FINISHLINE ☑
LIST MANAGEMENT SOLUTIONS

FinishLine Software Launch Guide

GET TEAM BUY-IN & ESTABLISH STRUCTURE

- Identify the problems or challenges that FinishLine will help to resolve
- Create a clear timeline and rollout plan to follow
- Set expectations and responsibilities: Who will use FinishLine and how will they use it?
- Determine how to measure success (*examples: less calls about punches, on-time closeouts, etc.*)
- → **Idea**: *Identify Admins and/or "FinishLine champions" to encourage use*

LAUNCH FINISHLINE & COMMUNICATE WITH TEAMS

- Consider hosting a kickoff event (*either in-person or online*)
- Clearly communicate all details, dates, provide resources, and training opportunities to stakeholders
- Use customized Welcome Emails to send login credentials and extra information
- Be patient, as it takes time to launch new initiatives and fine tuning is expected
- → **Reminder**: *All FinishLine projects include **unlimited users** for total team participation*

MEASURE PROGRESS & ENCOURAGE FEEDBACK

- Be proactive to identify and mitigate potential issues or barriers to FinishLine usage
- Use the FinishLine Dashboard widgets and Metrics Reports to monitor activity/progress
- Build in routine checks as needed. **Ask**: *what is working and what needs to improve?*
- Celebrate wins! Recognize when goals are met on individual and/or team levels
- → **Questions or need assistance?** *Please reach out to the FinishLine Team, see contact details below*

FinishLine Software Contact Details

Account management: Marci Seghetti marci@punchlist.net | (541) 968-3117
Technical support: Tom Orr tom@punchlist.net | (541) 316-5450
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FinishLine Resource Links

Admin Resources	User Resources
Admin Videos Admin Documents	User Videos User Documents