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

- [ ] CRM
- [ ] Estimating
- [ ] Scheduling
- [ ] Work Orders / T & M
- [ ] Time Entry
- [ ] Field Data Collection
- [ ] Job Management
- [ ] Purchase Orders

- [ ] Dashboards
- [ ] Job Costing
- [ ] Resource Planning
- [ ] HR Forms
- [ ] Automated Reports
- [ ] Equipment / Assets
- [ ] Safety
- [ ] Compliance

ANYTHING ELSE?

What else would you like digital tools to do?

_____

_____

_____

_____

_____

_____

_____

At this point your plan does not need to be 100% comprehensive. But this guide is meant to help you start to think through the process of investing in new technology.

If you do have an idea of what you need, we'd love to hear from you! SPARK builds custom construction software that fits your exact needs. **See examples at: SparkBusinessWorks.com**

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Additional Resources from SPARK:

Construction Digitization
Success Stories

How to Calculate ROI for
Construction Management Software

SPARK Construction
Technology Guide