Small Contractor Toolkit

Simple User Guide

A practical weekly control workbook for small contractors. No planning or project-controls expertise is required.

Start in five steps

1. Complete the blue cells on Project Setup.

2. Enter the original budget by cost category.

3. Update actual costs and labour from invoices and timesheets.

4. Update progress, procurement, variations and cash movements.

5. Review Dashboard red and amber messages before the weekly project meeting.

What each section tells you

Section	Business question
Dashboard	Is the job financially healthy and what needs attention?
Budget	What did we allow, what have we spent and what will completion cost?
Labour	How many hours and dollars are being used?
Progress	Are we delivering the work planned?
Procurement	What must be ordered or expedited?
Variations	What is approved, outstanding and at risk?
Cash Flow	What cash is coming in and going out?

Good practice: save a dated copy each reporting period. Check source invoices and timesheets before relying on totals. The workbook supports management decisions; it does not replace accounting, tax or legal advice.