



# Guide to **DAILY REPORT SOFTWARE**



# How to Use Construction Daily Reporting Software to Boost ROI

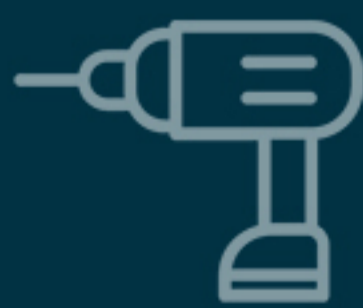
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## Answered in this guide:

- How can I implement daily reporting software at my construction company?
- How can I encourage my staff to comply with daily reporting software?
- How can I boost ROI with daily reporting software?
- What items should appear in a daily report?
- What are some long-term benefits of daily reporting software?

The construction industry faces monumental challenges. While other industrial businesses enjoyed a 100% increase in productivity over the last 50 years by adopting new technologies, **the labor-intensive nature of construction projects has resulted in stagnant productivity gains in the construction business.** Construction projects are becoming more complex and, according to a recent survey conducted by KPMG, just 30% of construction projects are completed on budget and just 15% are finished on time.

With razor-thin profit margins reported across the industry, construction firms today need to do all they can to ensure profitability from individual projects and enhance organizational efficiency. Because construction happens on the jobsite, many construction firms are pushing forward and investing in daily reporting software that enhances visibility between the office and the field, generates new opportunities for high-level, data-driven decision making, and drives profitability and ROI at the project and organization levels.



**Boosting ROI with construction daily reporting software isn't necessarily a straight-forward process.**

**Challenges include:**

- Choosing the right software that meets your unique business needs
- Successfully implementing the new software with buy-in and compliance throughout your organization
- Collecting the right data that enables you to make better decisions that lead to improved ROI
- Leveraging that data effectively into immediate and long-term financial and productivity benefits



This four-part guide offers tips and advice for choosing the best daily reporting software that meets your needs, implementing successfully at your organization, boosting your organization's return on investment, and creating long-term benefits and security with daily construction reports.

# Part One:

## Benefits of Construction Daily Reporting Software

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One of the major barriers to implementation at the project and organization levels is the uncertainty of ROI, so it's important that you explain to your team exactly how the new implementation will affect your workflows and where the benefits will come from.



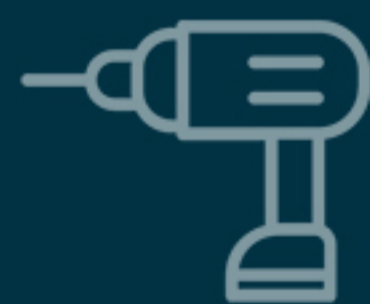
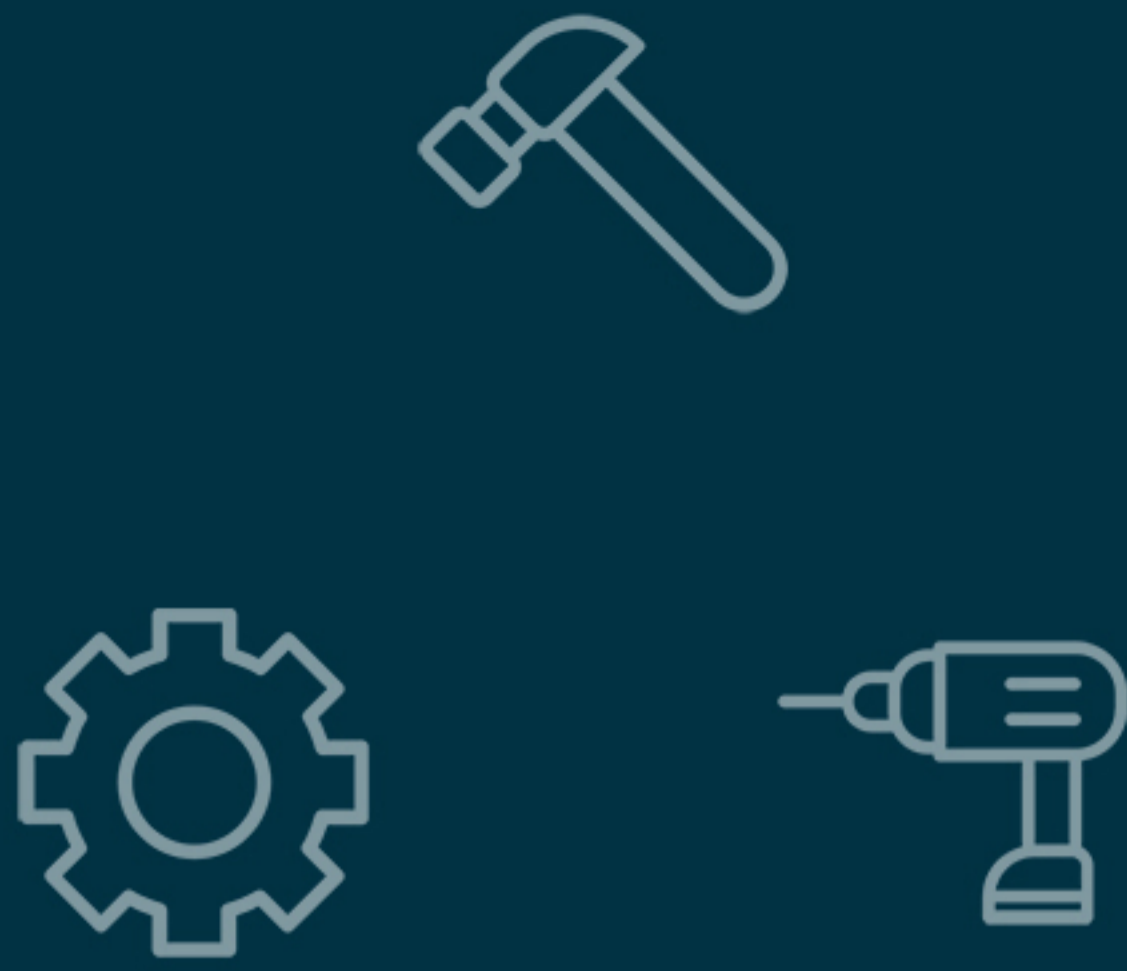
### Less Paperwork

