



Raken

How Project Managers Can Improve Daily Reporting



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The background of the slide is a dark, blue-tinted photograph of a construction site. In the foreground, there is a large, yellow excavator with its bucket raised. The ground is muddy and uneven. In the background, a city skyline with several tall buildings is visible across a body of water. The sky is overcast. Overlaid on this image are two semi-transparent shapes: a large circle on the left and a large square on the right. The text is centered within the circle.

The importance of project management



The goal of project management is to help mitigate risk.

Detailed, accurate daily reporting is critical to meeting that goal.

Good reporting helps:



**Keep projects
on schedule**



**Keep projects
within budget**



**Appropriately
manage resources**



Promote safety



Establishing your daily reporting process

How do project managers stay in the know?

It all starts with the field.

It's important to establish reporting expectations and provide field teams with the right tools to efficiently collect consistent project data and updates in real time.





Ways reporting processes become inefficient:

- Gathering from multiple sources
- Organizing scattered updates
- Inconsistent, differing formats
- Manual, time-consuming steps

Better visibility, better insights.

Inconsistent reporting leads to poor visibility and limited insight. Determine the key information you need from each jobsite to make better decisions and make sure that your requirements are clearly communicated to your field teams.

Defining your process will also help you choose the right daily reporting technology to keep jobs safe, on track, and within budget.

The background features a construction site with a large yellow excavator in the foreground. In the distance, a city skyline with several skyscrapers is visible across a body of water. The entire scene is overlaid with a semi-transparent dark blue filter and large, overlapping circular shapes in shades of blue and grey.

Choosing the right daily reporting technology

A person wearing a high-visibility safety vest with reflective stripes is holding a white tablet. The person's hands are visible, and they are wearing yellow work gloves. The background is dark and out of focus.

A digital daily reporting solution can improve your daily reporting process and ensure you receive **consistent, accurate information from the field.**

Digital vs. Pen and Paper Reporting

Digital reports are far faster and more accurate than pen and paper. Insights can be easily collected and shared between field and office instantly.

Paper reports take up valuable time with manual data entry, which leads to inconsistencies and communication errors.

Digital reporting



Faster



Easier

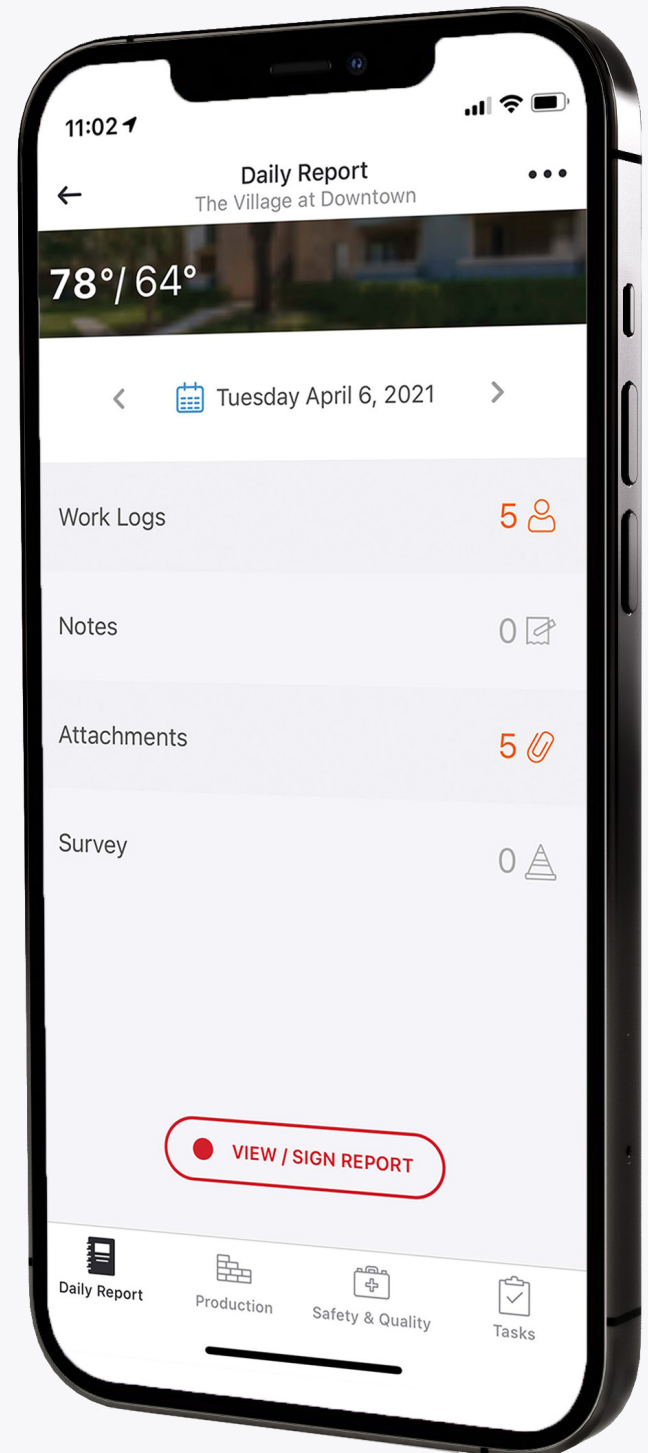


More accurate

Get better visibility.

