

Is Your Project Record Ready to Answer the First Question?

Use this 12-point review to identify whether your project is evidence-ready—or likely to require expensive forensic reconstruction.

How to score Yes = 2 points | Partly = 1 point | No = 0 points

#	Readiness question	Yes	Partly	No
1	Ownership: Does the owner control a complete copy of the project record independent of any contractor platform?	☐	☐	☐
2	Receipt history: Can the team show when critical information was received, reviewed, and published?	☐	☐	☐
3	Revisions: Can users identify both the current governing version and the historical versions it replaced?	☐	☐	☐
4	Connected decisions: Are drawings, RFIs, submittals, meeting decisions, schedules, and supporting files connected?	☐	☐	☐
5	Searchability: Can authorized users find a specific decision or document without knowing its filename or location?	☐	☐	☐
6	Meeting integrity: Are meeting minutes reviewed for omissions or inaccuracies before becoming project history?	☐	☐	☐
7	Email evidence: Are project emails preserved in a searchable, project-controlled archive?	☐	☐	☐
8	Photographic context: Are photographs dated, organized, and connected to the relevant work or issue?	☐	☐	☐
9	Schedule history: Can the team trace schedule changes to their notices, decisions, and supporting records?	☐	☐	☐
10	Completeness audits: Is information checked for missing sheets, sections, files, approvals, and closeout requirements?	☐	☐	☐
11	Continuity: Will the record remain usable after personnel, contractor, phase, or technology changes?	☐	☐	☐
12	Response readiness: Could the team answer counsel, an auditor, an insurer, or a claims expert without reconstructing the record?	☐	☐	☐

Your Readiness Level

20-24	Evidence Ready	The record is structured for fast, defensible access.
13-19	Documentation Risk Emerging	Gaps may slow decisions or increase reconstruction cost.
6-12	Forensic Reconstruction Likely	Critical history is fragmented or difficult to verify.
0-5	Claim Exposure Critical	The project record may not reliably support the facts.

eDiscovery starts on Day One.
Know what is missing before a dispute, claim, audit, or turnover finds it.

Schedule an Owner Information Integrity Review
mysmartplans.com/project-knowledge-risk-review/

MySmartPlans provides project information governance and evidence readiness, not legal advice. Legal-hold, discovery, privilege, admissibility, and litigation decisions remain with qualified counsel.