Maximising Your Productivity with Our Scope of Work Feature

Your step-by-step guide

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Contents

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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
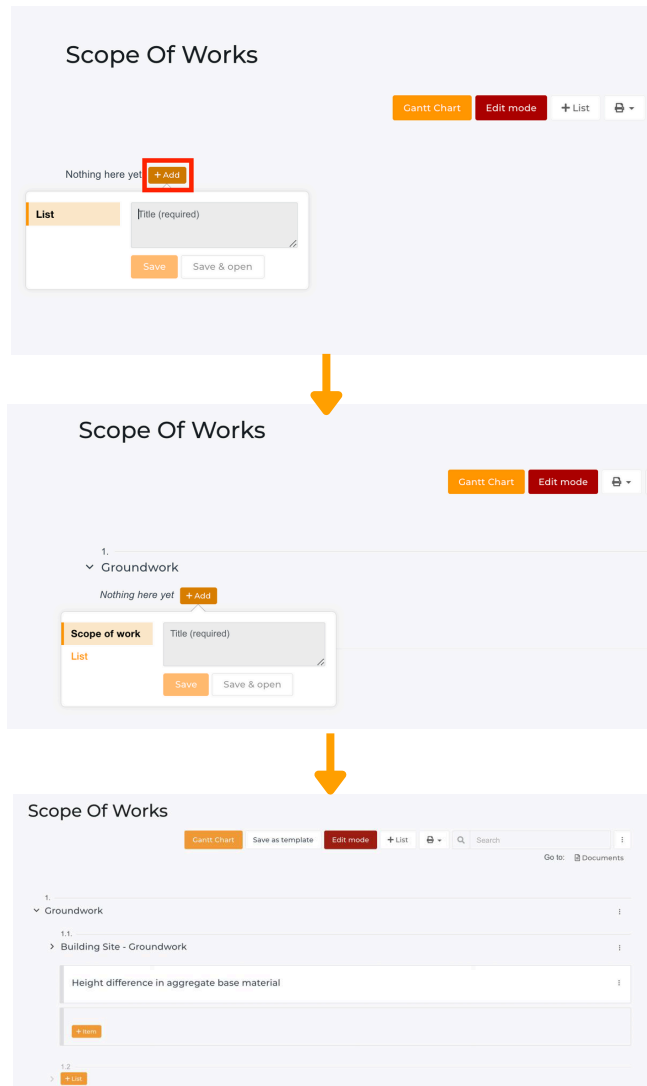
Option 1 - Edit Mode

