

Get Organised

A Construction Leader's Guide to Putting an End to Document Chaos with Microsoft SharePoint



It's 7 AM on a Tuesday. Three trades are about to start work on the same section of the site. The electrical plans in your trailer show one thing. The electrician's tablet shows something else. Somewhere in an inbox sits the architect's latest revision, quietly changing everything again. Nobody notices until the inspector does.

Multiply that by every site, every week, every project running at once, and you start to see what it actually costs you. Rework. Disputes. Insurance headaches nobody wants to think about until they have to. Crews standing around waiting for an answer that should have taken thirty seconds to find.

None of this is because your people are careless. It's because the information they need has no single home, so half the time, neither do they.

This eBook is about fixing that. It's Stage 1 of what we call the Scattered Site to Smart Site journey. It's the one every construction business we work with starts with: getting organised, using a tool you have probably already paid for: Microsoft SharePoint.

What's inside

1. The real cost of scattered information.
2. What "organised" actually looks like.
3. Where this fits in the bigger journey.
4. Proof it works.
5. Rolling it out without the pain.
6. Your next step.

The real cost of scattered information

Here is the pattern, once you know to look for it: **your information does not have a home, so your people do not either.**

Everything else (email chains, version mix-ups, RFIs that vanish) is just that one problem showing up in different clothes.

Email chaos

Right now, your inbox probably has the same issue argued across five threads, an attachment that's gone missing, and a decision buried three replies deep. Email is fine for a quick chat between two people. It falls apart the moment a project involves dozens of stakeholders and thousands of documents. It's the wrong tool, being asked to do a job it was never built for.

Version control nightmares

The architect sends revision 3. The contractor starts building from it. The architect spots an error, sends revision 4, but the electrician's already out on revision 3, and the site manager's walking the job with revision 2, printed last week. Three people, three versions. Nobody finds out until something is built wrong.

RFI black holes

A worker flags an issue, writes an RFI, sends it up the chain—office, then architect—and then it just sits. Days, sometimes weeks. Work stops, or worse, someone makes a guess and keeps going. The whole process assumes everyone is at a desk checking email all day. That's not how a job site runs.

The mobile gap

The work happens twenty storeys up on a steel frame. File shares were built for someone sitting at a desk. Field teams need to pull up current information and send updates back; not just receive a one-way feed that is already out of date by the time they see it.

What “Organised” actually looks like

One place for current documents, accessible from a phone, on or off-site.
Drawings are shared securely across every company on the job.
Subcontractors finishing inductions before they ever set foot on site.
A safety alert that reaches everyone in minutes. Everyone knows exactly where to find the latest schedule without having to ask three people first.

That’s what “getting organised” actually buys you. And it’s what SharePoint, set up properly, is genuinely good at.

Microsoft SharePoint is a secure, cloud-based platform for sharing and managing content, knowledge, and communication. It’s been around since 2001, and there is a good chance it’s already sitting inside your Microsoft 365 subscription, quietly underused.



Configured well, it solves a surprising number of construction collaboration problems out of the box:



One source of truth

When the architect updates the plans, everyone sees the same current version. No scattered file servers, no guessing.



Proper permissions

Control who sees what, without running five separate systems to manage it.



Real-time collaboration

People in the office and on-site can work on the same document simultaneously.



Plays well with others

Connects with AutoCAD, Procore, PlanGrid, and whatever else you are already using. You're not ripping anything out.



Genuinely mobile

The SharePoint app works like any other app on a phone. Field teams pull up project info, upload photos, and update status without learning a new system.



Works offline

Because construction does not always happen in a place with a decent signal. It syncs when you are back in range.



A full audit trail

Every change is tracked automatically: who changed what, when, and what it looked like before.

Microsoft SharePoint, tailored for the Construction Industry

Having worked with Australian construction, engineering, architecture, and real estate development organisations for almost 40 years, Professional Advantage tailors SharePoint around how the industry actually runs, including:

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|---|--|---|--|
|  | Site diary
Daily activities, weather, issues, and photos, captured properly. No more paperwork or notebooks that go missing. |  | Document library
Drawings, reports, contracts, and manuals, with automatic version control. |
|  | Safety alerts
Instant broadcasts to every worker, with mobile notifications and read receipts. |  | Trade knowledge base
A searchable home for procedures, how-to's, and technical specs. |
|  | Project schedule
Real-time timelines and milestones, on any phone or tablet. |  | Subcontractor portals
A secure space for partners to upload documents and track tasks, without handing over the keys to your internal systems. |
|  | Site inductions
Digitised and automatically tracked, whether someone's in the office or on site. | | |



The turnaround

Before

Communication is breaking down between the site and the office.

