

Maximising Your Productivity with Our Scope of Work Feature



Your step-by-step guide



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① Understanding Scope of Work

Definition

- The Scope of Works is the heart of every project, ensuring clarity and structure both on-site and in the office.
- Acts as a roadmap for project execution and management.

Importance

- Provides clarity and direction for all project stakeholders.
- It helps in managing scope, time, and cost-effectively.
- Minimizes misunderstandings and ensures alignment.



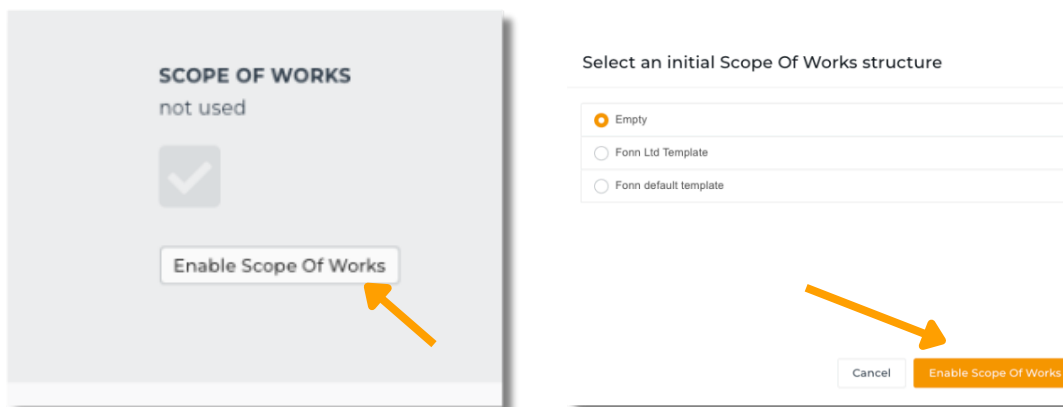
② How to build Scope of Works in Fonn

To upload your Scope of Works/Schedule to Fonn, you have 2 options:

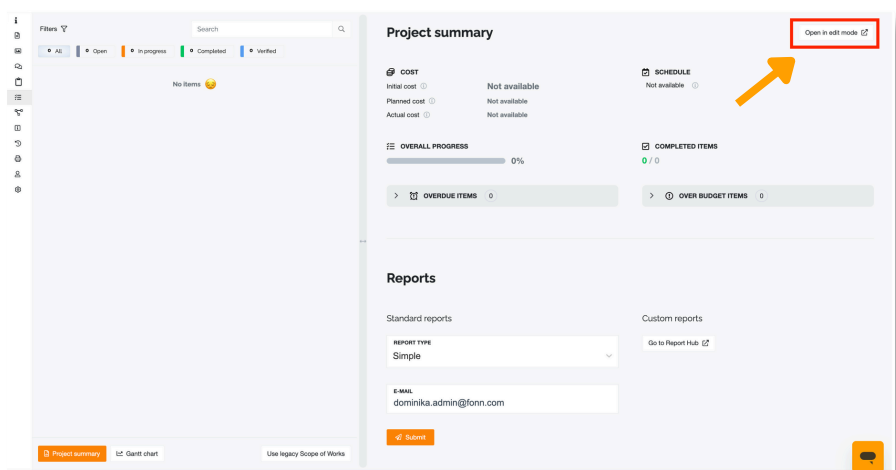
- Build the schedule using **Edit Mode** within the new project
- Transfer the information into one of **our templates** then upload it to your Organisation or Project