Daily reporting software for your construction business significantly cuts down on the quantity of paperwork you'll generate at your business. Paperwork is prone to get lost as it seems to magically disappear at the construction site or in a work truck. Not to mention the paperwork that does manage to resurface is incomplete or illegible. Daily report software stores information securely and displays the information in a matter that is clear and easy to read. More importantly, it reduces duplicate data entry if paper needs to be transcribed electronically.



### Increased Efficiency

Daily reporting software increases transparency and visibility of the job site for your entire team, meaning that you can respond to problems and delays much more efficiently. Better efficiency through communication means that you can address minor issues and identify potential setbacks before they balloon into issues that impact your bottom line and schedule.



### **Instant Access to Information**

Paper records are a disaster when it comes to enabling access to information for your project management staff. With daily reporting software, your daily reports will all be stored in a logical, searchable format. Pictures, building plans, and drawings can also be shared with the entire team, meaning that anyone involved with the project can instantaneously access any of the important documents they might need to resolve an issue.



### **Smarter Budget Management**

Avoiding disasters with rapid and efficient communication is just one way that daily reporting software helps keep projects on budget. Daily reporting keeps the project team updated on jobsite activity. You'll see when things are getting behind schedule or over budget and find the most cost-effective solutions. Most importantly, the historical information captured on daily reports helps you quote projects more accurately in the future.



# Part Two:

## Implementing Daily Reporting Software for Optimal ROI

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The biggest barriers we face in changing our business practices for the better are human ones, so we created this section of the guide to focus on implementation strategies that help get things rolling in the right direction. As with all new software adoptions, consistent usage is the key to ensuring that the full benefits of the solution can be realized. Here are some ways to ensure a successful implementation of construction daily reporting software at your company:



### Get Familiar with the Platform

Make sure that your managers are well trained in the new software platform, to the point that they can answer practical questions from employees. If management does not adequately understand how the new solution is supposed to work, employees at the worker level will not see the need to learn it on their own.



### Institute Strong Leadership on Projects

A common barrier is a lack of leadership on projects. The person in charge of the project has to be the loudest voice demanding compliance with the daily reporting software at your organization. That person should be able to hold others accountable, answer questions about the software, and drive compliance and the resulting ROI.



### Plan Employee Training and Certification

Although daily reporting software is relatively intuitive, training and certifying employees provide great benefits. It expands their knowledge base, verifies their understanding of the new procedures, and forces them to comply with the procedures they learned in training.



