

What the skills actually produce.

Every sample below was generated by running the real skill on one shared, fictional construction project — Northgate Retail Centre. Not mockups: genuine, downloadable outputs.

13 skills · one coherent project · every file real

Core daily

APEX PROJECT MANAGEMENT
Project & Construction Management

DOCX

MINUTES OF MEETING

Field	Content
Meeting Title	Project Team Meeting (PTM) #13
Project	Northgate Retail Centre (3-level retail + mixed-use, ~42,000 m²) — Month 9 of 22
Date	09 Jul 2026
Time	10:00 – 11:45 (1 hr 45 min)
Location	Site Project Office, Meeting Room 1 / MS Teams (hybrid)
MOM Reference	NRC/MOM/2026/013
Prepared by	Daniel Cross, Project Director, Apex Project Management
Distribution	All attendees + Meridian Land management copy

ATTENDEES

S.N.	Name	Company / Role	Email	Attendance
1	Daniel Cross	Apex Project Management, Project Director (Chair)	daniel.cross@apexpm.com	Present
2	Maria Santos	Apex Project Management, Design Manager	maria.santos@apexpm.com	Present
3	James Okafor	Apex Project Management, Construction Manager	james.okafor@apexpm.com	Present
4	Priya Nair	Studio Arc, Lead Architect	priya.nair@studioarc.com	Present

meeting-minutes

Say "write up the minutes"

Formatted Minutes of Meeting for Project Team Meeting PTM #13 — attendees, a previous-actions review that threads forward, numbered discussion items and a colour-coded actions summary.

• Every action has a named owner and a specific due date — no “the team”, no vague dates.

• Disputes recorded with both positions attributed by name (the \$180k claim vs the ~\$70k Apex disputes).

• Live Word dropdown controls in the remarks and priority columns; validated OOXML, 4 clean pages.

Download sample →

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Project Status Review: Executive Summary

Project: Northgate Retail Centre, brownfield mixed-use development (3 levels, ~42,000 m²)
Client / Developer: Meridian Land
Prepared by: Daniel Cross, Project Director, Apex Project Management | 11 Jul 2026
Reporting point: Month 9 of 22 | For: Meridian Land Senior Management
Next milestone: Project Team Meeting PTM #14 in 6 days (17 Jul 2026)

1. Executive Summary

Northgate is 44% complete against a 47% plan at Month 9, a 3-point slip. Two causes: FormWorks is two weeks late on the Level 3 transfer slab design, which sits on the critical path, and wet weather ate most of last month's float. The slip is real but recoverable if the transfer slab design lands this week and the pour is resequenced. Two commercial items need direction now: a \$180k Cornerstone waterproofing variation of which we dispute ~\$70k, and the façade subcontract award, which is in final evaluation and holding up a long-lead package.

Key risks: transfer slab design delay pushing the pour and consuming the last of programme float; an unagreed \$70k in the waterproofing variation; façade award slipping past PTM #14 and delaying procurement of a long-lead package.

Immediate actions: FormWorks to issue transfer slab design by 15 Jul; Apex to close the waterproofing quantum by 21 Jul; façade award recommendation to Meridian by 16 Jul, ahead of PTM #14.

Risk if no action: The transfer slab pour slips beyond the last of programme float, converting a 3-point reporting slip into a hard delay to structural topping-out and every

executive-summary-report

Say "give me an ex summary"

A decision-ready executive summary for the client’s senior management at Month 9 — the 3-point progress slip, root causes, the variation dispute and the façade award, with numbered actions.

• Leads with the “so what”, then an amber risk callout and a “so what” line after every data table.

• Shows the commercial working (~\$110k agreed / ~\$70k disputed) rather than just quoting a total.

• 3 tight A4 pages with a clean sign-off block.

Download sample →

MOM Priority Distiller — Northgate PTM #13

"Distilled 11 Jul 2026. Source: Project Team Meeting #13 minutes, Northgate Retail Centre."

