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Field-Office Communications

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The Weekly Check

By: Les Cunningham

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You should conduct a weekly job-progress meeting with all the key people in your company. Attendees should include individuals responsible for sales, administration, and production.

During this meeting, review the status of all jobs so your entire staff is aware of the progress on every job on your schedule. Covering job status and responsibilities during the meeting will ensure that you can complete jobs on time and on budget. Here are a few discussion points for the meeting:

- Identify jobs that are over-budget or have production delays.
- Pinpoint the cause of the delay or reason for not being on budget. What needs to be corrected and who will correct it?
- Determine the weekly payments or draws that should be ready and assign someone to schedule a pick-up time with the client. Make it very clear to clients that if the payment is not received, the job will be stopped. Communicate this possibility to the manager and other staff on the project.

—Les Cunningham is president of Business Networks, a peer-review organization for the remodeling and insurance restoration industries. les@businessnetworks.com.

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