

WEEKLY DELIVERABLES TEMPLATE PACK

Zac + Tracy + Executive Dashboard

PAGE 1 — ZAC (Development / Architecture / Engineering)

Week Ending:

Prepared By:

A) Design & Engineering Status

- Civil: ____% complete
- Structural: ____% complete
- MEP: ____% complete
- RFIs Open: ____ | Closed this week: ____
- Permit blockers (top 3):

- 1)
- 2)
- 3)

B) Standardization & Value Engineering

- New standards released this week:
- Estimated cycle-time impact:
- Estimated cost impact:

C) Architecture Risk Register (Top 5)

- | | | | |
|----------------|--------------|------------|-------------------|
| 1) Risk: _____ | Owner: _____ | Due: _____ | Mitigation: _____ |
| 2) Risk: _____ | Owner: _____ | Due: _____ | Mitigation: _____ |
| 3) Risk: _____ | Owner: _____ | Due: _____ | Mitigation: _____ |
| 4) Risk: _____ | Owner: _____ | Due: _____ | Mitigation: _____ |
| 5) Risk: _____ | Owner: _____ | Due: _____ | Mitigation: _____ |

D) 75-Day Cycle Support

- Engineering changes impacting active lots:
- Inspection readiness notes for next 7 days:

Zac KPI Snapshot

- RFI turnaround (days):
- Permit cycle time (days):
- % design freeze achieved:
- Engineering-related rework count:

PAGE 2 — TRACY (Materials / Leasing / Production)

Week Ending:

Prepared By:

A) Materials Readiness

- Long-lead items at risk:
- Substitutions approved this week:
- Stockout risk lots:
- Vendor escalations:

B) Leasing & Revenue Snapshot

- Occupancy (%):
- Utility recovery performance:
- Move-ins / Move-outs:
- Rent performance notes:

C) Production Throughput

- Lots moved to READY:
- Lots moved to AT RISK:
- Lots moved to BLOCKED:
- Inspection pass/fail counts:

- Reinspection dates:
- Weekly completions vs target:

D) NOI Impact Sheet

- Revenue uplift actions this week:
- Expense control actions this week:
- NOI variance to plan:

Tracy KPI Snapshot

- Material on-time availability (%):
- Inspection first-pass rate (%):
- Avg lot aging (days):
- NOI variance (% or \$):

PAGE 3 — EXECUTIVE DASHBOARD (RUSS)

Week Ending:

1) Portfolio Health (RAG)

- Green:
- Yellow:
- Red:

2) 75-Day SLA Performance

- Lots <=45 days:
- Lots 46-60 days:
- Lots 61-75 days:
- Lots 76+ days:

3) Top 10 Action Items (Owner + Due Date)

1)

2)

3)

4)

5)

6)

7)

8)

9)

10)

4) Decision Requests Needed from Leadership

- Decision 1:
- Decision 2:
- Decision 3:

5) Next Week Commitments

- Zac commitments:
- Tracy commitments:
- Cross-team commitments:

Cadence (Recommended)

- Monday: Priority + blocker assignment (20 min)
- Wednesday: Midweek recovery check (20 min)
- Friday: Executive scorecard + commitments (30 min)