

PROFESSIONAL PROJECT ASSESSMENT

Project Readiness Audit

Completed illustrative example

Single-storey rear extension and internal reconfiguration

WHY THIS EXAMPLE EXISTS

This fictional report shows the type of clarity a client can receive before committing to a builder or a construction start date. Names, address, figures and findings are illustrative and do not relate to a real customer.

Example project

CLIENT	Example Homeowner — fictional case study
PROPERTY	1930s semi-detached house, South-East London (example location)
PROPOSED WORKS	Approx. 32 m² rear extension, open-plan kitchen/dining, utility and WC
AUDIT TYPE	Detailed Project Readiness Audit
REPORT DATE	28 August 2026
PREPARED BY	Urban Crest Homes — Pre-Construction Team

OVERALL READINESS	CRITICAL BLOCKERS	EARLIEST CREDIBLE START
AMBER	3	10–14 WEEKS

Not ready to start construction. The project is achievable, but drainage approval, construction-level information and pre-contract scope must be resolved first.

Report reference: UCH-EXAMPLE-2026-001

DECISION SUMMARY

Executive findings

OVERALL READINESS: AMBER — PROCEED WITH CONDITIONS

The proposed extension appears viable in principle. The client should not sign a fixed-price construction contract or agree a start date until the three priority blockers below are closed and the quote is reissued against one coordinated scope.

The five findings that matter most

1	Public sewer / build-over position	A public sewer is shown close to the proposed rear wall. Ownership, depth and required consent are not yet confirmed.	Obtain a CCTV survey and confirm the water authority route before foundations are finalised.
2	Construction information	Planning drawings exist, but Building Control details and coordinated construction drawings are incomplete.	Complete the technical drawing package before contract pricing.
3	Structural design coordination	Initial calculations refer to steelwork, but the final steel schedule and connection details were not supplied.	Engineer to issue the final coordinated structural package.
4	Party Wall procedure	Excavation may fall within the statutory distance of the adjoining structure. No notices have been served.	Appoint a Party Wall surveyor and establish the required timetable.
5	Quote and specification gaps	The quote contains allowances and exclusions for glazing, kitchen interfaces, finishes and external works.	Issue one room-by-room specification and request a revised itemised quote.

What appears achievable

Subject to design development and statutory confirmation

- A rear extension of the indicated scale without an obvious need to change the planning concept.
- An open-plan kitchen/dining/family area, subject to final structural and fire-safety design.
- A controlled procurement route leading to comparable pricing once the scope is coordinated.

INPUTS

Project brief and evidence reviewed

Client brief

PRIMARY OBJECTIVE	Create a brighter family kitchen/dining space connected to the garden.
PROPOSED WORKS	Rear extension; internal wall removals; new kitchen; utility/WC; associated plumbing, electrical and finishes.
DECLARED BUDGET	£110,000–£135,000 including VAT, professional fees and client-supplied kitchen.
TARGET START	Client preference: November 2026.
OCCUPANCY	Family intends to remain in the property during most of the works.
SUCCESS CRITERIA	Defined cost, controlled variations, weather-tight shell before winter and safe separation from occupied areas.

Documents supplied for this example audit

DOCUMENT	AVAILABILITY	STATUS	AUDIT NOTE
Planning decision notice	Received	GREEN	Approval granted; conditions require checking before start.
Planning drawings	Received	GREEN	Suitable for planning intent, not a complete construction package.
Building Control package	Not supplied	RED	Technical submission not yet prepared.
Structural calculations	Draft supplied	AMBER	Final steel schedule and connection details outstanding.
Drainage search / survey	Search only	RED	Sewer shown; line, depth and condition not verified.
Party Wall records	Not supplied	AMBER	Procedure not started.
Asbestos refurbishment survey	Not supplied	AMBER	Required before disturbance of suspect materials.
Builder quotation	One quote	AMBER	Contains provisional allowances and material exclusions.
Room-by-room specification	Not supplied	AMBER	Client selections and responsibility matrix incomplete.

DETAILED REVIEW

Readiness assessment — approvals and technical design

Status reflects the evidence made available for this fictional example, not a certification of compliance.