Northgate Retail Centre | PTM #13 | 27 Jun 2026 | Project Team Meeting | Apex PM-led

1. Priority actions

Ref	Action	Owner	Due	Status	Priority
1	Issue transfer-slab (Level 3) structural design to enable pour — 2 weeks late, now on the critical path	Form Works (Tom Whittield)	13 Jun	OVERDUE	CRITICAL

mom-priority-distiller

Say "distil the MOM / what do I chase"

PTM #13 distilled into a prioritised action table, decisions log, risk flags, a watch-list and a pre-brief for the next meeting.

- Status logic worked against today's date: critical items read OVERDUE, near-term items DUE THIS WEEK.
- Sorted overdue → critical → high, with carryover, cost-impact and owner flags applied.
- Doubles as a meeting pre-brief for PTM #14.

[Download sample →](#)

Document Review — Cornerstone VR-021, Revised

Basement Waterproofing (~\$180k)

"Second-pair-of-eyes assessment for Daniel Cross (Project Director, Apex PM) ahead of PTM #14. Document under review: Cornerstone Construction Variation Request VR-021, "Revised Basement Waterproofing System — Northgate Retail Centre," dated this month. Cost Bureau (QS) has assessed and disputes ~\$70k of the ~\$180k claimed."

Headline: This variation is not fit for approval as submitted. There is a genuine change buried in here — a real design revision to the basement tanking that Cornerstone didn't originate — but the claim as presented mixes that legitimate change with re-measured quantities, day-rate padding, and a programme-delay figure that has no evidence behind it. Cost Bureau's ~\$70k dispute is the right instinct but it's under-cooked; on the numbers below there's closer to \$75–95k that Cornerstone has to substantiate before you sign anything. Do not settle a lump sum in PTM #14. Split it: agree the part that's proven, reject or park the rest.

The key issues (in order of severity)

1. Critical — the claim conflates a design change with a re-measure, and doesn't separate the two

The variation is framed as a single ~\$180k "revised waterproofing" change. But read the breakdown and it's really three different things wearing one number.

document-review

Say "review this / anything off"

A sceptical review of the ~\$180k basement-waterproofing variation — unbundles the claim into legitimate change vs re-measure vs padding, and arms you with sharp challenge questions.

- Exposes where the disputed ~\$70k hides, tied to the real project facts.
- Ends with seven pointed questions to ask before approving anything.
- Flags the natural next steps (a formal letter, an exec summary, an email to the QS).

[Download sample →](#)

To: Tom Whittield (Structural Lead, FormWorks Engineering); Priya Nair (Lead Architect, Studio Arc)

Cc: Maria Santos (Design Manager, Apex PM); James Okafor (Construction Manager, Apex PM)

Subject: Northgate - Level 3 Transfer Slab Design Overdue (2 weeks) + Facade Interface

Hi Tom, Priya,

Following up on the Level 3 transfer slab design. It was due two weeks ago and we still don't have the issued package. That slab is on the critical path for the pour, and the delay is now the main driver of this month's programme slip (44% actual against 47% planned).

Tom, can you let us have a recovery plan for the transfer slab design? We need the outstanding deliverables, a realistic reissue date, and a note on anything you're waiting on from our side or from Studio Arc to close it out.

email-drafter

Say "draft an email to..."

Apex Project Management

PROJECT & CONSTRUCTION MANAGEMENT

[Street Address] · [City / Postcode] · [Country]

T [Phone] · E [Email] · W [Website]

Ref No.: APM/NRC/CM-STR/2026/018

Your Ref: FormWorks Str. Design Programme, Rev. B

Contract: Structural Engineering Appointment dated 14 October 2025

Date: 11 July 2026

To: FormWorks Engineering

Attn: Mr. Tom Whittield

Structural Lead

Address: [FormWorks Engineering — Street Address, City, Postcode]

Project: Northgate Retail Centre (NRC)

Discipline: Structural Engineering — Superstructure

Subject: **NOTICE TO EXPEDITE — Level 3 Transfer Slab Structural Design (Overdue Deliverable, Critical Path)**

Dear Mr. Whittield,

We write in respect of the structural design for the Level 3 transfer slab, which forms part of FormWorks Engineering's design deliverables under the Structural Engineering Appointment dated 14 October 2025. The purpose of this letter is to place FormWorks formally on notice that this deliverable is now overdue and to require an expedited recovery of the outstanding design.

