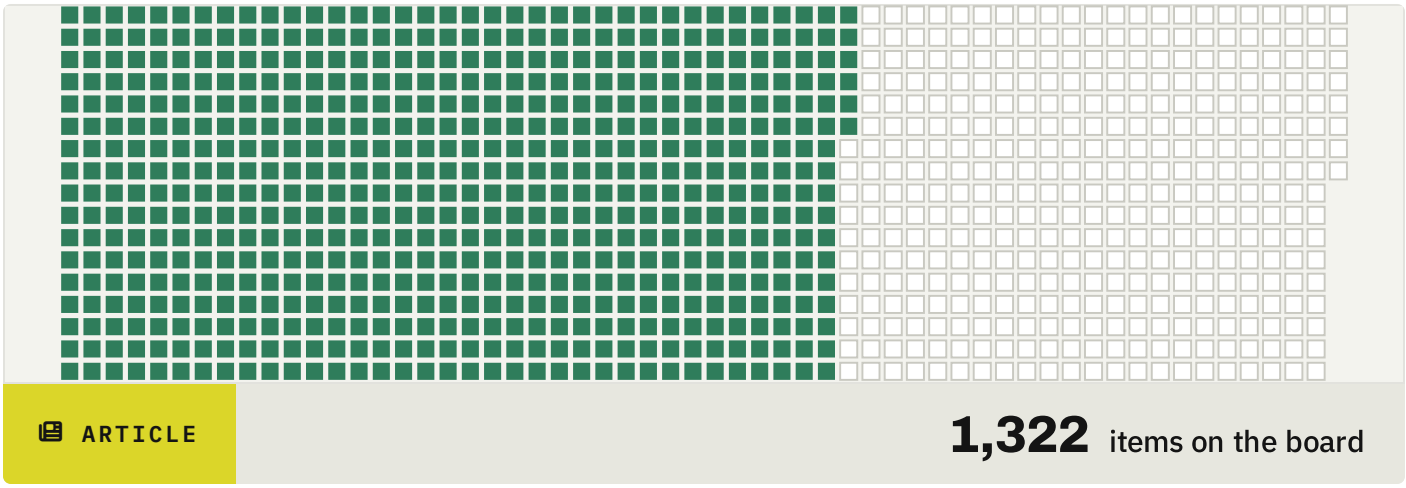
One board for every project: how a small team keeps 23 environmental reviews moving

A Part 58 review is dozens of moving parts — studies, consultations, site visits, agency letters, reviewer rounds. Here is how a small team keeps 23 of them in view without a weekly scramble.

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The picture: One square for each of the 1,322 items on the board. The 814 green ones were done.

The board

The **Project Status board** shows every active project on the office screen and on every phone: environmental review progress, studies, consultations, contamination visits, and what we are waiting on and from whom. Consultation chips turn red after 30 days without an answer.

23	1,322	75
projects on the board	studies, consultations and deliverables tracked — 814 done	calendar events, 48 of them meetings

Around it: a shared calendar that pulls in Google and Outlook meetings, a **7 a.m. digest e-mail** with what needs each person today, and **reminders 30 minutes before** each meeting.

E-mail that files itself

Agency letters and client e-mails land in a shared mailbox. Every few minutes they are matched to their project by rules — keywords and correspondents — and an AI model writes a short summary on the board. In September 2026, **60 project e-mails** were filed this way, 42 with an AI summary.

When an e-mail implies a change — a consultation received, a task done — the assistant proposes it, and a person applies or dismisses it. We added that gate after testing showed a model could misread a question as an answer; a 31-message test set now checks the rules.

Ask AVA

Ask AVA is an assistant over the firm's SharePoint library and the board. Ask for "all the studies for this project" and it searches, reads the documents by outline (never a 100-page file at once), cites its sources and can build a page of what it found. One such request gathered **12 studies into a four-section page in 92 seconds**. It reads SharePoint; it changes the board only when asked, and restates the change.

> **Most of this is not AI.** The board, the calendar, the digest and the reminders are plain software. AI is used where it earns its place — summarizing, searching, reading — and its proposals wait for a person.

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