

# HOW A BUILDING COMPANY ACTUALLY FLOWS

Every job moves through the **same eight stages**, and the whole thing stands on five company-wide systems — **157 workflows across 13 areas**. Most builders already run half of this from a ute, a whiteboard and an inbox. This is what it looks like written down.

SHEET  
Process map

SCALE BAND  
\$2m–\$10m

WORKFLOWS  
157 / 13 areas

REV  
C · Aug 2026

## THE JOB, START TO FINISH



## THE FOUNDATION IT ALL STANDS ON

Five company-wide systems running under every job on the map above.

### LEADERSHIP & GOVERNANCE

10 workflows

- Annual business plan
- Quarterly priorities
- Weekly leadership review
- Daily operating huddle
- Management scorecard
- Risk register review
- Decision rights & delegation
- Process improvement cycle
- Business continuity
- Document control

### ACCOUNTS, PAYROLL & TAX

19 workflows

- Accounts inbox management
- Bill coding
- Bill approval checks
- Trade account bills
- Weekly bills-due report
- Payment batches
- Timesheet QA
- Invoicing & receipts
- Weekly receivables report
- Chasing overdue accounts
- Reconciliation
- Overtime approval
- Payroll cycle
- Pay setup & changes
- Tax compliance calendar
- Monthly management accounts
- Annual budget & reforecast
- Overhead & breakeven review
- Financial control exceptions

### PEOPLE & CULTURE

12 workflows

- Workforce plan
- Role design & scorecards
- Recruitment & selection
- Offers & employment compliance
- Employee onboarding
- Subbie onboarding
- Probation reviews
- Monthly one-to-ones
- Performance improvement
- Training & tickets
- Leave & availability planning
- Exits & offboarding

### SUPPLIERS, PLANT & ASSETS

8 workflows

- Vendor directory
- Supplier prequalification
- Supplier performance review
- Preferred supplier panel
- Plant register & maintenance
- Vehicle management
- Tool issue & return
- Inventory & consumables

### SYSTEMS & COMPLIANCE

8 workflows

- System access on/offboarding
- Backup & recovery checks
- Data quality & reconciliation
- Cyber incident response
- Privacy requests
- Licences & insurance review
- Internal process audits
- Corrective actions

Every workflow on this sheet can be run, checked or drafted with AI.

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