Option 1 - Edit Mode

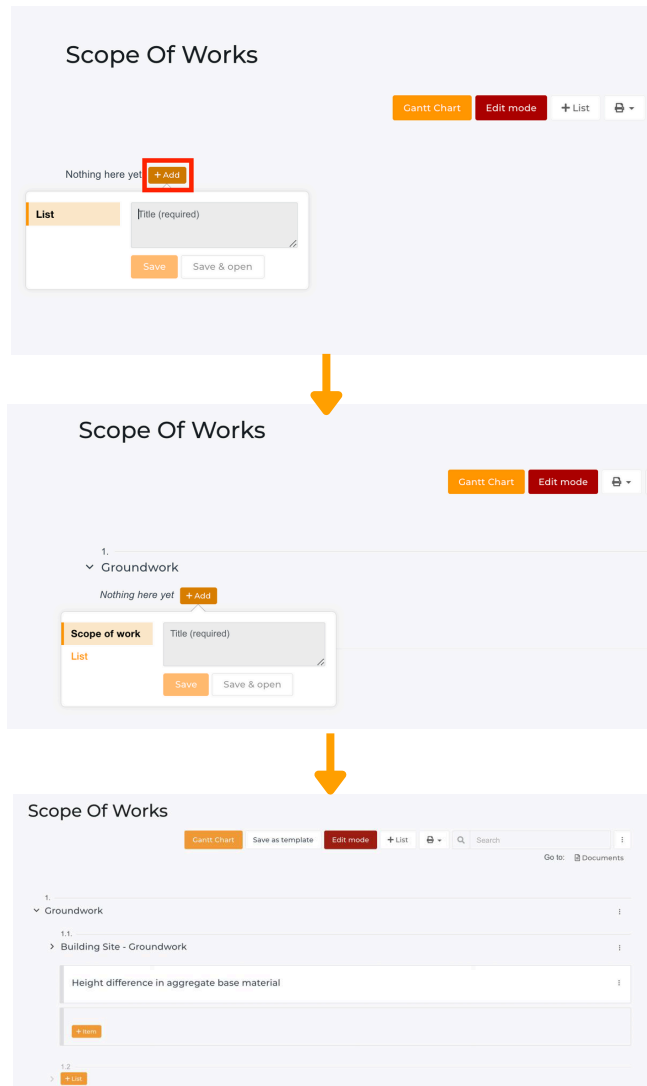
- Open your project
- In Overview click “Enable Scope of Works” and choose “Empty”



- Navigate to “Scope of Works” on the left hand menu
- Click on “Open in Edit Mode”



- Using the " + Add" button, start to build your schedule as per below

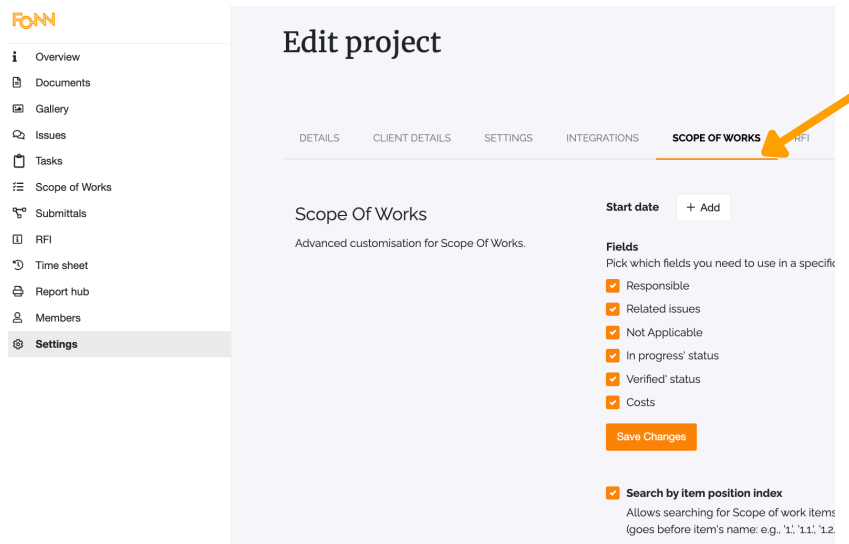


- "List" is a heading, and "Scope of Work" is an actual name of the activity to complete
- Continue building until you have completed your full schedule
- Click Edit Mode again to exit and save your Scope of Works

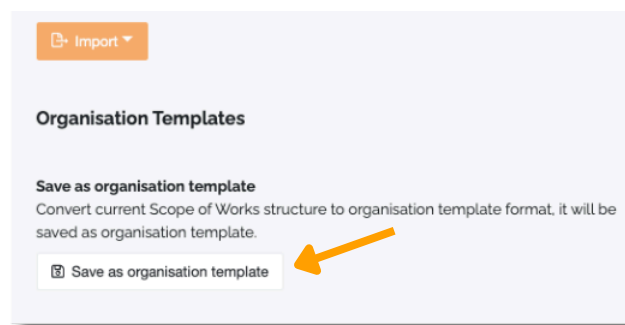


Saving as Organisational Template

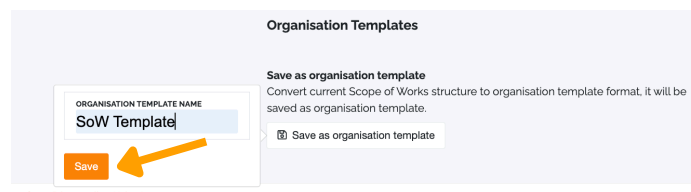
- Once your template is finished in Edit Mode, go to Settings in your project
- Select "Scope of Works" tab



- Scroll down and click "Save as organization template".



