Best Practices Guide:

GAIN CONTROL AND BEST PROFIT WITH WEB-BASED WAYS TO MANAGE PROJECTS ANYTIME, ANYWHERE

VIEWPOINT
CONSTRUCTION SOFTWARE®

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More construction companies are giving field managers the capability to access and update project information from the jobsite. This is a strategic decision employed by savvy, successful contractors focused on process refinement and maximized profits.

At the core of this initiative is web-based project management software that can improve decision-making, control, productivity, and profitability.

This worksheet outlines ways that contractors can leverage web-based construction project management software to increase productivity, reduce costs, and gain greater visibility into their operations.

You will learn about the benefits experienced by, all across the office and in the field, which ultimately helps construction business professionals make sound financial decisions and execute projects most profitably.

> **" With web-based construction project management software, it all happens online and from within a single solution. "**

For years, many contractors have struggled to manage projects effectively, lacking timely and convenient access to accurate information and an easy and convenient way to share and communicate across all team members, both inside and outside the business.

Contractors now realize they have game-changer technology available: A seamless system to allow total control of projects and a way to manage projects in real-time and for best profit.

Web-based construction project management software is ideal for contractors that need a better way to:

- **More easily track progress of projects**

- **Be more agile in the field**

- **Better account for all aspects of a project from beginning to end**

- **Improve workflow and communication**

- **Achieve optimal project management and profitability**

With an investment in such a solution, contractors can improve processes
IN 6 VALUABLE WAYS:

1 **Simplify the process of bid solicitation and managing bidder responses.**
Knowing that fast and accurate bidding is critical to overall project profit, contractors can simplify the process of bid solicitation and managing bidder responses. Estimators can create and distribute bid invitations to bidders who can also respond online with their bid submissions, which speeds the exchange especially on bid day when changes can be many and turnarounds can be tight. The bid process is all managed in the solution (not jumbled in a mess of mail and emails), so it's easy and quick to review and select the winning bidders.

2 **Save time otherwise spent repeatedly checking field reports, updating schedules, and so on.**
Web-based construction project management software delivers integrated online scheduling, reporting, alerts, collaboration, and document control. This means you save time you may currently spend checking documents and schedules and chasing down subcontractors and vendors for details and updates. Stay on track with work-in-progress reports and email alerts to be notified when tasks are anticipated, running ahead, or falling behind to manage proactively.

3 **Efficiently capture daily field data from where and when it happens.**
The web-based solution expedites payroll processes as it allows collection of employee timecards remotely from the field – no more handwritten timecards, waiting for trips back to the office, or tallying from various projects.

In addition to timecards, you can streamline your progress updates on-site. With an intelligent Daily Field Reporting tool, you can quickly capture completion statuses of project tasks and then automatically update your project schedule, even capture instant weather reports. With web-based software, managers and stakeholders are kept informed in real-time thanks to an interactive project schedule and daily field reporting.

4 **Organize all project documents in a central location for quick, convenient search and find.**
All documents are organized in a central location, managed in just one place, processed online, and stored securely. So not only can you eliminate paper between the office and field, but also do away with cumbersome binders that lead to lost documentation. You can be confident that all appropriate team members can search and find information quickly.

This is extremely valuable to reduce errors and clerical time, as well as if you become involved in litigation regarding a project. Plus, there is a true competitive edge having the project documents you need to get every project completed in a safe, profitable, and timely manner.

> *"Web-based construction project management software helps contractors effectively manage in real-time and collaborate with ease."*

5 Utilize daily alerts identifying tasks, documents, and punch list items to emphasize due dates and priorities.
Never miss another deadline due to lost paperwork or neglected documents. The web-based construction project management software provides a tool for daily alerts that identify users regarding late tasks, documents, deliverables, and punch list items, so that everyone concentrates on the most important items first. You're able to track approval statuses and ball-in-court responsibility for key project items such as Submittals and RFI documents.

6 Improve communication between design professionals, stakeholders, subcontractors, vendors, and more.
You can stop the disorganization of emailing and transferring documents through disparate or obsolete technology, losing email attachments, failing to catch all responses, and hearing the often used "I never got that" excuse. With web-based construction project management software's online file sharing platform, it's easy and organized to manage and distribute files and project documents.

The solution helps eliminate excessive delays that accompany old methods that require waiting for documents to be approved due to lengthy communications and banter between design teams. The cloud-based platform allows convenient discussion forums to accomplish approval of documents such as Submittals and RFIs.

Real-time flow of documents and tight audit trails keep people accountable and able to identify issues in time to prevent costly mistakes. With everyone on the same page, and with better control and streamlined processes, contractors can achieve the best profit on every job. And ultimately, it's about collaborating with all the different partners in a construction project.

Conclusion

Contractors need to collaborate with all the different members that may be involved in a particular project. There is the owner of the project and the general contractor, and then there could be dozens of subcontractors that are working on a particular project; and when that happens there are bits and pieces that are flying back and forth between all those different partners. Contractors must leverage technology for collaboration if they are to manage in real-time and control projects for best possible profit.

With web-based construction project management software, contractors have anytime-anywhere access to online scheduling, reporting, alerts, and collaboration. Ultimately, construction businesses are better empowered to execute projects efficiently and profitably.

Best Practices Guide Series

This article is part of Viewpoint's *Best Practices Guide* series, the aim of which is to provide straightforward, actionable, and detailed advice on the business and technology topics that are most important to construction firms. The advice is synthesized from conversations with leaders of construction firms of all sizes and in all industry segments.

ABOUT VIEWPOINT

Viewpoint, a leader in meeting the collaborative and information needs of the AEC industry offers construction-specific solutions for a variety of professionals including small, medium, large and enterprise contractors. Viewpoint solutions include takeoff and estimating, project management, accounting solutions, enterprise resource planning, project and BIM collaboration, mobile field-to-office and enterprise content management. Viewpoint customers include more than 30 percent of the ENR 400 and have the most technology partnerships with the top 50 mechanical and electrical contractors in the United States. Viewpoint serves as the technology partner of choice to the construction industry and delivers the right solutions on the right platform, including cloud, SaaS and on premise solutions and provides customers improved accountability, efficiency and productivity throughout the U.S., Canada, the United Kingdom, Europe, the Middle East and Australia.

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