

Process: Account Management and Project Execution

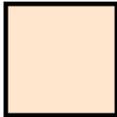
Topic: Create and Complete Daily Log & Field Observation Progress

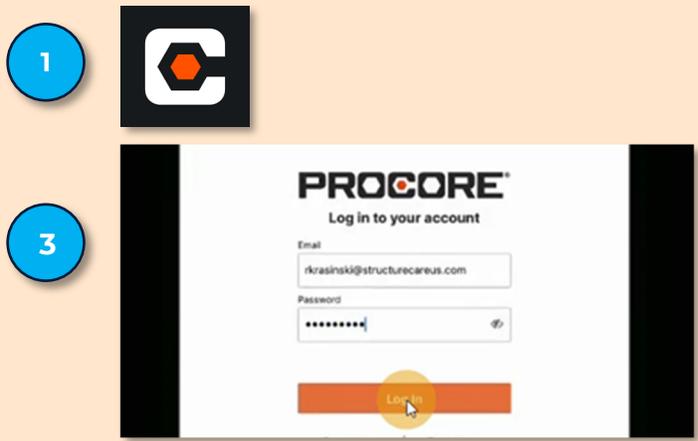
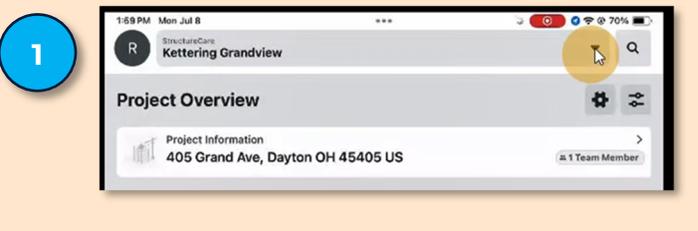
Groups Involved: Project Managers and SC Vendors



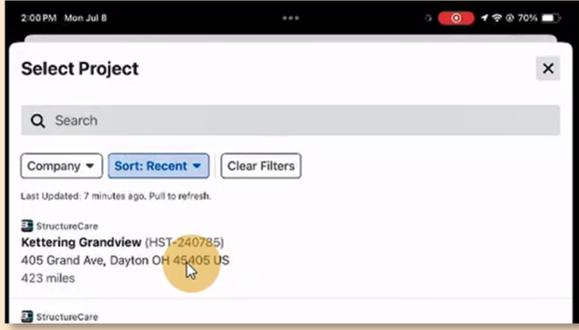
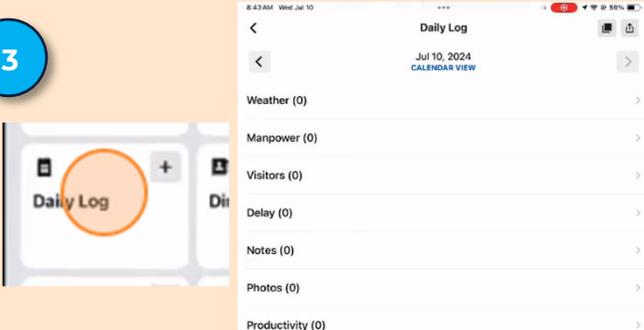
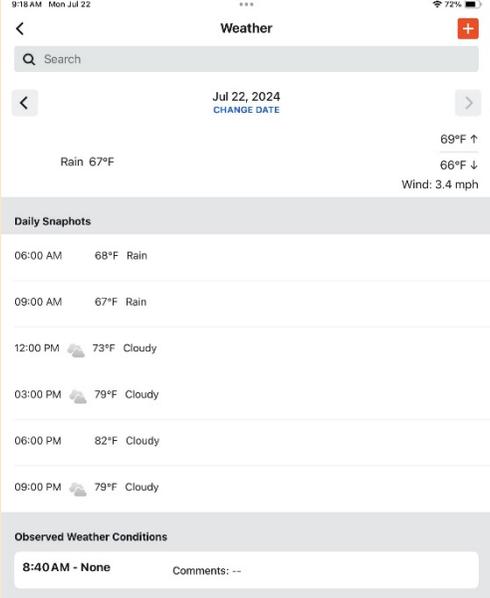
Topic Purpose & Overview:

The Procore Daily Log tool aims to efficiently document daily vendor activities, track progress, manage resources such as manpower and equipment, and ensure compliance with project requirements. To further enhance project management efficiency and quality control, vendors will utilize the Procore observations tool to capture in-progress and completion photos, and enter percentage completion data for their assigned commitments.