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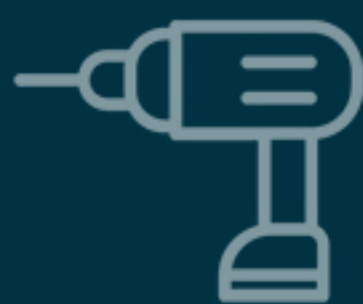
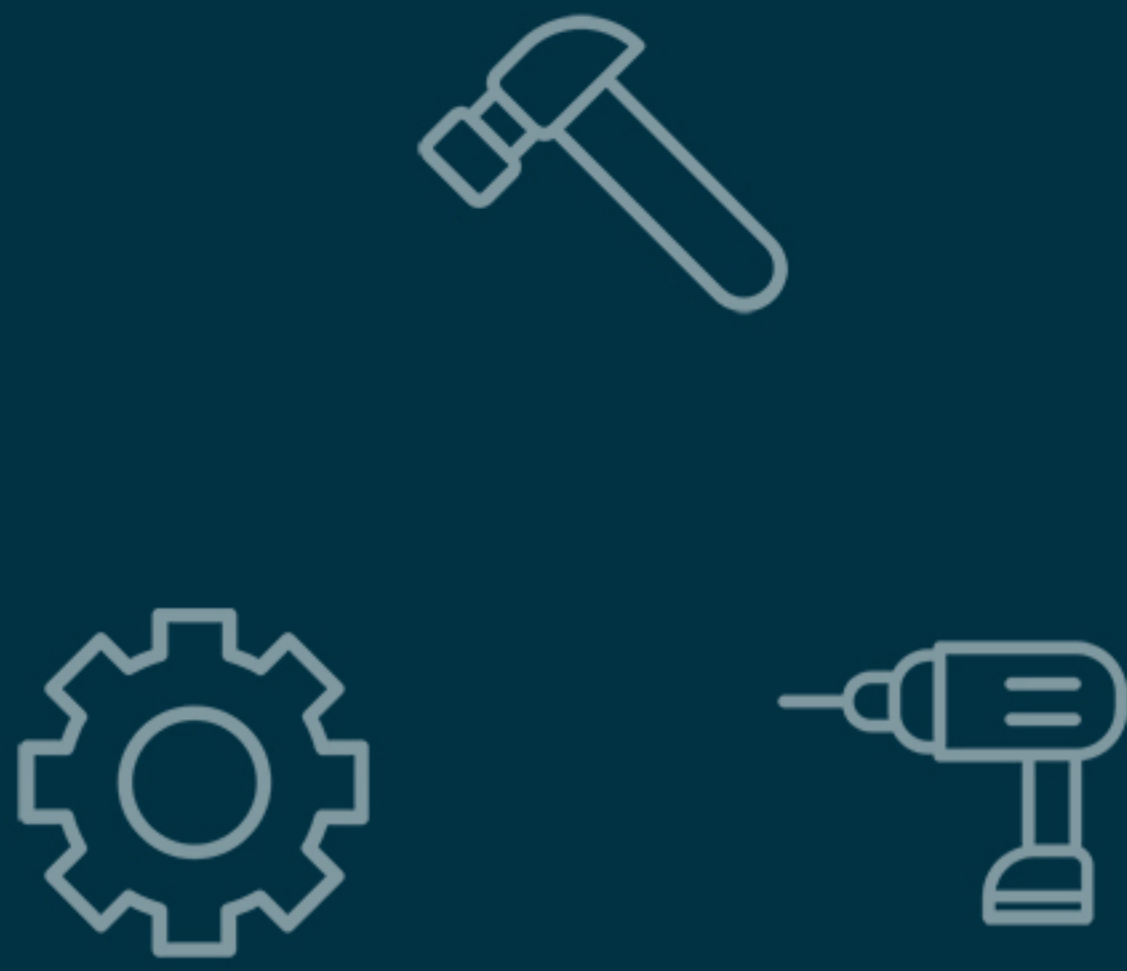
### How to Address Potential Objections to Implementation

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### Employees are Resistant to Added Oversight

Let the employees know that increasing job site visibility is important if they want their hard work to be recognized. By carefully tracking work progress, you'll be able to recognize and reward employees for their productivity justly. The role of daily reporting is not to get employees into trouble. Daily reporting software improves documentation to help the company make more money, so it can continue to provide workers with employment at a stable and growing company.



### Employees view Software-based Reporting as “Extra Work”

Everyone hates doing extra work. It might be helpful to point out all of the areas where your company is doing extra work and not getting paid for it because employees aren't accurately documenting their work activities. Once employees understand the importance of reporting things right away, they'll realize that doing it with software is a lot less work.



### Use the Carrot or the Stick

Some companies are carrot organizations, and some are stick organizations - what kind of company is yours? If your team responds well to incentives, create an incentive for the project team that is most successful at adopting the new changes. Offer a free lunch or dinner for the entire team and watch your staff submit loads of awesome daily reports with pictures, receipts, and everything else needed to manage your project.