As recorded in the agreed design programme, the issue of the Level 3 transfer slab design

formal-letters

Say "draft a formal letter"

A firm-but-professional chase to the architect and structural lead — pressing for a transfer-slab recovery plan, coordinating the façade interface, and locking a call before the next PTM.

- Facts and the ask carry the pressure, not cold language; collaborative framing, no “you must”.
- Chase structure: what was expected/when → impact → what’s needed by when, with dated asks.
- No padding, no buzzwords — a searchable subject line and one live figure from the project.

A formal notice-to-expedite to the structural engineer over the two-week-late transfer-slab design now on the critical path — demanding a written recovery plan and firm reissue date.

- Full contractual structure: letterhead placeholders, reference block, addressee block, subject, cc and attachments.
- Sectioned body with per-section directives and an accented deadline.
- Self-verified by rendering to PDF — two clean A4 pages, no overflow.

Procurement

DOCX

PROPOSAL REVIEW REPORT
Weighted Technical Evaluation — Façade Package

Apex Project Management Confidential — Procurement Evaluation	
Date	11 Jul 2026
Tender Reference	NRC-FAC-01
Project	Northgate Retail Centre
Subject	Façade Package — supply, fabrication & installation of unitised curtain wall and cladding envelope
Procurement Type	Subcontractor
Scope Quantum	approx. 42,000 m² development; façade envelope approx. 11,800 m²
Evaluation Stage	Technical evaluation (compliance gate + weighted scoring)
Prepared By	Daniel Cross, Project Director, Apex Project Management

1. Executive Summary

Three subcontractors submitted proposals for the Northgate Retail Centre façade package. All three cleared the mandatory compliance gate. On the weighted technical evaluation, Vertex Envelope is the clear leader at 97.7 / 100, passing all four sections comfortably. Clad-Tech Systems follows at 93.0 / 100, also passing all sections, and offers the fastest installation programme — relevant given the current three-point programme slip on site. BuildRight Facades is the lowest-priced bid but fails the technical gate: it scores 26.7% on Section D (Completeness & Exclusions), well below the 60% threshold, driven by an excluded perimeter fire-stopping scope, waste-disposal omissions, and an open-ended price basis.

Recommendation: shortlist Vertex Envelope (preferred) and Clad-Tech Systems (reserve) to the

proposal-review

Say "evaluate the proposals"

A weighted technical evaluation of three façade bidders — a pass/fail compliance gate, then four scored weighted sections, a ranking and a two-bidder shortlist recommendation.

- Weighted sections (20/15/40/25) with a 60%-per-section threshold — one bidder fails the gate.
- Hands off cleanly to the commercial evaluation with a summary block.
- Colour-coded scores across 5 clean pages.

XLSX

COMMERCIAL EVALUATION SUMMARY — Northgate Retail

Date: 12 Jul 2026 | From: Daniel Cross, Apex PM | Project: Northgate Retail C

Project	Northgate Retail Centre
Type of Work	Façade & Building Envelope Package
Façade Envelope Area	5,800 m2
Procurement Type	Subcontractor 3 bidders Stage: 1st S
Currency	USD

SUMMARY PRICE BREAKDOWN (1st Submission)

BOQ Section	BuildRight Facades	Vertex Envelope
A Preliminaries & Site Establish	\$554,000	\$619,800
B Design, Engineering & Testing	\$370,000	\$540,000
C Unitised Curtain Wall	\$1,502,950	\$1,645,300
D Stick Glazing & Shopfronts	\$775,700	\$858,150
E Rainscreen Cladding	\$643,300	\$707,000
F Spandrel, Fire-rating & Smoke	\$111,600	\$392,160
G Total	\$3,999,400	\$4,362,410

Download sample →

commercial-evaluation

PROCUREMENT TRACKER --- How To Use

Read this first. Keep it brief. Ask the Procurement Lead if anything is unclear.

