

## Getting Started Checklist

e-Construction is the future of construction administration and document management for construction projects. Getting started may seem daunting, but these steps can help.

Note that some specifications described in the following content may not be the same as the specifications followed by your agency. Always check with your State agency's standards and specifications when using these guidelines.

### Sections

- **Step 1: Start Going Paperless**
- **Step 2: Get Buy-in**
- **Step 3: Build a Collaborative Site**
- **Step 4: Find “Champions”**

### Step 1: Start Going Paperless

- Determine where your State might be able to convert to a paperless process**
  - Does your State already have the technology in place to electronically store documents?
  - Does your State have existing automated solutions in place, such as a program to gather contractor progress?
- Work with your State IT personnel to see if your existing technology can be leveraged as a step toward implementing e-construction**

### Step 2: Get Buy-in

- Get as many of the stakeholders as possible committed to implementing e-construction
- IT personnel will understand what technology your State currently uses and how it can be leveraged in an e-construction system, as well as what additional technology will be needed
- Involve the private sector as soon as possible

### Step 3: Build a Collaborative Site

- Establish a collaborative e-construction site where all stakeholders can participate and that serves as a means to:
  - View all relevant information for each project
  - Upload documentation
  - Handle electronic/digital signatures and stamps
- Determine whether your State will develop this site in-house or via third party

### Step 4: Find “Champions”

- Generate enthusiasm
  - Embrace the change and improvements that e-construction will bring
  - Serve as ambassador to less enthusiastic employees

**Run pilot projects**

- Act as a participant in pilot projects
- Provide valuable and honest feedback that will help improve the system

**Support and train personnel**

- Provide valuable ongoing services
- Serve as a liaison between the State and contractors