



The Minimum Viable Job Review Packet in Plain English

A simple internal guide for PMs, accounting, and leadership

What it is	What belongs in the MVP packet	Core idea
A practical, standard packet that gives leadership enough visibility to make decisions without overloading the meeting with detail.	Cover Sheet, Summary Sheet, Job Cost Review, and Change Order Log.	A stronger packet is not usually a bigger packet. It is a cleaner one.

The 4 core packet pages

- Cover Sheet – priorities, risks, and actions
- Summary Sheet – one-page job story
- Job Cost Review – key variances and forecast support
- Change Order Log – change work status and next actions

What optional pages come later

Add commitments, productivity, AR/retainage, contract extract, or job health views only after the core packet is being prepared consistently.

What the packet should do

- Standardize how jobs are reviewed
- Surface what changed and why
- Support decisions during the meeting
- Make follow-up visible

Why packets get bloated

Teams often add too much detail too early, include every report equally, or customize the packet too much by PM or job.

Red flags

- No one-page summary exists
- The packet is too detailed for a live meeting
- Different PMs bring different reports
- Action tracking is separate or missing

Best practice

Start with the minimum viable packet for two cycles, then add only the extra views that solve a recurring problem.

Bottom line
A minimum viable packet gives the team enough structure and visibility to run a disciplined meeting without creating unnecessary reporting burden.
Best Monthly Job Review use: Standardize the packet first, make the meeting useful second, and add optional views only after the core rhythm is stable.