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Provisional Sum Package Maturity (PCS) Gap Checklist

Provisional Sum Package Maturity (PCS Gap Analysis) Checklist as an interactive checklist—commentable and ready to export as PDF/Excel—to judge instruction readiness, approvals, and programme fit.

Project:
Date:
Filled by:

Scope Definition Readiness

1	Confirm the technical scope narrative covers all system boundaries and inclusions; method: review scope matrix against drawings/BoQ/specs; acceptance: zero “TBD/By Others” tags; evidence: signed scope matrix and marked drawings.
2	Verify all execution drawings are issued IFC (or equal) in the DMS; method: transmittal check; acceptance: 100% of key GA, details, and schedules at IFC; evidence: transmittal IDs and revision list.
3	Check specifications are complete and coordinated with drawings; method: spec index cross-check; acceptance: no conflicting clauses or missing sections; evidence: coordination report and RFI log showing zero open spec RFIs.
4	Validate performance requirements and acceptance criteria are measurable; method: compare Employer’s Requirements to ITP drafts; acceptance: test KPIs defined with units (e.g., kW, L/s, lux); evidence: schedule of performance tests.
5	Confirm temporary works needs are defined where applicable; method: temporary works design brief; acceptance: register approved by the project Temporary Works Coordinator; evidence: approved temporary works register and sketches.

Authority and Regulatory Approvals

6	Identify all required authorities/NOCs; method: approvals matrix; acceptance: matrix lists authority, submission content, and dependency; evidence: signed approvals matrix.
7	Confirm submissions are lodged; method: tracker and portal receipts; acceptance: 100% planned submissions filed; evidence: submission receipts and stamped acknowledgment.
8	Verify approvals/conditions received; method: review letters and stamped drawings; acceptance: critical path approvals in hand or conditions acceptable; evidence: approval letters/NOCs and markups.
9	Test approval timelines against programme logic; method: link approvals to activities; acceptance: zero negative float and float ≥ 0 days; evidence: programme excerpt with logic ties and notes.

Design Responsibility and Interfaces

10	Allocate design responsibility end-to-end; method: RASCI/responsibility matrix; acceptance: designer, checker, approver named per element; evidence: signed responsibility matrix.
11	List specialist design portions (e.g., fire, façade, BMS); method: specialist design schedule; acceptance: briefs and data requirements issued; evidence: issued design briefs and deliverable register.
12	Define interfaces with adjacent trades; method: interface matrix and coordination workshops; acceptance: inputs/outputs, tie-ins, and tolerances agreed; evidence: signed interface control documents.
13	Confirm builder's work requirements; method: builder's work drawings and openings schedule; acceptance: dimensions in mm and tolerances stated; evidence: coordinated builder's work package and register.

Procurement Readiness

14	Finalize material specifications; method: spec index close-out; acceptance: product grades, coatings, and standards stated; evidence: approved spec sections and datasheets.
15	Identify long-lead items and lead times; method: vendor data request and manufacturer confirmations; acceptance: durations (weeks) logged and within programme float; evidence: manufacturer lead-time letters.
16	Confirm fabrication and shop drawing durations; method: fabrication schedule; acceptance: shop and fabrication windows align with needed on-site dates; evidence: dated fabrication schedule.
17	Prepare day-zero RFQ package; method: compile BOQ, IFC drawings, specs, scope notes; acceptance: complete, issue-ready ZIP; evidence: RFQ checklist and file path.

Programme Integration Readiness

18	Embed package sequencing in the approved programme; method: WBS coding and logic ties; acceptance: activities with predecessors/successors and resources; evidence: baseline extract with activity IDs.
19	Verify predecessor activities complete or scheduled; method: 3–6 week look-ahead and site walk; acceptance: predecessors have actuals or firm dates; evidence: photos and look-ahead report.
20	Confirm access and enabling conditions; method: access plan, permits, scaffolds, power; acceptance: dates and capacities aligned; evidence: approved access/permit register.
21	Validate work fronts are released; method: area release register; acceptance: signed area handover with coordinates/levels; evidence: release notes and marked plans.

Commercial and Contractual Clarity

22	Ensure provisional sum scope is measurable; method: measurement rules and QTO; acceptance: BoQ/measurement rules mapped to drawings; evidence: QTO report and mark-ups.
23	Record pricing assumptions and exclusions; method: assumption register; acceptance: dated, numbered, and approved entries; evidence: signed assumption log.
24	Define testing and commissioning obligations; method: ITP and commissioning matrix; acceptance: hold/witness points allocated; evidence: approved ITP/commissioning plan references.
25	List warranties and durations; method: warranty schedule; acceptance: duration in years and scope per item; evidence: draft warranty forms.

Instruction Readiness Decision	
26	Record decision: ready/ready with conditions/not ready; method: digital gate with reasons; acceptance: PM signature and date; evidence: decision log and attached evidence pack.
27	If not ready or conditional, issue formal notice (clarification/risk/objection to premature conversion); method: contract correspondence; acceptance: correspondence ID and recipients; evidence: sent letter and tracker entry.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
<p>Provisional Sum Package Maturity (PCS Gap Analysis) Checklist enables a clear, auditable decision on whether a provisional sum package is ready for instruction, procurement, and execution. This package readiness review focuses on scope maturity, design completeness, authority approvals, interfaces, and programme integration, not on subcontractor experience or financial standing. By applying a structured PCS gap analysis, the contractor can avoid scope drift, rework, abortive procurement, late approvals, and programme resequencing. The checklist demands evidence-based confirmation of IFC drawings, coordinated specifications, defined performance requirements, identified temporary works, and clear design responsibilities. It also validates that approval paths are known, submissions are tracked, and timelines align with the baseline programme logic. Commercial clarity is captured through measurable scope, stated assumptions, testing obligations, warranties, and LD implications per approved project specifications and authority requirements. Use this tool to accept instruction, accept with reservations, request clarification, issue a notice of risk, or object to premature conversion. Tick, comment, and export to PDF/Excel with a secure QR.</p>	<p>1. Preparation: Gather latest IFC drawings, specifications, BoQ, approvals matrix, responsibility/interface matrices, programme extract, ITP drafts, and access/work-front registers. Prepare camera for site photos, laptop/tablet, and PPE for verification walks. 2. Start the interactive checklist: Open the package record, select this checklist, and enable tick-and-comment mode. For each item, attach evidence (transmittals, letters, photos, schedules) directly in the app. 3. Cross-verify: For each section, compare entries against the DMS and programme IDs. Flag gaps through comments, assign owners, and set target dates. Link related RFIs or approval submissions where relevant. 4. Export and review: Generate a PDF/Excel export including comments, attachments, and decision status. Share with the project manager and planner for a coordinated readiness review meeting. 5. Sign-off and archive: Capture digital signatures from the responsible engineer and PM. Distribute the decision log to stakeholders and archive the QR-authenticated record in the project DMS.</p>