

Sample AEC Project Dashboard & Schedule

A management-level demonstration of schedule control, planned-versus-actual progress, responsibilities, permit risks and decision tracking.

FICTIONAL PROJECT	Harbor Point Mixed-Use Fit-Out
LOCATION	International remote delivery (fictional project)
REPORTING PERIOD	Week 06 of 10
CURRENT STAGE	Authority response + coordinated IFC update
BELALHH ROLE	Remote AEC Project Controls & Technical-Delivery Partner
STATUS DATE	31 July 2026

Executive dashboard

63%	59%	06	04	03
PLANNED	ACTUAL	OPEN COMMENTS	CRITICAL ACTIONS	DECISIONS DUE

CONTROL AREA	STATUS	CURRENT POSITION	MANAGEMENT ACTION
Overall schedule	AMBER	4 percentage points behind plan; authority response remains recoverable.	Freeze inputs and close high-priority comments within 5 working days.
Permit comments	AMBER	6 open: 2 technical, 3 drafting, 1 client decision.	Daily closure review until resubmittal issue.
Design coordination	GREEN	Architecture, MEP and life-safety backgrounds aligned to Rev. 04.	Maintain common issue register and drawing index.
Commercial / scope	AMBER	Two requested changes are outside the approved fixed scope.	Issue variation note before commencing added services.
Quality	GREEN	No major internal QA rejection this period.	Continue pre-issue cross-discipline checks.

INTEGRATED SCHEDULE

Ten-week technical-delivery plan

ID	ACTIVITY	OWNER	STATUS	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10
01	Mobilisation & document audit	BelalHH	Complete	●									
02	Authority comment triage	BelalHH / Leads	Complete	●	●								
03	Architectural coordination	Architect	In progress		●	●	●	●	●				
04	Civil / site-plan updates	Civil EOR	In progress		●	●	●	●	●				
05	Fire & life-safety response	Fire consultant	In progress			●	●	●	●				
06	MEP / utility coordination	MEP team	At risk			●	●	●	●	●			
07	Traffic / parking update	Traffic	Complete			●	●	●					
08	Internal QA / clash review	BelalHH	Planned						●	●			
09	Client approval & signatures	Client / EOR	Planned							●	●		
10	Coordinated resubmittal	BelalHH	Planned								●		
11	Authority follow-up	BelalHH / Client	Planned									●	●

Schedule control notes

Critical path: MEP utility confirmation → internal QA → EOR/client approval → coordinated resubmittal. A delay beyond Week 7 moves the resubmittal date unless the approval sequence is compressed.

Progress basis: Weighted completion by deliverable, not elapsed time. A task counts as complete only after internal QA and incorporation into the controlled issue set.

ACTIONS AND DECISIONS

Management action register

ID	ACTION / DECISION	OWNER	DUE	IMPACT IF LATE	STATUS
A-01	Confirm utility point of connection and fire-line basis.	Client / MEP	02 Aug	Blocks utility plan and fire response.	Critical
A-02	Issue updated architectural door schedule.	Architect	03 Aug	Delays egress and accessibility QA.	Open
A-03	Approve landscape relocation at sight triangle.	Client	04 Aug	Prevents final site-plan coordination.	Open
A-04	Confirm EOR signing sequence and review duration.	Project manager	04 Aug	May move resubmittal milestone.	Open
A-05	Close parking and trip-generation coordination.	Traffic / BelalHH	01 Aug	Required for clean narrative and drawings.	Closed
A-06	Approve added scope for revised drainage calculations.	Client / Civil EOR	05 Aug	Unresolved authority comment remains.	Decision due

Weekly reporting discipline

MONDAY	WEDNESDAY	FRIDAY
Update deliverable status, owners and constraints. Confirm the controlled drawing register.	Technical closure meeting for open authority comments and cross-discipline dependencies.	Issue executive dashboard with decisions, risks, progress and next-week priorities.

Send your authority comments or project brief for a fixed-scope assessment.

REQUEST A FIXED-SCOPE ASSESSMENT →