CHECK	STATUS	EVIDENCE / FINDING	REQUIRED ACTION
Planning permission	GREEN	Decision notice supplied. Approved massing broadly matches the current proposal.	Discharge any pre-commencement conditions and build to approved drawings.
Building Control	RED	No technical submission or plan-check comments supplied.	Select approval route and submit coordinated construction information.
Structural design	RED	Draft calculations identify beams but do not provide final schedule, bearings or connections.	Engineer to coordinate final design with architectural and service layouts.
Fire safety	AMBER	Open-plan layout may affect escape, detection and protected route strategy.	Designer / Building Control to confirm compliant strategy before tender.
Thermal design	AMBER	Insulation build-ups, glazing values and junction details are not fixed.	Add performance specification and construction details.
Planning conditions	AMBER	Decision contains conditions, but responsibility and discharge dates are not scheduled.	Create conditions tracker and assign evidence owner.
Freeholder / lender consent	N/A	Client states the property is freehold and no specific lender condition was supplied.	Client solicitor to confirm title and funding restrictions.

Audit interpretation

DESIGN FREEZE REQUIRED BEFORE FIXED PRICE

Planning drawings communicate the concept; they do not define every buildable junction, product or responsibility. Pricing too early transfers uncertainty into exclusions, provisional sums and later variations.

DETAILED REVIEW

Readiness assessment — site, third parties and safety

CHECK	STATUS	EVIDENCE / FINDING	REQUIRED ACTION
Drainage / sewer	RED	Search indicates a public sewer close to the proposed foundations. No CCTV survey or verified invert levels supplied.	Survey, confirm ownership and obtain any required build-over approval.
Party Wall	AMBER	Excavation may be within 3 metres of adjoining foundations. Neighbour position is unknown.	Surveyor to confirm applicability and serve notices with programme allowance.
Ground conditions	AMBER	No trial holes or foundation investigation. Nearby trees and made ground were noted in the brief.	Open trial holes and confirm foundation design with engineer / inspector.
Asbestos	AMBER	Property predates 2000; finishes will be disturbed and no refurbishment survey was supplied.	Complete targeted refurbishment survey before strip-out.
Access / logistics	AMBER	Narrow side access, occupied property and limited frontage for skips or deliveries.	Prepare logistics plan, delivery booking rules and temporary protection.
Existing services	AMBER	Consumer unit, incoming water capacity and buried routes have not been verified.	Arrange electrical/load review, water flow test and service tracing.
Insurance / contract	AMBER	No proposed contract, insurance schedule or responsibility matrix supplied.	Agree contract form, payment stages, insurance and change-control procedure.

Client protection point

THE HIGHEST RISK IS NOT ALWAYS VISIBLE IN THE QUOTE

Drainage, neighbour procedures and concealed conditions can change both design and programme. Resolving these before contract is usually cheaper and less disruptive than discovering them after excavation starts.

COMMERCIAL CLARITY

Scope, quotation and procurement review

Pricing gaps identified

PACKAGE ITEM	CURRENT GAP	VARIATION EXPOSURE
Groundworks	Foundation depth assumed; disposal volume and obstructions excluded.	HIGH
Drainage	Diversion / protection and water authority fees excluded.	HIGH
Steelwork	Allowance only; final tonnage, connections and lifting method unknown.	HIGH
Glazing	Budget allowance without final sizes, opening configuration or performance.	MEDIUM
Kitchen interfaces	Kitchen supply excluded; builder responsibilities for services and fitting unclear.	MEDIUM
Finishes	Flooring, decoration, sanitaryware and ironmongery not fully scheduled.	MEDIUM
External works	Patio reinstatement, thresholds, drainage channels and landscaping excluded.	MEDIUM

Recommended procurement route

FIXED-PRICE TENDER AFTER INFORMATION IS COORDINATED

Complete the technical design, specification and surveys; then issue the same package to suitable builders.
Require an itemised price, explicit exclusions, programme, payment stages and a written variation process.

Do not compare headline totals unless the quotations cover the same drawings, specification, assumptions and client-supplied items.

COMMERCIAL SUMMARY

Budget and cost-risk assessment

BUDGET POSITION: POSSIBLE, BUT NOT YET PRICE-CERTAIN

The declared range may support the intended project, but unresolved design, drainage and specification items could move the final commitment outside it. Figures below are illustrative allowances, not quotations.

Illustrative working budget

Construction works and contractor preliminaries	£88,000–£102,000
Client kitchen / appliances allowance	£15,000–£20,000
Professional, approval and survey costs	£7,500–£11,000
Risk allowance for unresolved items	£8,000–£15,000
Recommended contingency after design freeze	10–12% of construction value

Indicative combined exposure before final scope decisions: approximately £118,500–£148,000 including the listed allowances. VAT treatment, product selections and procurement timing must be confirmed.