Technology should streamline reporting as best as possible — It's important to choose a tool that can collect all of the information you need, which may include:

- **Work logs**
- **Surveys**
- **Time tracking**
- **Safety checklists**
- **Materials tracking**
- **Photos and videos**
- **Notes**
- **Weather updates**



Put the field first.

If you aren't receiving consistent, organized reports for every project, every day, then you have an opportunity to empower your field crews with a better tool.





Start by asking them for feedback about what's not working:

How do they keep track of things throughout the day?

How long does completing a report take them each day?

What extra steps are happening to transcribe and send a report?

Are reports taking them away from other project duties?

Depending on their answers, it may be time to look for a time-saving solution.

Integration is important.

Choosing a tool that shares information seamlessly with your current tech stack can save even more time for both field and office.

Some reporting technology can integrate with other systems your company already uses for project management, accounting, or cloud storage.

The background features a construction site with a yellow excavator in the foreground and a city skyline in the distance. The scene is overlaid with a semi-transparent blue filter and large, light-colored geometric shapes: a circle on the left and a large number '4' on the right. The text is centered in white, bold font.

Ways to improve documentation

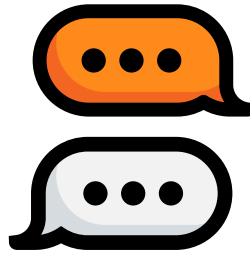


Project managers can't be onsite all day. Technology allows for the easy capture and sharing of photos and videos, adding clarity to daily reports.

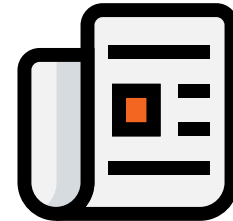
Benefits of photo and video capabilities:



**More organized
projects**



**Better
communication**



**Enhanced
protection**



Know what happens, when it happens.

Automatic time and date stamps take the confusion out of what happened when, and can help project managers catch potential issues early or resolve any disputes when changes are needed.

The background features a construction site with a large yellow excavator in the foreground. In the distance, a city skyline with several skyscrapers is visible across a body of water. The entire scene is overlaid with a semi-transparent dark blue filter and large, light blue circular and polygonal shapes.

Streamlining daily reporting with Raken

Raken is an easy-to-use construction management tool that's designed for both the field and office.

Our app helps save time and money with fast, easy digital reporting, and our award-winning customer service team helps you ensure high adoption rates.



Capture progress in real time.

Raken makes your daily reporting process quick and painless, and helps the field provide incredibly accurate and consistent data for project managers.

You'll get:

- Real-time data and insights
- Consistent, accurate documentation
- Automatically published reports
- Photo and video documentation



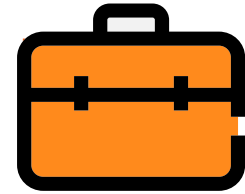
Use Raken for:



Daily reporting



Payroll management



Toolbox talks



Time and material tracking



Safety and quality checklists



Work logs

PROCORE

EGNYTE

B AUTODESK[®] BIM 360™

 Google Drive

CMiC

 OneDrive

ORACLE Aconex

box

Integrate with your current systems.

Raken can integrate with the most popular project management, accounting, and cloud storage solutions.

 **Dropbox**

 **Trimble**

Deltek
+
ComputerEASE

 **FOUNDATION**
software

sage 300
Construction and
Real Estate


**POINTS
NORTH**

sage 100
Contractor

Coming soon

 **Spectrum**
Powered by Ryvit

 **Vista**[™]
Powered by Ryvit



“Now our data is standardized, so we can compare jobs, see what’s doing better and why, and communicate these facts across the organization so everyone can improve.”

– Todd F., VP of Pre-Construction Planning at J.W. Danforth



**See how Raken can improve
your daily reporting process.**

Schedule Demo

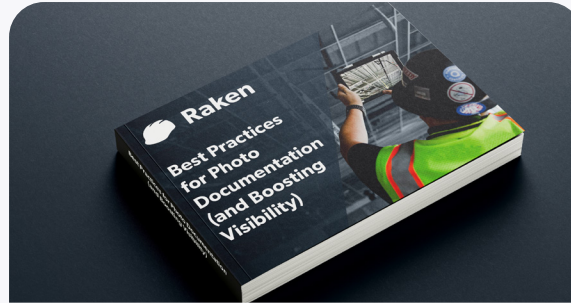
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