

# 5 Essential Workflows

## for Construction Management

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# **Why construction management matters**

In 1991, Boston wanted to tackle the city's traffic problem—**the Big Dig.**

They rerouted one of Boston's main highways into a 1.5-mile tunnel under Boston Harbor, a tunnel to Logan International Airport, and a bridge over the Charles River.

**But the project was mismanaged from the start ...**

**Expectation**

**7**

**Years**

**\$2.6**  
**Billion**

**VS.**

**Reality**

**15**

**Years**

**\$24**  
**Billion**



## What could've helped the Big Dig?

“Massachusetts would have been smart to introduce some **checks and balances** early on. Perhaps splitting the work...into smaller parts, having separate consultants for preliminary design and for ‘project management’ work, or keeping some of the ‘management’ in house.”

— *Nicole Gelinas, City Journal journalist*

# Why is construction management so important?



- 01.** Better quality control
- 02.** Easier to track costs and risk
- 03.** Makes communication and responsibilities clear



## And we're not the only ones who think so.

We talked with many construction professionals—from general contractor and subcontractor firms to superintendents and foremen.

They told us all about the workflows or documents they use to manage their sites, where the pitfalls were, and **how they overcame them.**





# **Five essential construction workflows**



## Teamwork makes the dream work.

We talked to some of the most successful companies in construction. Their workflows make documentation a breeze—all thanks to one common thing.

## The essentials:

- 01.** Time cards
- 02.** Toolbox talks
- 03.** Production tracking
- 04.** Daily reports
- 05.** Digital checklists

## The Problem

### Time cards can get messy fast.

From different time card formats to conflicting (or missing) reports, it takes a long time for companies to make sure they're accurate.




## The Solution

# Make time cards mobile.

By letting superintendents and foremen log their crews' hours in one system, time cards are more accurate. Meaning, the office can receive and process them faster—and projects stay on budget.





“Getting unpredictable job reporting for manhours eats companies alive. Knowing exactly how many hours are logged, and on which scopes, is crucial for **keeping the costs within the original estimate.**

Maybe if the Big Dig had better hours tracking they wouldn't have run into so many additional costs.”

— *John A., founder of Unified Building Group*

## The Problem

### **Tracking who attends toolbox talks—and what’s actually discussed.**

Toolbox talks are crucial to making your jobsites safer. But it’s hard to keep tabs on loose documents, like attendance sheets and talk materials.




## The Solution

# Bring your talks to the cloud.

Make it easy to find, schedule, and complete toolbox talks. Then, create digital attendance sheets (or upload a picture of yours) so it's all stored in one place in the cloud.





“Toolbox Talks definitely keeps us on track because it’s very structured. You can load in what you want talked about and all the crews talk about the same thing that week. Plus, its all documented so we have proof that we did cover that topic.”

— *Pat R., Office Manager at Stonwerk*



# Production tracking

## The Problem

### Documentation is too complicated in the field.

Manually recording equipment and materials (like what's used and when) is already tough. But keeping track of it all—and sending it back to the office—is even tougher.



## The Solution

# Make standardized forms for equipment and materials.

Let your supers track materials as they walk the jobsite. With a cloud-based mobile tool, their records can tie back to the office for easy comparison—and more accurate future bids.





“Most people who don’t have this level of insight will just keep on doing the same thing again and again until someone sees it on a financial statement...and by then, it’s too late.”

— *Todd G., VP of Pre-Construction at J.W. Danforth*

## The Problem

### **Filling out daily reports takes too long.**

Most companies still use pen and paper to do their dailies. This means inaccurate (or incomplete) reports—and less insight to make jobs more efficient.




## The Solution

# Switch to a daily reporting app.

Ditching the paperwork saves your supers time and increases jobsite visibility. It also protects your firm against possible future litigation with a detailed record of jobsite activities.





“We had a flood—and everything needed to be replaced. We’d created our own Raken job for that specific task, and tracked all the costs and manpower daily.

When the developer came to our client and said ‘We’re not paying the bill,’ we clicked and forwarded that information. The check was cut to our client. **There were no questions asked, no litigation. All the information was there.**”

— *Tyler G., General Superintendent of Alta Construction*

## The Problem

### Checklists aren't being completed.

Like daily reports, safety checklists are essential to running good projects. But if they're hard to fill out, your crews might be less likely to do them—making documentation (and compliance) a problem.



## The Solution

# Upload your safety and quality checklists online.

Make sure everyone stays compliant by making checklists available wherever they are. You'll get a better picture of each jobsite in less time, and with less resources.







“I can quickly set up Safety Checklists, with seamless execution on mobile for field walks. It’s very useful to keep completed checklists and time-stamped documentation all within Raken.”

— *Ricky V., Safety Officer at Zavala Corporation*



# **How to modernize your workflows**



## **Find what works best for you...**

Not every workflow will work for everyone. But one thing's for sure: Adopting new technology can save you time and money.

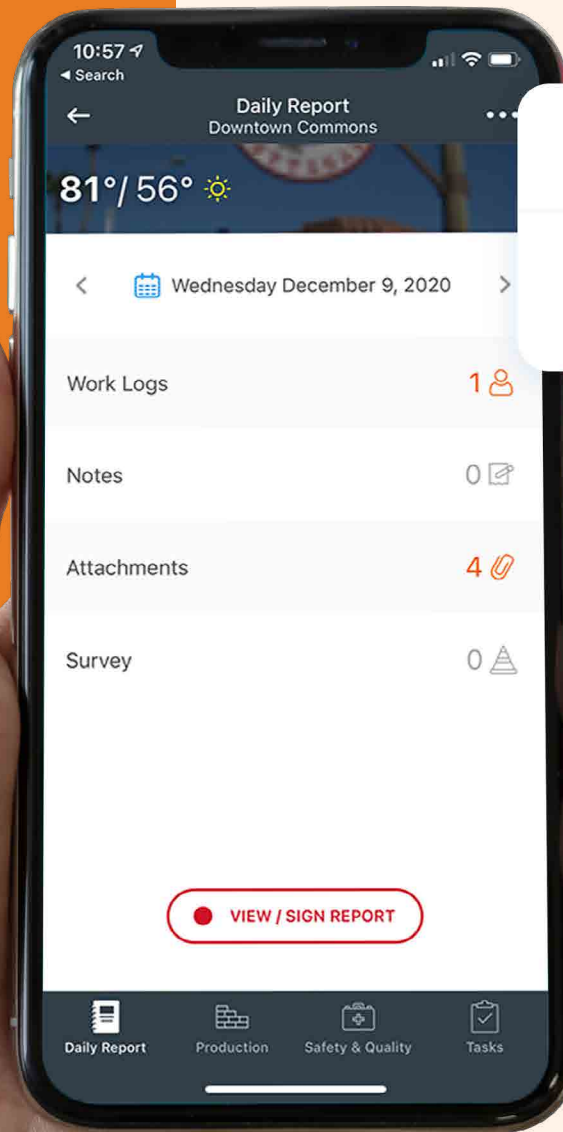


## **...and don't forget the field.**

All your data comes from the field. Make it easy for them to document everything—and the rest will fall into place.

# Raken can help with all five workflows.

Connect the field to the office with easy-to-use features for every project step. With more visibility, you can make better decisions for your projects in less time.



Jimmy Flores Week Total: 16  
RT 16 OT 0 DT 0

Superintendent

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HOURS

8 SPLIT HOURS

Checklists >

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Toolbox Talks >

Time Cards 1 >

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Materials >

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Equipment >

# Ready to streamline your workflow?

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