- Open your project
- In Overview click "Enable Scope of Works" and choose "Empty"
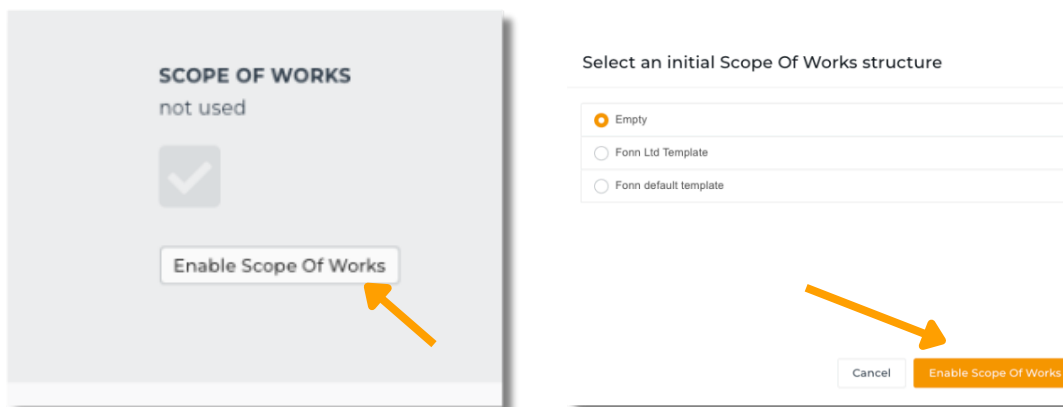
- Navigate to "Scope of Works" on the left hand menu
- Click on "Open in Edit Mode"
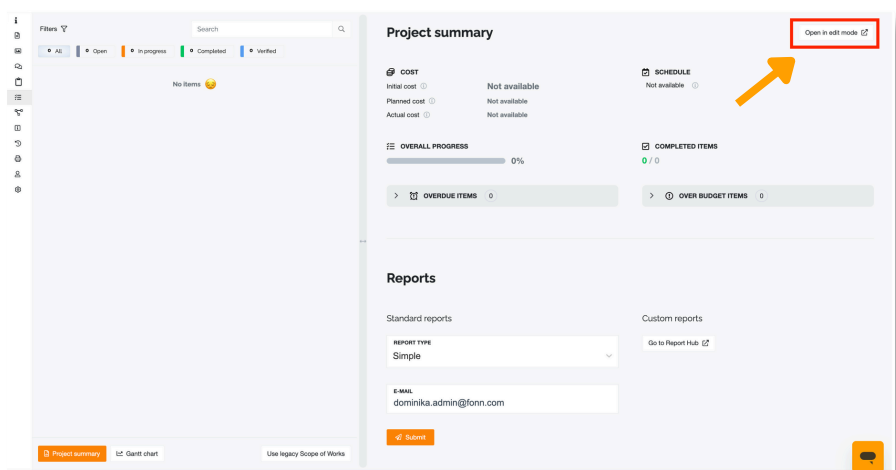
- Using the" + Add" button, start to build your schedule as per below

- "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
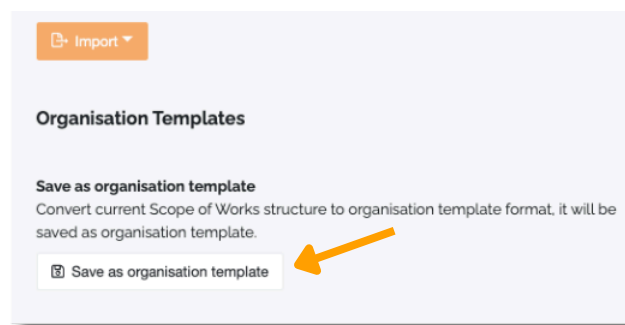- Click Edit Mode again to exit and save your Scope of Works
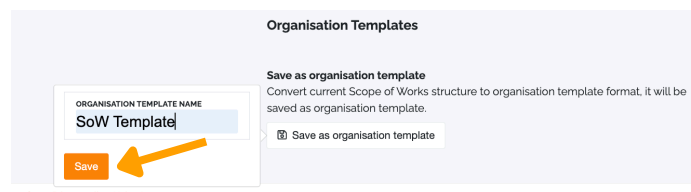
Saving as Organisational Template

- Once your template is finished in Edit Mode, go to Settings in your project
- Select "Scope of Works" tab
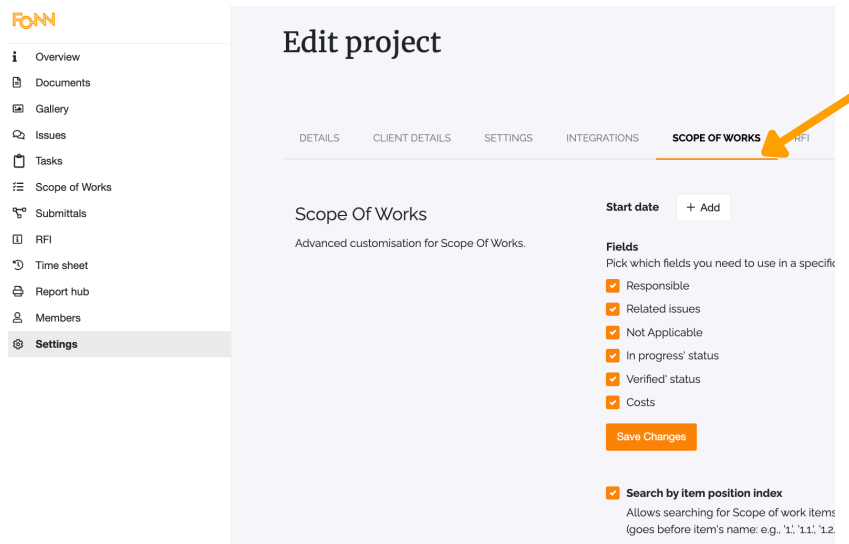
- Scroll down and click "Save as organization template".
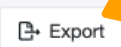