If your team doesn't get excited by incentives, that means you're a stick organization. Just tell the employees that they won't be reimbursed for expenses if they are submitted more than a day late because it disrupts the project budget and workflow when information is not received on time. After an incident or two, they'll realize it's time to adapt to the new changes.





# Part Three:

## Leveraging the Results of Daily Reporting Software to Boost ROI

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Now that we've covered everything you need to know for a successful implementation, we're ready to move on to the good news, highlighting the areas where you'll see the greatest ROI benefits from construction daily reporting software. Here are the items that you should see in every daily report:



### Weather & Physical Conditions

Weather conditions can seriously impact job site productivity, leading to lengthy delays, and in some cases, disputes with clients when work isn't finished on time. When project managers get daily updates on the physical and weather conditions at the job site, they can proactively work against delays by recruiting more labor to keep the job on schedule, ensuring materials are delivered when appropriate, and maintaining transparent records that keep the client aware of how things are progressing.



### Work Completed

Work reports allow project managers to assess and manage the performance of labor crews, and to identify potential sources of delays and address them before they happen. Work records should include what materials were used, allowing project managers to improve job costing models over time, and allocate expenses appropriately to the client. Pictures of the job site can be submitted through daily reporting software, creating a body of evidence that work was completed according to specifications.



### Delays & Lost Hours

Daily reporting software helps minimize project delays by facilitating rapid communication between the field and the office. The software provides project managers with the latest information regarding ongoing delays and potential sources of delays in the future. As a result, project managers can take the actions necessary to prevent small delays from snowballing into a project disaster.



### Major Items/Materials Received

Understanding the flow of materials into the job site is an important aspect of budget management and necessary for managing productivity. Records of materials are important for cost accounting, as well as ensuring that you aren't overpaying or being double-billed for the materials you need for a given job. Tracking inventory in this way also creates an added barrier against materials theft, helps identify when tools are missing or damaged, and ensures that the flow of materials into the job site is adequate to keep the workers there supplied to get the job done.



### Safety/Environmental Incidents

Establishing an early paper trail for any safety or environmental, incident is important for protecting the company against possible lawsuits or other actions that could result.

Documenting the incident that occurred, taking pictures of it, taking statements from other employees there, and recording what was done about it can prove extremely valuable if you ever need to prove those things in the future.



Daily reporting software creates a strong communication network between decision makers in the field and back office, and with the clients and other stakeholders. Project managers can quickly make decisions and respond to changing conditions, reducing delays and driving productivity throughout the company's work force. They can also make better budgetary decisions with a more up-to-date understanding of where money is being spent on the project and even identify potential sources of waste or lost profit.

## Part Four:

# Realizing the Long-Term Benefits of Daily Reporting Software

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On an organizational level, long-term use of software for daily construction reports could mean the difference between success and failure. While daily reports improve project management capabilities and undoubtedly add ROI to every project, their long-term benefits across projects and over time are even greater. Here are three of the most important long-term benefits of using software for daily reports.



### Reduce Litigation Risks

One of the major long-term benefits of software-based records is their capacity for use in defending against litigation. Courts in the United States are accepting signed and dated daily construction reports as evidence, especially if the person who created and signed the report is available as a witness. With paper reports, you'd be hard-pressed to come up with the documents needed to defend the case. Software reports are easily accessible and searchable, so you'll have an exact record of the materials used, including receipts, purchase orders, and work reports that make your case.



### Improve Job Costing Models

Construction firms are always engaged in bidding for new work, and the development of better job costing models should play an ongoing role in that. By keeping accurate records from daily reports, you can better understand the true cost of the work that you do, ensuring that you make competitive and profitable bids on projects that will keep you in business.



### **Avoid Reinventing the Wheel**

If you've already solved a problem once, why solve it again? Accurate daily reports should include information about pressing business problems and how they were addressed on the job site. If you encounter the same issue at a later time, you can refer back to your notes from an earlier project to find the solution. Over time, you'll have built a strong repository of project data that you can leverage for making strategic business decisions and to solve real problems on the job site. That's proprietary knowledge with a real market value.



### **Conclusion**

This brings us to the end of our guide on how to use construction daily reporting software to boost ROI. While software-based reporting obviously reduces costs like paper and ink and creates better communication between the office and field, the real magic happens when employees take the initiative necessary to put these real business advantages to good use. For an adept project manager with a focus on increasing efficiency and doing more with less, there's no limit to what could be accomplished with the help of real-time data flow from the job site and a communication platform that reaches all stakeholders in your organization.





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