

CONSTRUCTION DIGITIZATION



Preparation Checklist

Are you ready to transform your business with digital tools?

Great! A little thought and preparation before you start will go a long way toward leading a successful technology project.

Let's get started!

Stakeholder Name(s) and Role(s):



SPARK Tip: Consider assigning an internal champion for your new software project. Their main responsibilities will be keeping your team committed to the project and managing communication between any stakeholders.

We've broken your project's strategy into 4 areas to think about:

1. Establishing the "Why"
2. Getting Buy-In
3. Prioritizing Processes
4. Choosing the Right Software

**LET'S
START!**

1. WHY

Start with your big picture strategy

How can you reimagine your business with technology?

Your big picture strategy or “why” guides the whole project, so be sure to have clarity around the reason you want to create new (or replace existing) processes.

We believe that digitization will help us:

How will this project be measured? What key results will make your new project a worthwhile investment?

When is the ideal time to launch? Do you have a “busy season” to avoid?

2. GETTING BUY-IN

Align your stakeholders around the same goals

To get buy-in from your team, ask key users from each department for their input on what changes would make the biggest impact on their work.

Prompt users with questions like:

- What do you waste a lot of time every week doing because of inefficiencies in our current processes/systems?
- How could you be more proactive if we had a software with this functionality?
- What do you have a hard time tracking?
- What do you wish you got notifications about?

NAME / ROLE

REQUESTED CHANGE / AUTOMATION



SPARK Tip: While you won't be able to implement all these suggestions right away, involving users early in the project gives them a sense of ownership, while also providing new insights into your operations you might have overlooked.

3. PRIORITIZING PROCESSES

Automate your biggest pain points first

Take the time to outline your current processes. This can give you a clear sense of repetitive and inefficient tasks that are causing issues.

After looking at every process to be digitized, identify small and easy changes that will have the biggest impact.

We will prioritize these changes first:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____



SPARK Tip: Look for processes that people will readily adopt because it makes their jobs easier and will deliver a good ROI.

4. CHOOSING SOFTWARE

Define the scope for your digital tools

What functionality would you like your new software to include? We've listed some possibilities below. Use this list to help evaluate and choose your solution.

SELECT ALL THAT APPLY

- | | |
|--|---|
| <input type="checkbox"/> CRM | <input type="checkbox"/> Dashboards |
| <input type="checkbox"/> Estimating | <input type="checkbox"/> Job Costing |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> Resource Planning |
| <input type="checkbox"/> Work Orders / T & M | <input type="checkbox"/> HR Forms |
| <input type="checkbox"/> Time Entry | <input type="checkbox"/> Automated Reports |
| <input type="checkbox"/> Field Data Collection | <input type="checkbox"/> Equipment / Assets |
| <input type="checkbox"/> Job Management | <input type="checkbox"/> Safety |
| <input type="checkbox"/> Purchase Orders | <input type="checkbox"/> Compliance |

ANYTHING
ELSE? 