- Add a title and click "Save"

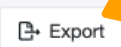


- Now your template is saved at Organisation level which means you can use for your other projects

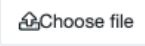
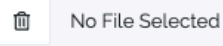
Option 2 - Excel Template


- Let's see how the template that we just built in Edit Mode looks in Excel Sheet and what additional options we have there
- Go to your Project Settings
- Select "Scope of Works" tab and click "Export"

Export Scope of Works data
Download the current Scope of Work data from your project

 Export

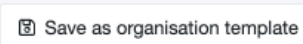
Import Scope of Works data
Import Scope of Works data previously exported from a project.

 Choose file  No File Selected

 Import

Organisation Templates

Save as organisation template
Convert current Scope of Works structure to organisation template form saved as organisation template.

 Save as organisation template

- You will be able to view your Scope of Work in excel template version

| index | name | description | planned hours | planned cost | relevant url | is image required | comment required | required form id | [PROJ] planned start date | [PROJ] due date | [PROJ] hours spent | [PROJ] actual progress | [PROJ] actual cost | [PROJ] user group id | [ORG] start date in days | [ORG] due date delay in days |
|-------|------------|---|---------------|--------------|--------------|-------------------|------------------|------------------|---------------------------|-----------------|--------------------|------------------------|--------------------|----------------------|--------------------------|------------------------------|
| 1 | Groundwork | | | | | FALSE | FALSE | | | | | 0 | 0 | | | |
| 2 | 1.1 | Building site- groundwork | | | | FALSE | FALSE | | | | | 0 | 0 | | | |
| 4 | 1.1.1 | Height difference in aggregate base material | | | | FALSE | FALSE | | | | | 0 | 0 | | | |
| 5 | 1.1.2 | Documentation of staking out/positioning of house according to site plan and coordinates (received) | | | | FALSE | FALSE | | | | | 0 | 0 | | | |
| 6 | 1.1.3 | Road safe for driving with lorry to building trench, width and minimum turning radius (max. 2 m) | | | | FALSE | FALSE | | | | | 0 | 0 | | | |
| 7 | 1.1.4 | Space for materials, containers, workman huts | | | | FALSE | FALSE | | | | | 0 | 0 | | | |

- Example the above, translates to the below within Fonn

1. Groundwork 1 0 59 3 97%

1.1. Building site- groundwork 0 0 8 2 97%

1.1.1 Height difference in aggregate base material 100%

1.1.2 Documentation of staking out/positioning of house according to site plan and coordinates (received) 100%

1.1.3 Road safe for driving with lorry to building trench, width and minimum turning radius (max. 2 m) 100%

1.1.4 Space for materials, containers, workman huts 100%

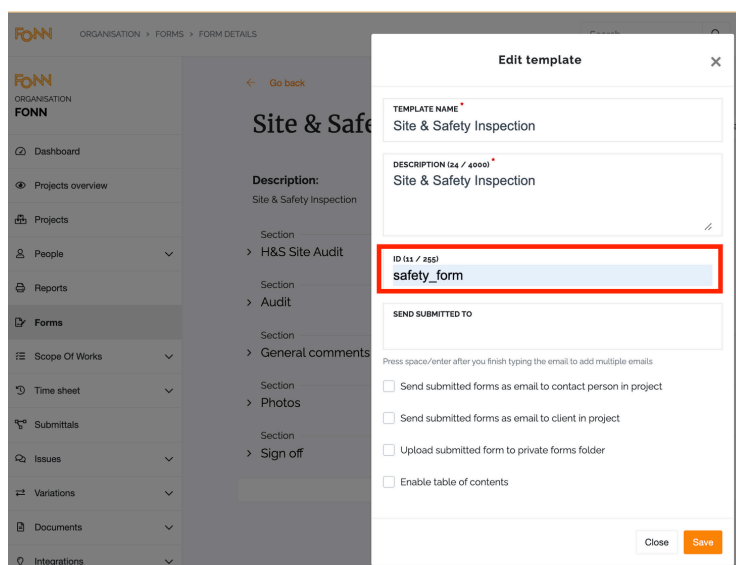
| Index | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|-------|---|-------------|---------------|--------------|-------------|-------------------|---------------------|------------------|-------------------------|---------------|------------------|----------------------|------------------|--------------------|---------------------------|-------------------------------|---|
| | name | description | planned hours | planned cost | relevant to | is image required | is comment required | required form id | PROJ planned start date | PROJ due date | PROJ hours spent | PROJ actual progress | PROJ actual cost | PROJ user group id | [ORIG] start date in days | [ORIG] due date delay in days | |
| 4 | Groundwork | | | | | FALSE | FALSE | | | | | | 0 | | | | |
| 1.1 | Building site - groundwork | | | | | FALSE | FALSE | | | | | | 0 | | | | |
| 1.1.1 | Height difference in aggregate base material | | | | | FALSE | FALSE | | | | | | 0 | | | | |
| 1.1.2 | Documentation of staking and/positioning of house according to site plan and coordinates (received) | | | | | FALSE | FALSE | | | | | | 0 | | | | |
| 1.1.3 | Road safe for driving with lorry to building trench, width and minimum turning radius (max. 2 m) | | | | | FALSE | FALSE | | | | | | 0 | | | | |
| 1.1.4 | Space for materials, containers, workman huts | | | | | FALSE | FALSE | | | | | | 0 | | | | |

