

Construction workflow guide: From field issues to approve changes

When drawings live in shared drives, RFIs in email and change orders in spreadsheets, critical project updates often fall through the cracks. The result? Confusion, rework, delays and delivery risk.

But there's a better way to keep projects moving.

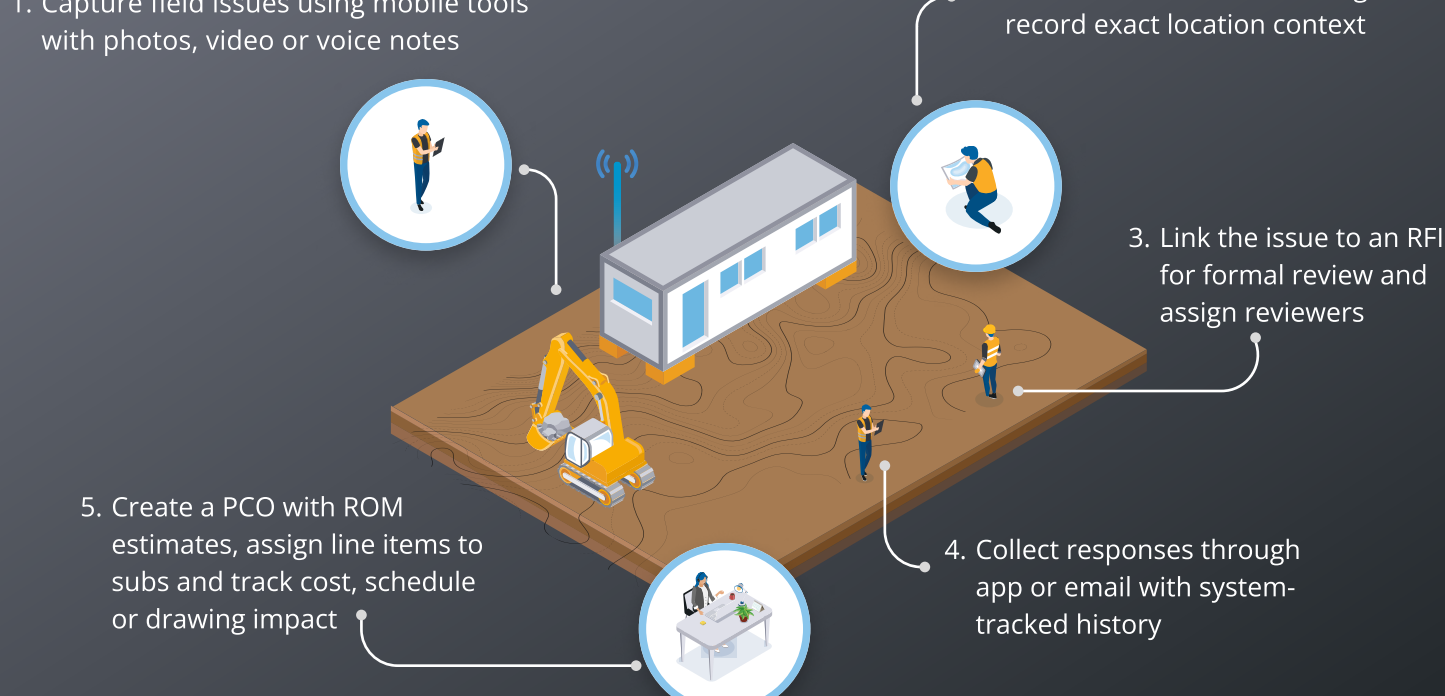
This guide shows how connected workflows help you eliminate double data entry, track changes and collaborate more effectively. With the right structure in place, you can reduce admin time, make faster decisions and prevent surprises across the project lifecycle.

Explore 3 connected workflows that improve visibility, speed, and accountability.

These examples show how ProjectSight helps you move from jobsite updates to formal approvals with less friction and more control.

Workflow 1: From field issue to potential change order

Turn a field-captured issue into a formal RFI and, when needed, a change order with clear cost or schedule impact.



