

PRINTABLE WORKSHEET

Crew App Load Audit

Count the apps, logins, and duplicate work in a foreman's day, then plan what the crew can stop using.

Use this worksheet with the interactive guide. Complete it as a team, record disagreements, and choose one improvement to test.

COMPANY	PROJECT / SITE	TEAM	DATE

App-load inventory

Inventory a foreman's real day. Count the apps, logins, re-entry, and rework required to finish each field task.

FIELD TASK	APP / TOOL	LOGIN	RE-ENTRY	TIME / REWORK
Pre-work				
Safety forms				
Photos / proof				
Questions				
Issue reporting				
Daily log				
Follow-up				
Other				

One-front-door scorecard

Score each dimension from 0 to 2: 0 = no, 1 = partly, 2 = yes.

DIMENSION	QUESTION	SCORE
App reduction	Does this remove a field-facing app, login, or workflow?	☐ 0 ☐ 1 ☐ 2
Capture once	Can one field event feed multiple records?	☐ 0 ☐ 1 ☐ 2
Field Q&A;	Can crews ask source-backed questions from one place?	☐ 0 ☐ 1 ☐ 2
Event coaching	Does AI prompt for missing proof?	☐ 0 ☐ 1 ☐ 2
Workflow routing	Can the event reach the right person or system?	☐ 0 ☐ 1 ☐ 2
Daily-log support	Can daily logs be assembled from captured events?	☐ 0 ☐ 1 ☐ 2
Business protection	Does the record support claims, damage, delay, quality, and extra work?	☐ 0 ☐ 1 ☐ 2
Closeout	Can the crew see whether the issue was resolved?	☐ 0 ☐ 1 ☐ 2
Integration	Does it connect to other systems without re-entry?	☐ 0 ☐ 1 ☐ 2
Governance	Are sources, permissions, and human review clear?	☐ 0 ☐ 1 ☐ 2

TOTAL	READ
0-7	Another app
8-12	Point solution
13-16	Consolidating
17-20	One front door

From diagnosis to action

Choose one improvement specific enough to test with one crew and one workflow.

PROMPT	NOTES
Which apps or logins can leave the crew's day?	
Which systems should remain in the back office?	
Which field events should move through one front door?	
Which records can be produced from one capture?	
Which workflows still require human review?	

Decision: ☐ proceed ☐ pilot first ☐ redesign the workflow ☐ stop

OWNER	START DATE	REVIEW DATE