

Full Daily Manager Scorecard — 8 Buckets (Corrected Owners)

Bucket 1: Land Division

Owner: David Date: _____ Status (R/Y/G): _____

1. What 3 parcels moved forward today, and to what stage?

2. What is blocked now and who owns unblock?

3. Which parcel may miss schedule this week?

4. What decision is needed in 24h?

5. Top task for tomorrow?

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Bucket 2: Legal Close Land

Owner: David / Tracy Date: _____ Status (R/Y/G): _____

1. Planned vs completed closings today?

2. Which files are at legal risk?

3. What signatures are outstanding and by whom?

4. Which closing is most at risk?

5. What action tomorrow prevents delay?

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Bucket 3: Material Procurement

Owner: Zac Date: _____ Status (R/Y/G): _____

1. What critical materials are short vs schedule?

2. Which PO/vendor is critical risk?

3. What alternates are approved?

4. What spend variance appeared today?

5. What escalation happens before noon tomorrow?

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Bucket 4: Plant Division

Owner: Zac Date: _____ Status (R/Y/G): _____

1. Planned units vs completed units today?

2. Where was time lost?

3. What is defect trend today?

4. Which station bottlenecks tomorrow?

5. Fastest 24h output fix?

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Bucket 5: Field Division

Owner: Gerardo Date: _____ Status (R/Y/G): _____

1. Installs planned vs completed?

2. Which site is blocked?

3. What punch-list items threaten dates?

4. What sequencing change is needed tomorrow?

5. What escalation is needed today?

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Bucket 6: Management / Leasing

Owner: Dylan Date: _____ Status (R/Y/G): _____

1. What changed in occupancy/renewals/concessions?

2. Which property has biggest NOI drag?

3. What action improves NOI in 7 days?

4. Which renewals are high risk?

5. What approval is needed today?

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Bucket 7: Legal Rollovers

Owner: David Date: _____ Status (R/Y/G): _____

1. Rollovers due vs completed?

2. Which contracts are pending beyond SLA?

3. What legal exception is recurring?

4. Which property faces rollover risk this week?

5. What action closes the biggest rollover gap?

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Bucket 8: Accounting Hub

Owner: Johnny / Teresa Date: _____ Status (R/Y/G): _____

1. Daily NOI variance by project?

2. What anomaly appeared today?

3. Which project needs correction now?

4. Are lender packs current/accurate?

5. What decision is needed from Russ in 24h?