Templates to apply

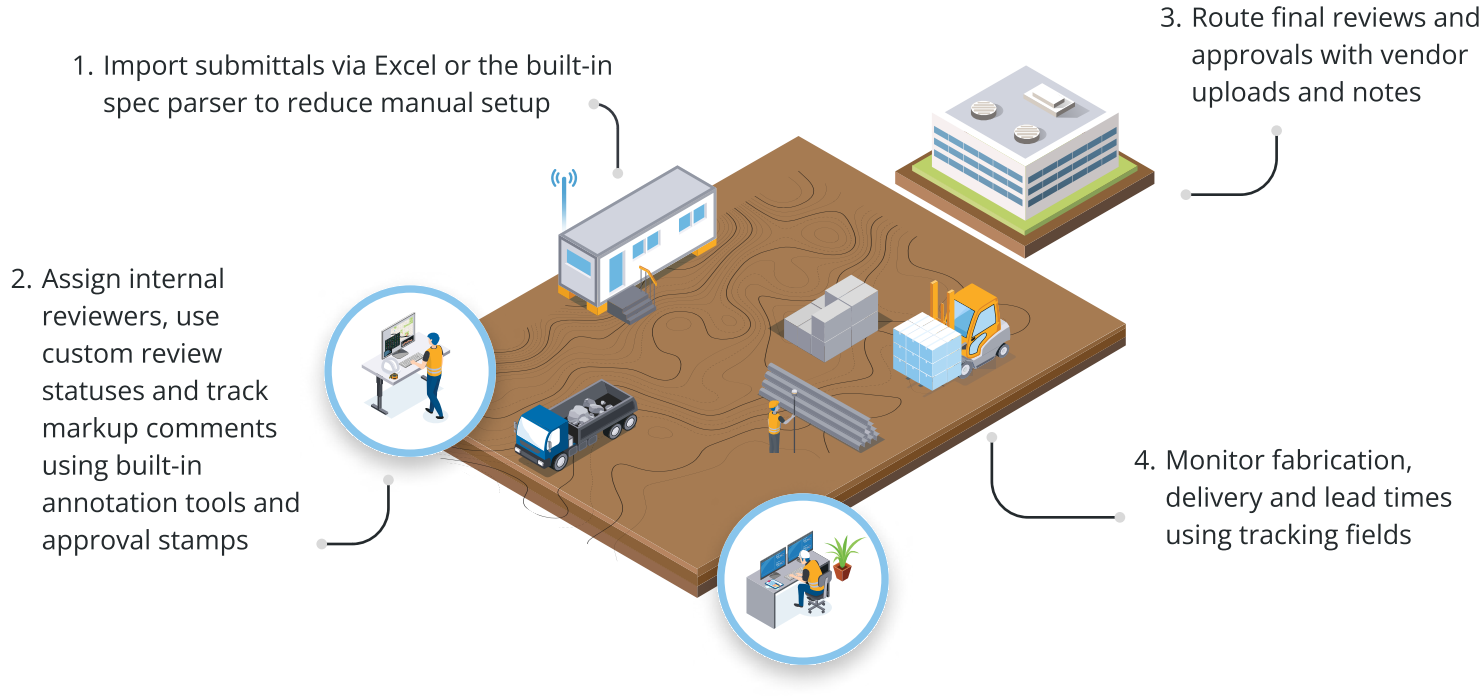
- RRFI templates with custom fields, linked drawings, markup tools and full audit trail
- Exportable RFI logs and filtered reports for compliance
- PCO templates with scope-linked line items, markup fields (overhead, insurance, fees) and approval routing

Who benefits

- Field operations manager
- Project managers
- Executives

Workflow 2: From submittal to fabrication coordination

Manage internal reviews and vendor collaboration in one workflow to keep submittals moving and fabrication on track.