- Add a title and click "Save"

- Now your template is saved at Organisation level which means you can use for your other projects
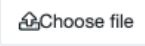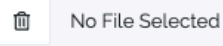
Option 2 - Excel Template

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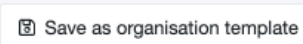
- You will be able to view your Scope of Work in excel template version

- Example the above, translates to the below within Fonn

- Index = This will decide whether the item is a list Item (heading) or a checkpoint (an item to 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
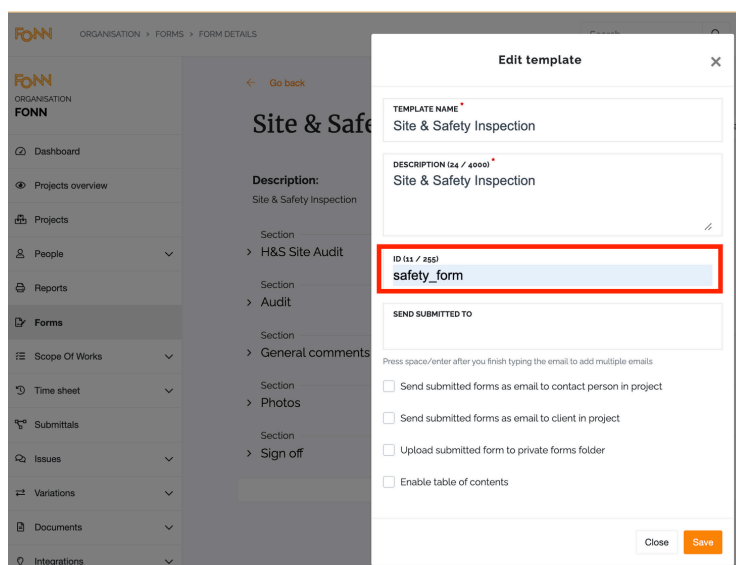
- Copy your Form ID into your Excel SoW template and select the item you want to connect it to
- This feature makes this form required to be filled out in order to complete the SoW item by responsible user
- To upload your completed template, go to your project
- From the left-hand menu, select Settings then click the Scope of Works tab
- Scroll down to the templates section, choose your file then select the appropriate action
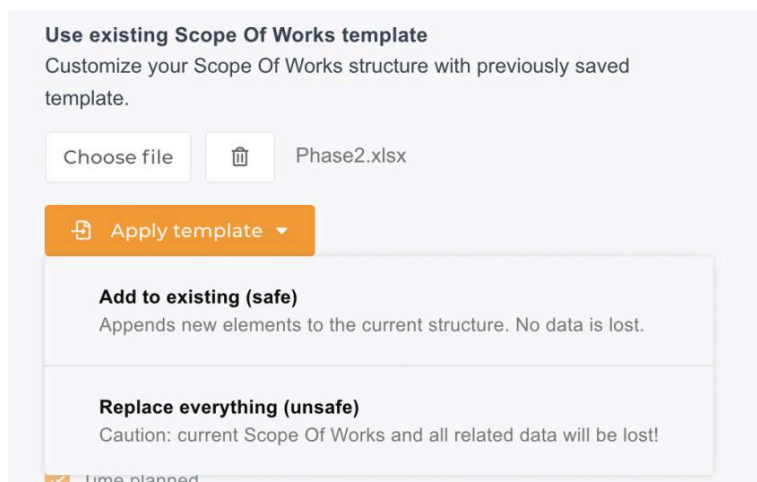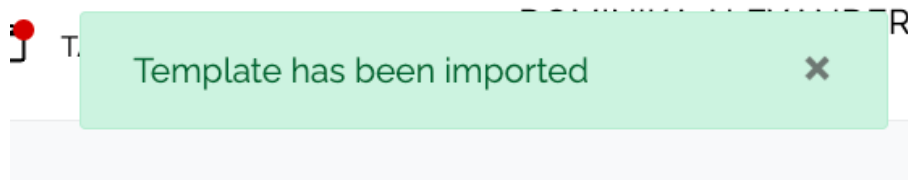