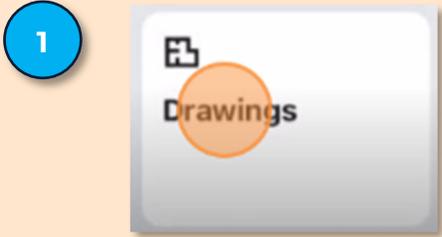
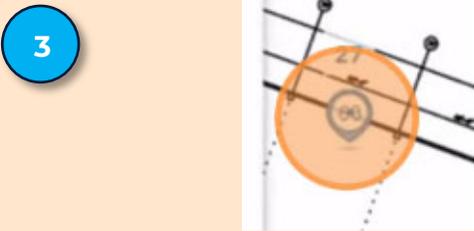
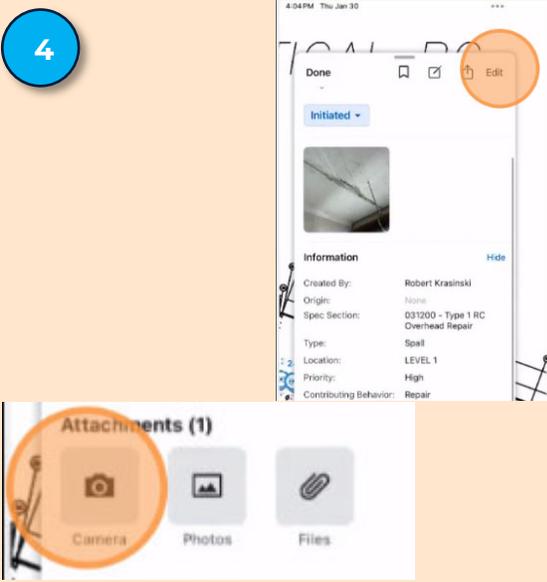
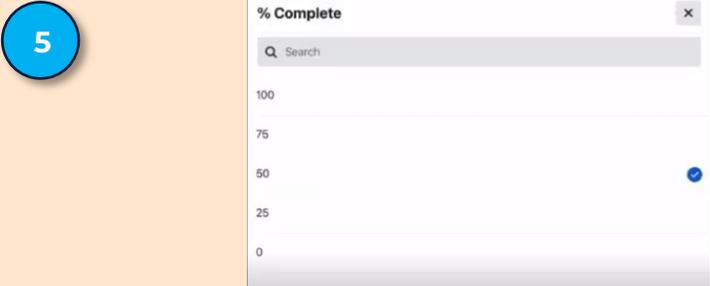
Key	
Color	Person Responsible for Action
	Vendor
	StructureCare

Steps	Visuals
<p>Log in to Procore</p> <ol style="list-style-type: none">1. Open your Procore Mobile app2. Enter your email and password (If you haven't already logged in prior)3. Click "Log In"	
<p>Access the Project</p> <ol style="list-style-type: none">1. At the top of your screen, select the project drop-down menu2. Select the project for which you want to complete or manage daily logs.3. Click the 'Daily Log' tool from the menu or dashboard	

Topic: Create and Complete Daily Log & Field Observation Progress

Steps	Visuals
	<div data-bbox="808 247 889 331" style="border: 2px solid blue; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">2</div>  <div data-bbox="808 625 889 709" style="border: 2px solid blue; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">3</div> 
<p>Creating a New Daily Log Entry</p> <ol style="list-style-type: none"> 1. Click on the '+' (plus sign) to start a new entry 2. Choose 'Weather' to set the day's weather and save it in the log 3. Choose 'Manpower,' select the vendor company name, input the hours worked, and enter the number of workers on site for the day 4. Choose 'Visitors' to log any site visitors and add notes about any communications 5. Choose 'Delay' to log any project delays 	<div data-bbox="841 982 922 1066" style="border: 2px solid blue; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">1</div> 
<p>Respond to An Observation (Vendor and SC Team) – Mobile Device</p> <p>To take progress photos and change the status of an observation so that its creator knows that the work has been completed and is ready for review.</p>	

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Steps	Visuals
<ol style="list-style-type: none"> 1. Navigate to "Drawings" in the assigned Procore project 2. Select the "Floor Plans" that corresponds to the level where the repair is needed. 3. Select one of the "Blue Pins" on the drawing to view a photo of the repair location. 4. Select "Edit" followed by "Camera" to capture "in progress" and "complete" photos of the repair. 5. Scroll to the "% Complete" field and select the percentage that matches the repair's completion level. 6. Once the observation is 100% complete, change its status from "Initiated" to "Ready for Review." 7. The PM will go to the garage to review the observation ready for review 8. After the PM reviews the work, they will change the status to "Closed" if they have approved the work, and "Not Accepted" if they still consider the issue unresolved 9. If the creator sets the status to "Not Accepted," the vendor will be notified via email and will need to repeat the steps above as necessary 	    

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Steps	Visuals
<p>Managing Daily Log Entries</p> <ol style="list-style-type: none"> 1. Review and approve daily log entries ensuring entries meet regulatory requirements and project documentation standards 2. The archive completed daily logs for future reference and historical record keeping. 	
<p>Managing Field Observation Entries</p> <ol style="list-style-type: none"> 1. Assign Observations to the selected vendor that align with the commitment. 2. Review and Approve progress, % complete, and completion photos tied to the assigned vendor observations. 	

Guidelines

- Share the daily log with relevant team members for review and collaboration.
- Allow stakeholders to add comments, updates, or additional information to the log entries.
- The Project Manager can consult vendor inputs linked to the % completion of their assigned observations to determine entries in productivity that align with the MIGO dollar amount(s) for the project.
- The Project Manager can leverage Power BI reporting that calculates the unit cost multiplied by the quantity delivered to obtain the MIGO dollar amount(s) tied to Productivity.
- The Project Manager can determine “MIGOd” costs by opening the budget tool, switching the budget view to “PM Sub Invoice Review,” and selecting the value in the “MIGO Costs” column for the relevant budget code.