



One-Page Project State Template

1. Project Identity (Orientation)

Project Name: _____

Phase (SD / DD / IFC / Construction): _____

Discipline Context: _____

Current Submission Target: _____

Last Updated: _____

2. Current Objective (This Week's Anchor)

If this project succeeds this week, what must be true:

3. System Health Snapshot

■ Blocked: _____

■ Fragile: _____

■ Stable: _____

4. Locked Decisions (Do Not Undo)

• _____

- _____
- _____

5. Risk Zone (Insert Screenshot / Marked View Here)

[Attach one visual highlighting the critical coordination zone]

6. Resume Instruction (First Action on Re-Entry)

If I open this model right now, what do I do first?

7. Changes Since Last Entry

- _____
- _____

8. Open Loops (Max 5)

1. _____
2. _____
3. _____
4. _____
5. _____

Project State Framework – Implementation Guide

Purpose

This guide explains how to implement the One-Page Project State framework inside a real BIM environment without increasing documentation overhead.

Core Principle

The Project State page is not a report. It is a docking interface. It must allow any discipline to re-enter a project in under three minutes.

Minimum Rule Set

1. One page per project only.
2. Update at natural workflow breakpoints (end of day, before submission, after coordination meeting).
3. Do not paste meeting minutes into it.
4. If a decision is not written under 'Locked Decisions', it is considered revisitable.
5. The Resume Instruction must always be actionable and specific.

Where to Host It

Option 1 – Notion / ClickUp / Internal Platform

Create a template page and duplicate it for each project. Pin it at the top of the project workspace. This becomes the official re-entry reference.

Option 2 – Shared Drive (PDF or Editable Doc)

Maintain a live editable version inside the project root folder. Version control is important. The 'Last Updated' field must always reflect reality.

Update Frequency

The Project State should be updated when: - A major decision is locked. - A new risk emerges. - A coordination cycle completes. - A submission is issued. It should not be updated continuously.

Integration Into BIM Workflow

Daily Workflow Example

- 1. Open Project State page.
- 2. Review System Health Snapshot.
- 3. Open model and execute Resume Instruction.
- 4. At end of session, update Changes Since Last Entry and Resume Instruction.

Expected Outcomes

- Reduced context switching friction. - Faster ramp-up after interruptions. - Fewer accidental decision reversals. - Clearer ownership of project state. - Reduced stress in multi-project environments.

Nexus Engineering