

The week's work, prepared and ready to approve

Greystone's own team prepared 23 outputs this week with its three agreed skills, checked every draft, and set out what waits on a reviewer and what carries into next week. The summary is the Friday close of a weekly rhythm that keeps the commercial, margin and dispatch work moving without a backlog forming behind it.

CLIENT	PERIOD	SKILLS LIVE
Greystone FM Group	Week 12 · w/c 15 June 2026	3 packs · CCK, Cockpit, Dispatch
PREPARED BY	REFERENCE	STATUS
Greystone skills team	BT0-GFM-WDS-012	● On track

Illustrative example: fictional project and parties.

23

Outputs prepared across 3 packs

96%

Ready on time, target 95%

91%

Not returned, including pending

1.8d

Records to draft, average

01

SUMMARY

Twenty-three outputs, prepared by pack

Week 12 produced 23 outputs across the three agreed packs. On-time delivery was 96% against the 95% target. The headline 91% is the rounded share not returned for rework, including 4 pending items, not an approval rate. The late handover was issued at 07:42 against an 07:30 target after a late Harland BMS feed. The cause was logged and the feed schedule confirmed with Harland IT for the following week.

PACK	MAIN OUTPUTS	PREPARED	ON TIME	QUALITY
Commercial Control Kit™	Variation narratives, change event logs, notice tracker, evidence bundle	8	100%	88%
Margin Cockpit™	Monthly margin snapshot, aged WIP tracker, invoice blocker summary	3	100%	100%
The Dispatch Desk™	Dispatch-ready tickets and morning handovers	12	92%	90%
Week 12 total		23	96%	91%

A named analyst prepares each output; the skills lead checks it before reviewer approval and issue. Approved items were filed by Friday 19 June at 14:00. Pack and overall rates and quality scores are independently supplied illustrative metrics, not recalculated from prepared counts; their bases are not provided. The 91% quality score is separate from the headline status share.

02

APPROVALS

What waits on a reviewer

Of the 23 outputs, 17 are approved and filed, 4 are pending with their reviewer, and 2 were returned for rework. The table shows selected outstanding items: all 4 pending items and one returned item. The second returned item and its owner are not detailed in this specimen.

APPROVED	PENDING APPROVAL	RETURNED
Filed to the shared workspace	With K. Rhodes and T. Brennan	One of two detailed below
17	4	2

REF	OUTPUT	WITH
W12-03	Variation narrative VAR-033, Ashford DC	K. Rhodes
W12-07	Notice tracker, Riverside FM	K. Rhodes
W12-17	Dispatch ticket, Ashford DC	T. Brennan
W12-20	Morning handover, Tuesday 16 June	T. Brennan
W12-08	Evidence bundle VAR-028, Langton Civic Centre, returned	Site team

WHY W12-08 WAS RETURNED

The evidence bundle for VAR-028 is missing the site diary extract for 12 May at Langton Civic Centre. It has been requested from the Langton site team and is expected on Monday 22 June, at which point the bundle is reissued.

03

TREND & NEXT

Four weeks of trend, and the week ahead

Volume, on-time delivery, quality and rework across the rolling four-week window. Volume is up and rework is easing.

MEASURE	WEEK 9	WEEK 10	WEEK 11	WEEK 12
Outputs prepared	19	21	20	23
On-time rate	100%	95%	100%	96%
Quality score	89%	92%	88%	91%
Items returned	1	2	3	2
Turnaround (days)	2.1	1.9	2.0	1.8

Week 13 is planned at roughly 12 outputs, set out by pack below. The QBR draft goes to D. Farrow for review ahead of the Q2 Quarterly Business Review on 30 June.

PACK	PLANNED	FOCUS FOR WEEK 13
Commercial Control Kit™	3	Two variation narratives and the reissued VAR-028 evidence bundle
Margin Cockpit™	2	Q2 QBR board narrative draft and variation pipeline summary
The Dispatch Desk™	7	Dispatch-ready tickets and five morning handovers
Week 13 planned	12	

Week 13 volume returns to about 12 after the Week 12 total of 23, a lighter schedule around the quarter close. The reissued VAR-028 bundle is sequenced first, so Langton Civic Centre closes once the outstanding site-diary extract arrives.

ACTION TO KEEP THE CYCLE

Please approve or return the four pending items by Monday 22 June so Week 13 starts clean. The next governance touchpoint is the Month 3 Governance Review on Monday 6 July; its supporting pack issues by 3 July.

Reference BTO-GFM-WDS-012 Period Week 12, w/c 15 June 2026
Next Monthly Governance Report