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# Construction tracking for owners

**01** Agree on handover items, decision owners and a common place for drawings, contracts and permits.

**02** Review progress, milestones, procurement, payments and changes weekly against the baseline schedule and budget.

**03** Close each outstanding item with an owner, date and evidence, including inspection records, test results and approvals.

## Checklist

[ ] Scope and ownership

[ ] Schedule and budget

[ ] Change log

[ ] Punch list and handover

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