- If your template is formatted correctly, you will see a green pop up notification on thetop right of your screen to let you know the upload was successful.

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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.

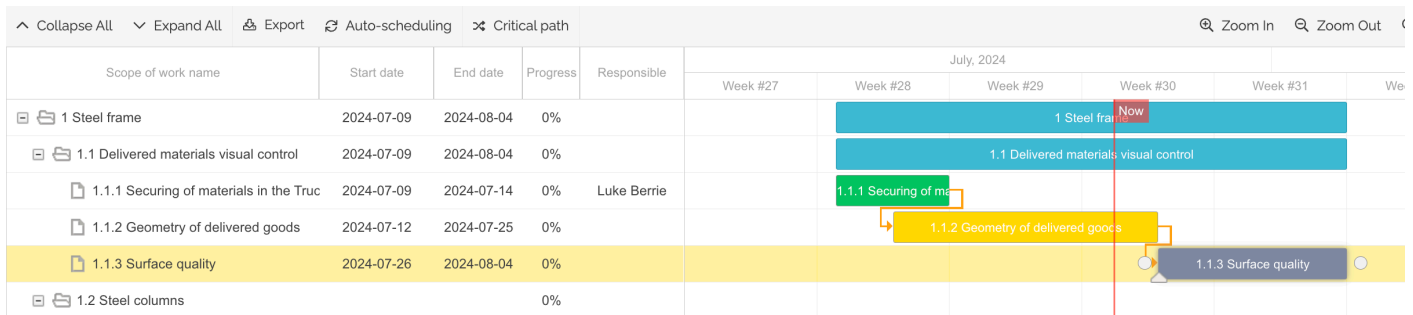- Project % completion displayed here links to Scope of Work progress.

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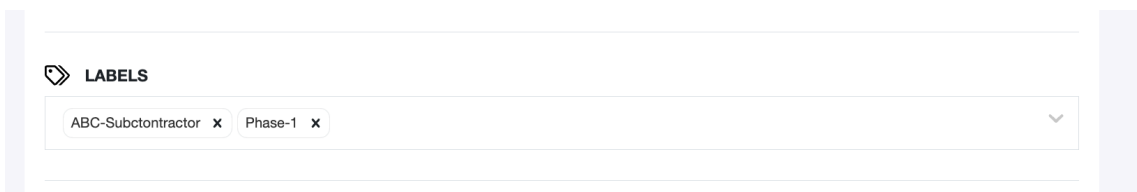
- Once enabled ,Org admins can set standard Organisation Labels in the Scope of Works settings and Project managers can define project-specific Labels at the Project level.
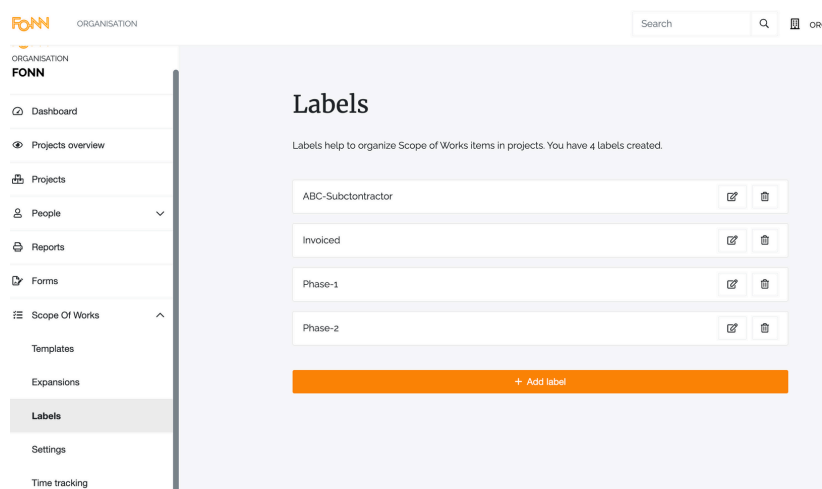
Offline Mode