- Index = This will decide whether the item is a list Item (heading) or a checkpoint (an item to be marked off)
- There are additional options available in excel template marked in red:
 1. **Is image required**
 2. **Is comment required**
 3. **Required form ID**

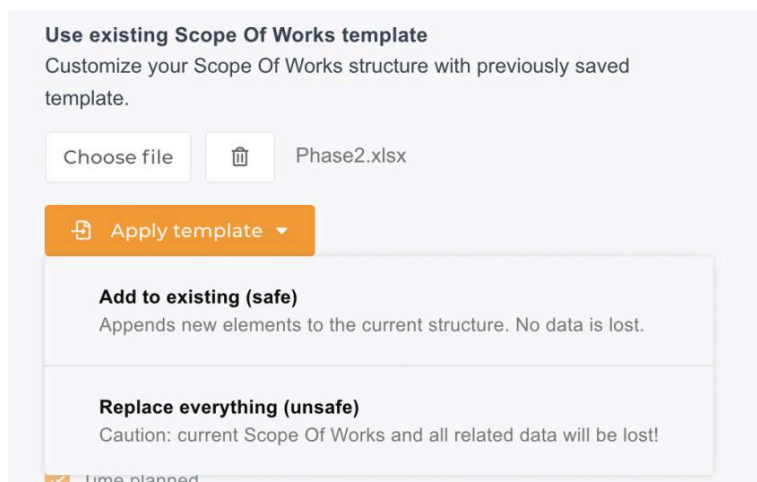
For **image and comment required fields**, you can choose "TRUE" or "FALSE". If you choose "TRUE", it means that the user responsible for completing the item won't be able to mark it off unless a photo or comment is added to the SoW item.

Required Form ID connects your form with Scope of Work item.

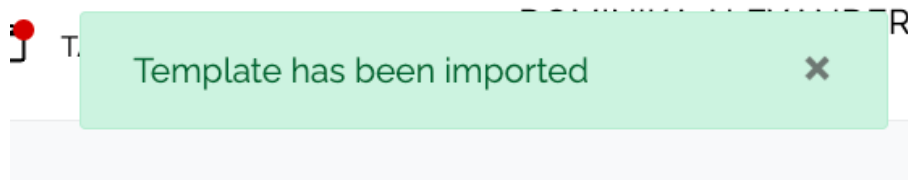
- You add your Form ID directly in your Form template
- In order to do that, please go to your Organisation tab
- Choose "Forms"
- Select any form you'd like to connect to your SoW item
- Click on "Edit"
- You will be able to add your Form ID in field below



- Copy your Form ID into your Excel SoW template and select the item you want to connect it to
- This feature makes this form required to be filled out in order to complete the SoW item by responsible user
- To upload your completed template, go to your project
- From the left-hand menu, select Settings then click the Scope of Works tab
- Scroll down to the templates section, choose your file then select the appropriate action



- If your template is formatted correctly, you will see a green pop up notification on the top right of your screen to let you know the upload was successful.



③ Working with Scope of Works

Desktop Usage

- Choose a responsible member or user group.
- Set a start date and a due date.
- Link all important documents, issues, tasks etc. to Scope of Works.

