



The Ultimate Checklist for

# Choosing the Right Construction Management Software

# Introduction

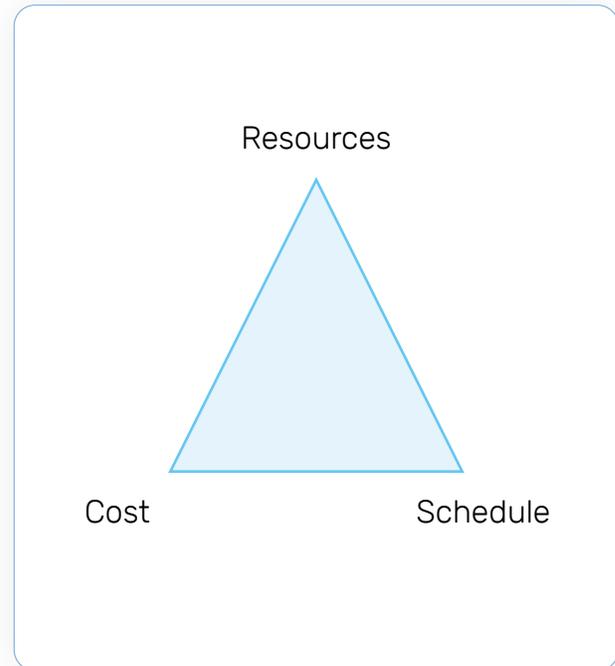
Sometimes, managing a construction company feels like there are too many cooks in the kitchen. Construction projects involve a lot of moving parts that depend on numerous factors, such as diverse stakeholder needs, specifications, and restrictions, that must be individually managed using an advanced system.

Managing a construction portfolio—or even a single project, for that matter—calls for a dynamic and intuitive software solution that works for every user. The day-to-day operations of [companies that oversee construction projects](#) demand a centralized and accessible system that's capable of managing documents, scheduling, budgeting, and so much more.

The following collection of checklists aims to help narrow down system options, and it details how modern construction management software addresses specific business needs.

# What key challenges do all project managers face?

Large, complex construction projects have lots of moving parts, and managing each of these dynamic aspects requires a delicate balance between resources, cost, and schedule. A change in one of these elements directly affects the other two. For example, if you add resources to shorten your schedule, your budget will increase, and if you need to stretch your budget, your timeline will increase. Determining, striking, and maintaining this balance is crucial for the success of every project—and every project will be different.



# What qualities should I look for in a construction management software?



Regardless of the specifics of your organization, project managers require a cohesive planning, scheduling, and budgeting system that is:

- Centralized & Standardized**

The system features a unified repository for accessing all relevant portfolio and project information, complete with sophisticated access control. It uses a standardized system for collecting and analyzing data that helps to align teams and streamline workflows. An efficient construction document management software allows users to effortlessly access, share, and transfer data from virtually anywhere.
- Customizable & Flexible**

The system can be adapted to different industry requirements, standard operating procedures, and business models. It's widely scalable, applicable to companies of any size, and includes dashboard functionalities that are easy to personalize.
- Accessible & Cloud-Based**

The system allows any associate or stakeholder to access necessary portfolio information from anywhere. Because most teams today operate from many different locations, such as an office, jobsite, car, doctor's appointment, and so on, everyone needs to have a reliable connection to the system regardless of where they're located. For example, timeline adjustments made using construction scheduling software need to be capable of updating in real time so everyone is aware of changes.
- Supportive & Resourceful**

The system comes complete with a support staff team that's accessible, personable, and receptive. Customer service teams are proactive problem solvers equipped with the resources and knowledge to address technical issues right away and solve problems quickly.

# What are the implications of choosing the wrong software?



The software you choose isn't just another business tool—it's an investment with a significant effect on the capabilities and culture of your business. Opting for the wrong construction management software can lead to serious implications for your company, including:



## Lack of Accountability

Project managers and stakeholders need an audit trail of all operational activities. An audit trail offers a proven record of who said what and when, outlining everything that occurred from start to finish within each project, which protects a company from claims and disputes. Not only does the right project management software help construction companies protect their business in the event a claim is made, but it also ensures they remain compliant with local and federal regulations,

Additionally, very often, projects require adjustment of resources and controlling change orders. As we've learned, this action can, in turn, increase project costs. When management has access to a blockchain of user activity within their planning software, they're able to determine where and when these changes were made. They can then use this information to optimize steps in the planning process to accommodate these changes.





