

Productivity Assessment Indicator

Use a Rating Scale of any number between 1-5 for each statement: “1” meaning the activity “hardly ever occurs” and “5” meaning the activity “occurs quite often”.

	Activity	Rating
1.	The Foremen set production goals for lead guys; lead guys set production goals of their crews.	
2.	The Foremen track, code, and report production daily.	
3.	The Foremen maintain adequate manpower on the job, looking at least 3 weeks ahead, knowing what kind of guys are needed, trying to establish a manpower curve shaped like a bell curve.	
4.	Foremen have a thorough knowledge of the scope of work, the prints, and the quality specs for the job.	
5.	Work is done right the first time. Expectations are set often on the quality of the installation that our crews produce.	
6.	Assigns the right people to the right tasks and has the right crew structure. Guys are given opportunities to learn new skills as long as they are capable and willing.	
7.	Provides project team with a Jobsite Information sheet.	
8.	PM/Operations Support Managers provide the Foremen with the resources they need when they need them.	
9.	Foremen provide positive leadership on the job.	
10.	Foremen know how to effectively plan, organize, direct, and control.	
11.	Foremen provide coaching and mentoring; each employee knows their role and expectations as required.	
12.	Foremen communicate effectively with all of the players in the construction process.	
13.	Foremen listen to input from others	
14.	Foremen encourage feedback from their crew.	

15.	Pre-job Planning Meetings are held for all jobs.	
16.	Foremen do weekly planning.	
17.	Foremen conduct Daily Huddles.	
18.	Foremen complete all paperwork accurately and submit on time.	
19.	Foremen review all documents before job starts and meets with Preconstruction, using the turnover process to get answers to any questions.	
20.	Foremen hold crew people accountable for substandard performance.	
21.	Foremen know what the productivity standards are for each key job responsibility.	
22.	Foremen follow up and assess the work of the crew and provide coaching as required.	
23.	Foremen document barriers to their productivity.	
24.	Exit Reviews/Project Closeout Meetings are conducted when jobs are completed.	
25.	Schedule is being reviewed regularly and used as a management tool on the project.	
	Final Score:	
	<p>Excellent Productivity: 112-125</p> <p>Good Productivity: 100-111</p> <p>Fair Productivity: 75-99</p> <p>Poor Productivity: less than 75</p> <p>If your score is below 100, you should consider doing an Organizational Assessment to identify the barriers to productivity.</p>	