1.1.1 Securing of materials in the Truck - Notes in CMR document

Started at: July 23, 2024 by Dominika Alexander
Updated at: July 23, 2024 by Dominika Alexander

DESCRIPTION
Add description

RELEVANT URL
URL: None

IMAGES 3

Drag & drop or click to browse
Accepted file types: png, jpg, jpeg
Max file size: 20 MB

COMMENTS 0
Type your message...
No comments added yet

MODULES

- DOCUMENTS 2 Add +
- ISSUES 0 Add +
- TASKS 0 Add +
- FORMS 0 Add +
- TIMECARDS 1 Add +
- PINS 0

RESPONSIBLE
Luke Berle x

USER GROUP
Subcontractors x

LABELS
ABC-Subcontractor x

SCHEDULE
Planned start: Aug 8, 2024
Due date: Aug 13, 2024
Progress: 0 %

TIME (DURATION)
Actual: 2:00 h
Planned: 2 h

Generate report

- Project % completion displayed here links to Scope of Work progress.

FONN

88 Pine Street, NYC

88 Pine Street, 12222 Germantown, United States

Overall progress: 17%

88 Pine Street, NYC

FONN

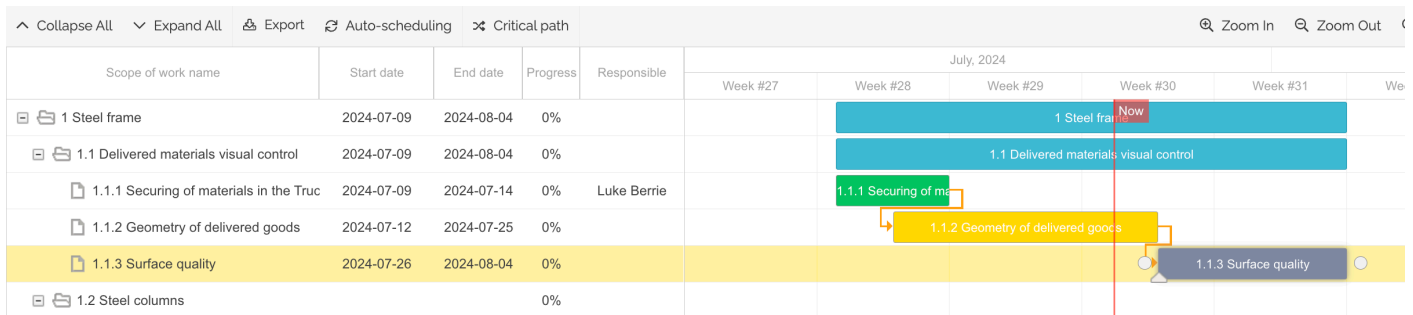
17%

FONN



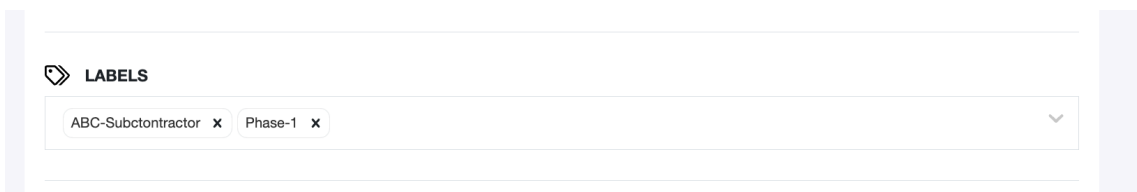
Gantt Chart

- Use Gantt Charts to visualize timelines and progress.
- Create dependencies between tasks.
- Adjust task durations and start/end dates.