Confusion over which document version is current.

Slow, inconsistent inductions for new workers.

Safety notices that get missed.

Knowledge trapped in someone's head or folder.

After

Centralised dashboards, accessible from anywhere.

Controlled libraries with full version history.

Online inductions with built-in compliance tracking.

Broadcast alerts with read receipts.

A structured, searchable knowledge base.

Where this fits: The bigger journey

Getting organised is where we always start with construction clients, but it's step one of three

STAGE 1

Get Organised

Centralise your documents, drawings, and policies so everyone works from the same version of the truth. This is the part where everything stands, and this is what this eBook covers.

STAGE 2

Automate the Admin

Once your information has a home, the next win is to cut the paper forms and manual approvals that eat up your team's day using Power Platform.

STAGE 3

Get Smart with Copilot

With clean, organised data behind it, Microsoft 365 Copilot can start doing real work, such as summarising site reports, drafting responses, and surfacing answers from your document library in seconds.



Proof it works



ADCO brought together its intranet, project database, safety reporting, and policy management into a single connected SharePoint ecosystem. The result: real-time safety data, instant access to ISO 9001-compliant forms and procedures, and self-service reporting that lets them spot trends across every project, state, and the business nationally.

[Read story](#)

Mainbrace declared what they called a «war on emails» and needed one place for new starters and site teams to find what they needed. Their SharePoint portal, MILA, is now where every employee starts their day, cutting onboarding friction and giving subcontractors what IT Manager Angus Greenwood calls “absolute certainty that all subcontractors are looking in the same location.”

[Read story](#)

The company was running four disconnected systems for project files, safety forms, and file sharing—a setup that risked people working off outdated drawings. Professional Advantage replaced all four with a single SharePoint intranet in five weeks, and Red Eye has since onboarded and managed three multi-million-dollar projects on it without missing a beat.

[Read story](#)

A large Australian construction company

8,000 employees, 300+ sites. This large construction company had thousands of policies and procedures trapped in outdated file shares, threatening compliance across the business. Professional Advantage’s migration to SharePoint cut document migration time from six months to three weeks, avoiding roughly \$250,000 in costs while making the business “always audit-ready.”

[Read story](#)



Rolling it out without the pain

You don't need a full digital transformation. Done right, this can be up and running faster than you would think.

Start with your people. Sit down with site managers, PMs, and office staff, and find out where communication actually breaks down for them. That conversation tells you what you actually need, and points you toward a partner who will build around how you already work, not force you into a generic template.

Once you have the right team, resist the urge to digitise everything at once. Focus on what is costing you the most: safety alerts that need to land instantly, documents nobody can find, and site diaries lost in email threads. Early wins build appetite for the rest.

And remember: the best system in the world is worthless if it does not work on a phone in a dusty site trailer. Keep it simple and mobile-first, support the transition with short training, and celebrate the small wins.

6 pitfalls to avoid when implementing SharePoint

- 1 Trying to do everything at once**
Start with one or two real problems, like document version control or RFI tracking and build from there.
- 2 Waiting for perfection**
Ship something simple and functional, then improve it based on how people actually use it.
- 3 Dumping training on everyone at once**
Train small groups on what they need, when they need it.
- 4 Mandating it from the top down.**
Without showing value first, people find workarounds. Let usage grow because it's useful, not because it's compulsory.
- 5 Forgetting mobile**
If it doesn't work well on a phone or tablet, your field teams won't use it.
- 6 Treating everyone the same**
A PM needs different tools than a site worker. Tailor training and access accordingly.

Your next step

You've got a team that knows exactly where the friction is. Projects that would benefit from better organisation right now. And a Microsoft partner with more than two decades of construction industry experience, ready when you are.

Getting organised isn't the whole journey, but it's the part on which everything else stands. Once your information has a real home, automating your admin and putting Copilot to work becomes much more achievable.

Let's Talk

Contact Professional Advantage to speak with one of our experts.

 1800 126 499

 enquiries@pa.com.au

 pa.com.au

About Professional Advantage

With more than 35 years of experience, Professional Advantage helps organisations achieve more through smarter technology solutions. Founded in Australia, we're one of the country's most awarded solution providers, with 300+ experts across three continents supporting over 1,000 organisations worldwide.

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