Templates to apply

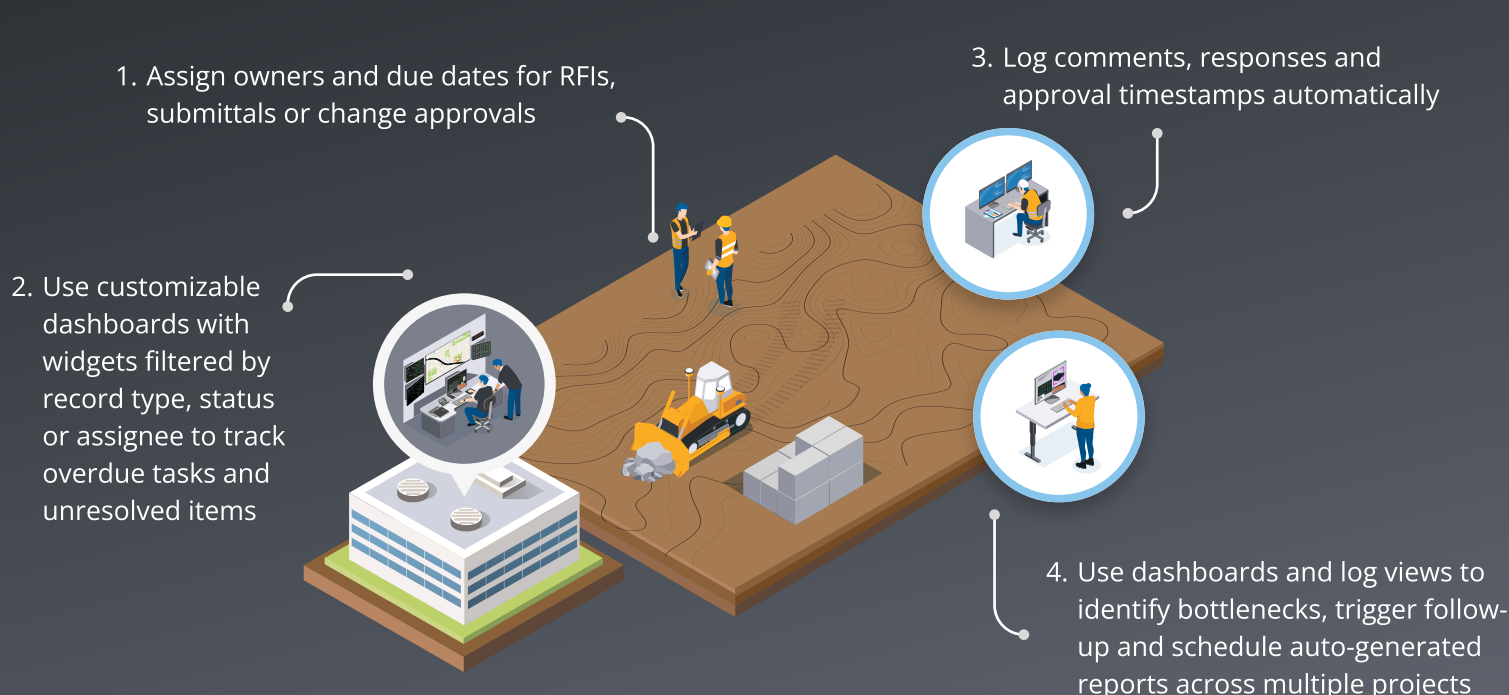
- Submittal templates with status tracking, reviewer logs and exportable AIA-ready transmittals

Who benefits

- Project managers
- Vendors
- Field teams

Workflow 3: From task assignment to approval closeout

Assign ownership, track status and close out project decisions with full visibility from start to finish.



Templates to apply

- Smart RFI, submittal and PCO templates with built-in status routing and role-based notifications
- Dashboards to monitor open tasks, pending approvals and resolution speed

Who benefits

- Project managers
- Executives
- Field leads

What you can do better with ProjectSight

Field operations manager

Capture issues, photos and daily reports directly from the jobsite (online or offline) and use annotations to link field issues to the latest drawings or 3D models, ensuring work is always based on the most current design, eliminating costly rework.

Project manager

Manage RFIs, submittals and change orders from one connected project management tool. Set due dates, monitor status and link every action to drawings to keep your field team on track.

Project executive

See where approvals are getting stuck and where cost risk is building. Standardize execution across teams and get on-demand insight into project status across the portfolio.

Start small, scale fast.

Use these five steps to pilot one workflow before expanding across your teams.

1. Identify a high-friction workflow (e.g., RFIs, changes, reports).
2. Map current steps and stakeholders.
3. Pilot the new workflow with one project team.
4. Configure status steps, roles and alerts.
5. Use dashboards and logs to track adoption and performance.

Avoid manual runaround for good

Good workflows don't just move information; they move the project *forward*.

By aligning field activity with financial decisions and documentation, your team can lead with visibility, reduce risk and eliminate the need to chase updates—quickly and with full context.

Ready to eliminate delays and lead with more control?

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