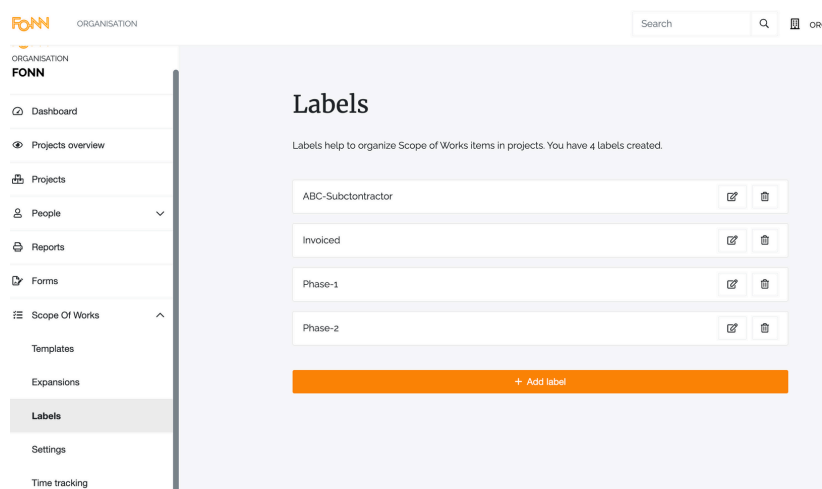


SoW Labels

- Utilize Labels to easily filter and identify related items across the structure.
- You can use to categorize items by for example responsible subcontractor, invoicing status, or project phases, or project zones.
- Reach out to your CSM to enable Labels for your Organisation.
- **Watch this video** to learn more about Labels.

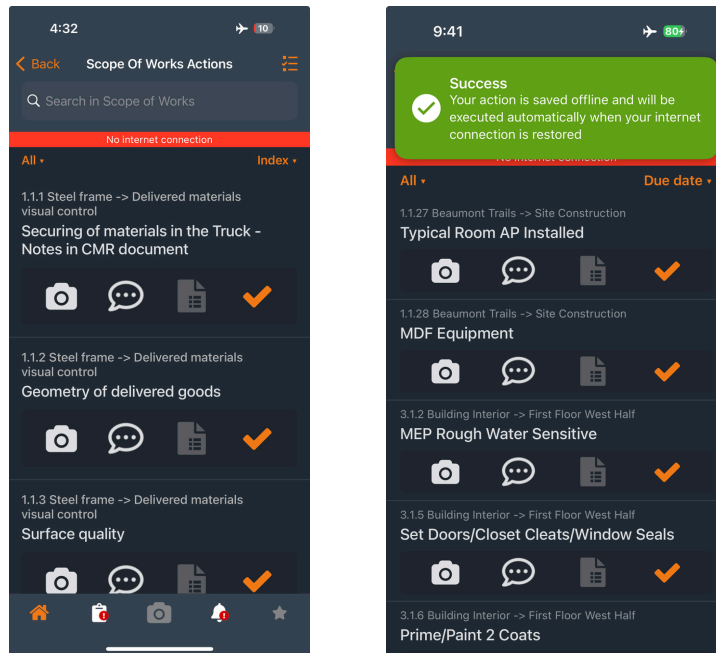


- Once enabled ,Org admins can set standard Organisation Labels in the Scope of Works settings and Project managers can define project-specific Labels at the Project level.



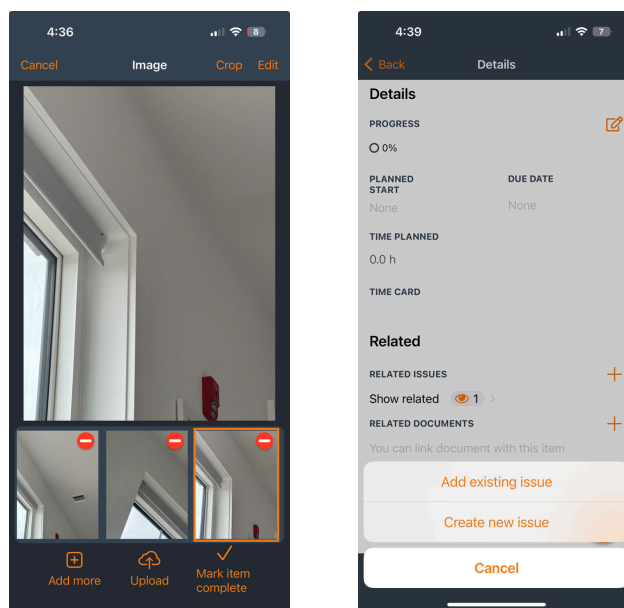
Offline Mode

- Work with Scope of Works (in Action View) even when there is no internet connection
- Please refer to **this article** to see how to enable offline mode and what other features are available offline



Mobile usage

- Add progress photos, comments, complete items, and link issues/tasks/documents to Scope of Works directly from site.



④ Best Practices

- Keep your Scope of Works updated to reflect real-time progress.
- Ensure all team members are aware of their tasks and deadlines.
- Regularly review task completion to maintain high standards.
- Capture and annotate photos directly from the field without needing internet access.

⑤ Scope of Work examples to download

- [Part L - Master 100 Plots Example](#)
- [Scope of Works Customer Examples](#)