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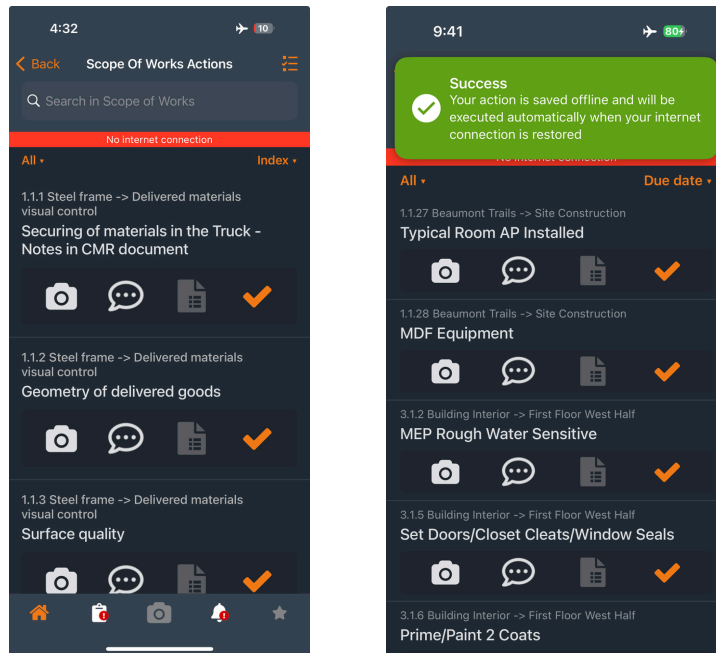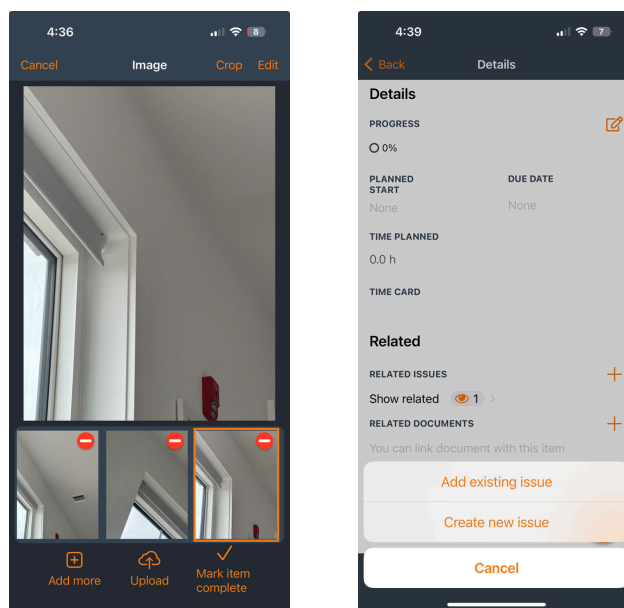- Please refer to **this article** to see how to enable offline mode and what other features are available offline

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**

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