## Overcomplication of Processes

The wrong software overcomplicates project management and further silos teams. As mentioned earlier, your construction management software should make work obligations easier for everyone within an organization. The ultimate goal of implementing new software for your company is to align teams and processes to achieve more streamlined workflows. Opting for the wrong planning application results in more friction and more complexity as users attempt to adjust to new and unfamiliar processes. Your software should adapt to the needs of your business, not vice versa.



## Wastefulness

Transitioning to a new construction planning software can require significant up-front costs. The idea is that these costs will be worth the investment because the systems should save time and money in the long run. This means that any application or tool that takes too long to deploy is essentially a waste if it doesn't fit your business strategy.

Whether yours is a small business or a corporate conglomerate, a lot of time and resources are spent onboarding your teams and familiarizing them with new applications. You can avoid wasting these valuable resources by considering how much time it will take to transition to a new management system and determining how that time frame fits within your business model.

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## Data Vulnerability

Adequate construction project management requires a lot of different teams to access a lot of different data at different times and locations. As a result, cybersecurity measures can be overlooked, and sensitive data is more likely to be compromised. And when it comes to data breaches, reactive support simply isn't the ideal solution.

Using construction management software that isn't adequately secure or doesn't have the right systems in place to protect the integrity of your data makes your business incredibly vulnerable to cyberattacks and data leaks. Reputable software providers prioritize keeping your business data safe through features such as role-based security and item-level permissions.



# How does choosing the right construction management software benefit my business?



The key features of your construction planning system should support your business efforts, but there are also several foundational features that every program should have to streamline [construction management](#) workflows. The right software application should:

## **Abide by Industry Standards & Best Practices**

It can be challenging for companies to keep up with local and federal regulations regarding construction and manufacturing. [The Construction Management Association of America](#) is a certified industry association that offers an unbiased perspective by creating a universal standard for best practices. The right construction planning software abides by or exceeds these standards, ensuring compliance and high-quality service.

## **Be Quick & Easy to Deploy**

As mentioned previously, deployment of your new construction management software should be simple and seamless. By employing easy-to-use software, the learning curve during onboarding should be minimal, and little time should be wasted when implementing the new system. Make sure a service team offers a road map from start to finish.

## **Choose a Secure, Trusted Host Environment**

No two cloud-based platforms are alike. Select a vendor that offers transparency about where your data is located and how it is used. It's important to make sure you own and control access to your business data. Work with vendors that have protocols in place for sharing data with team members both inside and outside of your organization to maintain [cloud data integrity](#). Your business should be able to rely on role-based permissions and an automatic audit trail for maximum security and accountability across the organization.

### **Have Plenty of Customization Potential**

Construction management technology must be customizable and flexible to meet the diverse needs of various organizations. You should be able to easily tailor the software's features to fit your existing business processes. Configurable dashboards and scalable functionalities make it possible to modify and maximize operations.

### **Offer Reliable Support from All Sides**

The right construction management software ensures an accessible, friendly professional services team that's always willing and able to help you through any hiccups. You want to know that an expert is available to guide you through any challenges you might face. When selecting a project management system, look for more than just a software product—look for someone who will understand your business and tailor the system to support it. You want a software provider that offers a partnership—not just a product.

### **Save Time, Money, & Other Resources**

Implementing a new planning software ultimately shouldn't cost your business much, if anything at all. The purpose of transitioning to a new system is to optimize operational efforts, saving time and money in the long run. If the switch to a new construction management software is draining your resources with no improvement in efficiency, that's a red flag!



# How do I begin my business's transition to new construction management software?



Overall, every project manager and business leader wants to employ a management application that complements existing processes and sets their company up for long-term success. You're looking to minimize operational issues—not create more friction in your workflows. As a result, matching your business needs with the right construction management software requires a deep understanding of your business, its culture, and its future.

Our tech experts at VPO offer a few tips for making the transition to a new construction management software:

- 1 Close out existing projects** in the original system first. It's better to start projects in your new system rather than migrate those that are still in progress.
- 2 Document all requirements** and functions that the software must be capable of. Sit down with your team and determine wants versus needs, then prioritize the specific features you're looking for.
- 3 Weigh all of your options** before making your choice by asking all departments for their input. Identify which obstacles they face and what the new software can do to address them.
- 4 After the migration**, provide plenty of channels for team members to voice their questions or concerns should they run into any issues with the new software.

Reputable software providers typically offer some sort of trial period or at least a free demo so your team can test the waters with their new system before committing. Leverage this opportunity to gather feedback from users. Encourage open communication and be responsive to any opinions or suggestions regarding the update.



For a software provider and partner that checks all your boxes, reach out to the team at VPO to schedule your discovery call and explore our advanced project management solutions.

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