WHAT THIS TRACKER DOES

Back-plans procurement milestones from construction programme dates using 10 standard procurement stages. Shows which packages are on track, at risk, or behind.
Construction Manager (weekly). Reviewed by Project Director.

Purpose

Updated by

Single entry point

HOW TO FILL IT IN

Step 1

Step 2

Step 3

Step 4

Step 5

PROCUREMENT ROUTES

Route	Full Name	When to Use	Duration (>\$5M)	Duration (\$2-5M)	Duration (<\$2M)
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XLSX

procurement-tracker

Say "procurement tracker for..."

A back-planned procurement tracker — 15 subcontract packages with every procurement stage date auto-calculated backwards from its required-on-site date, plus a dashboard and a live risk register.

- 522 back-planning / RAG / float formulas, recalculated so dates display in any viewer.
- 5-sheet structure with a formula-driven dashboard and a populated risk register.
- Risks drawn from the real project (façade gaps, transfer-slab delay, waterproofing variation).

Download sample →

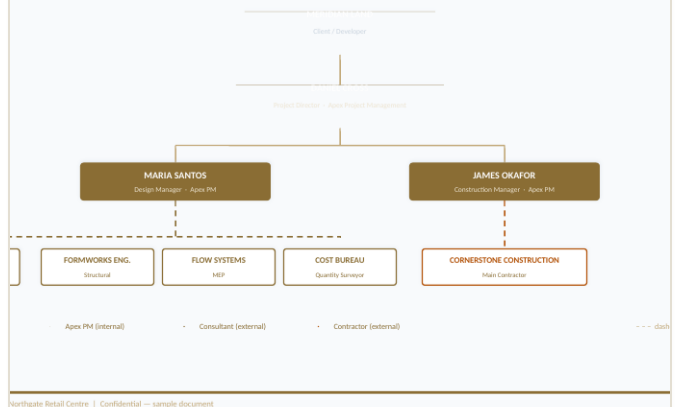
Reporting & visuals

[illegible]

design-tracker

Say "design tracker for..."

A joint consultant design tracker for the architect and structural engineer — milestones, submission log, issue register, a two-week lookahead and resource notes.



org-chart

Say "make an org chart"

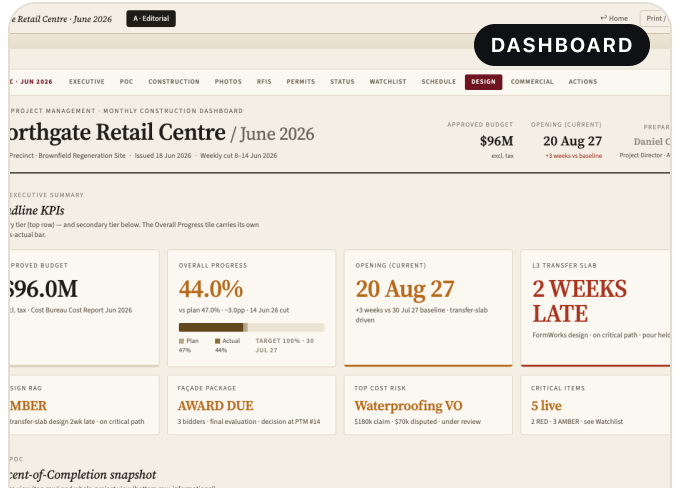
A single-slide project org chart mapping reporting lines from the client through the PM team down to the consultants and main contractor.



IGATE RETAIL CENTRE CONSTRUCTION MASTER PROGRAMME

Project Director, Apex Project Management

lian Land Main Contractor: Cornerstone Construction



monthly-report

Say "build the monthly for..."

An interactive HTML monthly project dashboard at Month 9 — progress, cost, programme and risk panels rendered in the clean Editorial theme, driven from a single data file.

- A live web dashboard, not a static export — open it in a browser.
- All figures reflect the project state (44% vs 47%, the transfer-slab and waterproofing issues).

schedule (Gantt)

Say "**build the programme / Gantt deck**"

- Refreshes from one data.json — change the numbers, the layout stays identical.