Cost-control rules recommended

- Freeze the design and responsibility matrix before requesting final prices.
- Replace provisional sums with defined products, quantities or clear adjustment rules.
- Use written change control: description, price and programme impact approved before work proceeds.
- Keep contingency outside the contract sum and release it only for genuine unforeseen items.

TIMING

Programme and readiness roadmap

EARLIEST CREDIBLE START: 10–14 WEEKS

This assumes decisions are made promptly, specialist availability is reasonable and no major redesign follows drainage or trial-hole findings. It is not a guaranteed start date.

Pre-construction sequence

TIMING	GATE	OUTPUT
Weeks 1–2	Investigate	CCTV drainage survey, trial holes, asbestos survey and service checks.
Weeks 2–5	Coordinate	Architect and engineer complete construction information and respond to findings.
Weeks 3–8	Approvals	Building Control review; build-over route if required; Party Wall process begins.
Weeks 6–9	Specify	Final client selections, room schedule and responsibility matrix.
Weeks 8–11	Price	Comparable tender / revised quotation and clarification period.
Weeks 11–14	Contract	Builder due diligence, contract, insurances, logistics and mobilisation.

Illustrative construction period

EXPECTED DURATION	Approximately 16–20 weeks, subject to final design and contractor programme.
MAIN CONSTRAINT	Drainage / foundation resolution before groundworks can be fixed.
OCCUPANCY IMPACT	Temporary kitchen loss, dust/noise separation and planned service shutdowns.
PROGRAMME PROTECTION	Long-lead glazing and kitchen information released immediately after contract.

WHAT HAPPENS NEXT

Priority action plan

PRIORITY	ISSUE	WHY IT MATTERS	ACTION	OWNER	TARGET
RED	Confirm sewer position	May require redesign, special foundations or consent.	CCTV survey, levels and water authority confirmation.	Drainage specialist / architect	Week 2
RED	Complete technical drawings	Builder cannot price or construct coordinated details reliably.	Issue Building Control / construction package.	Architect	Week 5
RED	Finalise structural design	Steel scope and temporary works remain uncertain.	Final calculations, schedule and connections.	Engineer	Week 5
AMBER	Start Party Wall review	Neighbour procedure can delay lawful start.	Confirm applicability, appoint and serve if required.	Client / surveyor	Week 2
AMBER	Define full specification	Allowances create price and quality uncertainty.	Room schedule, products and responsibility matrix.	Client / designer	Week 7
AMBER	Complete asbestos survey	Unsafe disturbance and delay risk during strip-out.	Targeted refurbishment survey before works.	Client / surveyor	Week 3
AMBER	Reprice one scope	Current total is not sufficiently comparable or fixed.	Tender / revised itemised quote after design freeze.	Client / consultant	Week 11
AMBER	Contract and checks	Payment, changes and insurance are not yet controlled.	References, insurance, contract and stage payments.	Client / contractor	Week 13

Recommended decision

DO NOT START YET — MOVE INTO CONTROLLED PRE-CONSTRUCTION

Proceed with surveys, technical coordination and scope definition. Return to contractor selection only when the RED items are closed and the AMBER commercial items have named owners and dates.

REPORT CLOSE

Conclusion, assumptions and limitations

Conclusion

This example project is not being rejected. It is being made safer to price and start.

The extension appears achievable, but the evidence supplied does not yet support a reliable fixed commitment on price or programme. Closing the drainage, technical design and structural items first gives the client a stronger basis for choosing a builder, agreeing a contract and controlling changes.

Information status

- Confirmed: planning decision and concept drawings supplied for review.
- Assumed: freehold ownership, normal residential use and no unusual title restriction.
- Not verified: concealed structure, ground conditions, sewer depth/condition, service capacity and hazardous materials.
- Specialist confirmation required: planning/legal interpretation, structural design, Party Wall, drainage authority, asbestos, fire safety and Building Control.

Limitations of this illustrative report

- This is a fictional marketing example and must not be relied upon for any real property or construction decision.
- A real audit is based on the named property, the documents provided and the agreed inspection scope.
- No destructive investigation, legal opinion, structural certification or statutory approval is implied unless expressly included.
- Budget ranges remain sensitive to design development, specification, VAT, market pricing, procurement timing and concealed conditions.
- A construction contract and later coordinated design information supersede the audit only where expressly stated.

WHAT THE CLIENT LEAVES WITH

A clear readiness decision, prioritised risks, named actions, a credible route to pricing and a better basis for choosing who builds the project.

Urban Crest Homes

A safer way to plan, choose and build.

Project Readiness Audit • urbancresthomes.co.uk