

Breadcrumb

Champion Team Checklist

Champion Team Checklist

Schedule training at least 2 weeks in advance to allow backend setup.

1. Provide Project Info to Breadcrumb

- Geographical region
- Project number in Procore
- Project status (start date)
- Max number of workers expected on-site

2. Project Roles

- Confirm required project roles are added to Procore Directory
- Verify all site team phone numbers are correct in Procore Directory

3. Subcontractors

- Confirm all subcontractors have valid license numbers
- Confirm all subcontractors are assigned to the project site

4. Training Coordination

- Coordinate Phase 1 training time with site team at least 2 weeks ahead
- Invite Breadcrumb to the training

Training Phases Overview

Phase 1: Core Tools

- Orientations
- Foreman workflow
- GC tools on the mobile app and web portal
- Procore Integration (Daily Log, Documents Tool)
- Purpose: Get site teams comfortable with essential tools and workflows

Phase 2: Forms & Permits

- Training on all forms and permit workflows
- Scheduled by Breadcrumb after sites are confident with Phase 1
- Purpose: Ensure adoption of more advanced tools

Site Setup / New Super Checklist

Steps to ensure a new Super is setup to run the site and assist foreman

[] Define which roles are Site Hosts

- On this project the following roles are Site Hosts:
 - Superintendent
 - Project Engineer
 - (other): _____

[] Superintendent has login details

- Can login on web portal: <https://portal-na.1bc.app/>
- Download app and logged in

[] Superintendent understands how users scan QR, complete orientation and daily check-in

[] Superintendent understands how to assign a Foreman for a subcontractor company

- Assign foreman from web portal:
<https://www.loom.com/share/4adabe686d8d46deb6d8f5f04a5cce6f>
- Assign foreman from mobile app:
<https://www.loom.com/share/188da2f8f46c4eae86ae3726a308a7f9>

[] Superintendent understands how a Foreman submits forms

- <https://www.loom.com/share/57f1562fe99242e99a08a658d7a4c9e3>

[] Superintendent understands how a Foreman submits a permit and how the Super reviews the Permit

- How a foreman submits a permit:
<https://www.loom.com/share/32911da69e3a4a0c8579f4b3340b61e6>
- How a Superintendent reviews and opens a permit:
<https://www.loom.com/share/2d7f1ddd4e4746fe95768870451a76f9>

Suggested Foreman Training

Steps to ensure a new Foreman understands the tool

[] Foreman has app downloaded and can log in

- “Crew Management” tile is visible on their app

[] Foreman can complete daily check in

- Scan QR code
- Add crew at check-in and check-out

[] Foreman can create Forms (PTP, JHA)

- Create, add crew & submit the form
- View form in app

[] Foreman can create and submit Permits

- Create, add crew & submit the permit
- View open permit in app
- Close permit in app