Mistakes occur in every field, but they can be most costly in construction. Project management errors can add significant costs to a project in both time and money. Avoid the following project management errors in order to maximize profits, minimize delays, and avoid unnecessary costs.

1. **Working off Outdated Information**
   One of the major culprits of poor project management is sharing and working off of outdated and inaccurate project information. Errors discovered in the later phases of a project are costly and time-consuming to correct. Have your field staff regularly verify that everyone has access to the most current information by ensuring they have seen the latest drawings and information with construction software. If changes have occurred, be sure everyone involved receives timely notifications and updates.

2. **Missing Daily Log Information**
   While it only takes a few minutes each day, project teams commonly avoid recording information pertaining to daily events, tasks, and problems related to their projects. Paper-based daily log archives are time-consuming and nearly impossible to track and archive effectively. Electronically compiled daily logs, on the other hand, are easily created, tracked and searched.

3. **Lacking Accountability on RFIs**
   Many construction projects have countless RFIs occurring simultaneously, making it easy to lose track of their status. Any hinderance in RFI creation and approval causes costly delays on projects. Using a cloud-based RFI management system provides accountability for all responsible parties, and ensures RFIs are always on track, reducing turnaround time and avoiding costly delays and mistakes. These systems automate time-consuming tasks like reminder emails and overdue notifications.
INEFFICIENT OR INADEQUATE FORECASTING

Within the framework of a project, forecasting plays a fundamental role in determining timelines and costs. Large discrepancies in cost can impact cash flow, profits, and in extreme cases, the viability of the project.

Good forecasting comes from a combination of construction experience, knowledge, and competent judgment. Inputting all potential cost changes as soon as they become apparent keeps forecasts up to date and accurate. Be sure to include your field staff in the process to be sure your information is accurate and they understand their commitments. A schedule should also be established and maintained to determine how often forecasts are completed.

LACK OF SOFTWARE TRAINING OR IMPROPER TRAINING

Project management software typically includes a variety of tools for project managers to keep at their disposal, but they will not likely use everything on every project. It’s very frustrating and a waste of time to search your software for information, only to find that it was either entered incorrectly or not at all.

All parties involved in a construction project need to know how to properly use the software in order for it to be beneficial to the project. This includes best practices and agreement on how information should be recorded and tracked.

FAILURE TO DEVELOP A PUNCH LIST WITH MILESTONES AND EXPECTATIONS

During the planning stage, a comprehensive punch list should be created and monitored throughout the project. Many project teams create punch lists initially, but fail to use them throughout the duration of the project. As a result, small forgotten items and tasks can add up to big costs in money and time. Depending on the size and scope of the project, establish a punch lists early on and refer to them frequently.

OVEREXTENSION

Project managers often find themselves tempted to take on more projects than they can handle. At a time when construction projects are on the rise and the economy is growing, project managers need to think realistically when accepting projects and setting timelines.

One of the most common results of overextension comes in the form of cash flow. When subcontractors receive a late payment, they’re unable to pay their employees. Carefully evaluate each potential project against active projects before jumping on board.

If multiple projects are running simultaneously, it can be helpful to create reports showing which subcontractors are on multiple projects before giving them new projects.
CHECKING QUALITY CONTROL AT THE END OF THE PROJECT

Quality should be a primary concern at all points of a project, but it tends to get overlooked when numerous tasks need to be completed simultaneously.

The owner and designers should do frequent job walks to identify anything that does not meet quality standards. These job walks typically happen after each OAC meeting and should be facilitated by a project manager. This helps reduce the chances of change requests after construction has finished.

SLOW TURN AROUND TIME ON RFIs, SUBMITTALS, CHANGE ORDERS

Delays frequently occur in large projects when many elements require simultaneous attention. It’s easy to forget about an issue or to leave it unresolved if a response is never provided.

Using cloud-based project management software keeps projects moving forward with accountability on RFIs, submittals, change orders, and any other documents requiring a response. Cloud-based software makes it easy to find and resolve these types of issues promptly.

ABOUT PROCORE

Procore is a cloud-based construction management software application built for construction industry professionals. We strive to make project management effortless, one task at a time. Manage projects from anywhere, using Procore’s easy-to-use and collaborative software. Procore is honored to be recognized by Inc. Magazine as one of the fastest growing private companies in America.

BENEFITS OF PROCORE

• Exceptional Implementation, Training and Support
• Simple Pricing
• Easy to Use and Intuitive
• Superior Technology
• Unlimited Users
• Improved Communications and Collaboration
• Accessible Anywhere in the World