FREE TO DO YOURSELF

BEFORE YOU BUILD

Know what you are buying, so you do not pay twice.

- Get clear on the job before you talk to a developer.
- Ask the questions that keep the price honest.
- Check the build does what you paid for.

YOU NEED

- No technical knowledge needed.
- One hour.
- Optional: free ChatGPT or Claude.
- The people who do the work.

riozzie AI PRACTICAL TRAINING

FOR NZ RESIDENTIAL BUILDERS
www.useriozzieai.com

YOU KNOW THE JOB. THEY KNOW THE TECH.

The best builds start with an owner who knows what they want. This guide gets you there in about an hour.

STEP 1 GET THE REAL STORY FROM YOUR TEAM

Ask the people who do the work. They know the shortcuts and the problems.

- What happens on a normal job?
- Which jobs do not follow the normal way?
- Where do things get missed or redone?
- What do you work around?
- What is rare but costly when it happens?
- What must a person always check or approve?

TIP

Ask the newest person and the longest-serving person. Between them you get the full picture.

STEP 2 FILL IN THE WORKSHEET ON PAGE 3

Use the examples. Short answers are fine.

STEP 3 PICK THE RIGHT KIND OF FIX ON PAGE 4

The simplest fix is often the best one.

STEP 4 GET IT IN WRITING ON PAGE 5

Use the checklist and the free AI check before you say yes.

WORKSHEET

1. What do you want to fix?

Example: “Supplier quotes get missed and jobs wait.”

2. What starts it, and what does finished look like?

Example: “Starts: we email a supplier. Finished: the quote is in the job file.”

3. The steps today

Step	Who	Where the information is
Email the supplier	Site manager	Outlook

4. Where does it go wrong?

Example: “No one chases after 3 days.”

5. What must a person still decide?

Example: “Which quote we accept.”

6. How will you know it works?

Example: “Every quote older than 3 days is chased. We test it on 20 real emails.”

Take this page to your first meeting with a developer.

PICK THE RIGHT KIND OF FIX

The job decides the tool. Often the simplest fix is the cheapest and lasts longest.

Sort the process first

"Each site manager orders materials a different way." A build would copy the mess.

Simple automation (no AI)

"Xero sends invoice reminders on set days."

AI helps, a person checks

"AI drafts a variation from site photos. You check it."

AI does several steps for you

"AI reads supplier emails, updates the tracker and drafts follow-ups for you to approve."

SIGNS TO SLOW DOWN

- No one has mapped how the job works now.
- The demo only shows the easy jobs.
- You are pushed to start before the scope is agreed.
- The scope skips the hard jobs, the approvals or what happens if it stops.
- No one is named to fix it or update it later.
- There is no written way to price changes.

WHAT IS A CHANGE REQUEST?

A written request to change the agreed scope. It states the reason and the effect on price and timing. Agree who approves it before work starts.

GET IT IN WRITING BEFORE YOU SAY YES

A clear scope protects both sides. These are the questions experienced buyers ask.

1. **Ask for it in plain English.** You should be able to explain it back in your own words. Ask how it handles your consent, H&S and contract records.
2. **Consider paying for scoping first.** For bigger builds, a small fixed price to agree the scope gets you a real price. You keep the scope, even if you do not go ahead.
3. **Agree how you will check it works.** Write the tests before the build starts. Use your page 3 answer to question 6. Test on real jobs, including the awkward ones. Name who signs it off.
4. **Start with one pilot.** Run one job or one team first. Then roll it out.
5. **Get every cost.** Build, monthly fees, usage, support and changes. Ask who pays each one.
6. **Own your accounts.** Set up every tool, login and subscription in the business name.
7. **Plan the handover.** Get simple written instructions, so another developer can take over.
8. **Pay by milestone.** Keep the last payment until the agreed tests pass.
9. **Ask for a reference.** Talk to one business the developer has built for.

USE AI TO CHECK THE SCOPE (OPTIONAL, FREE)

Remove names, prices and client details first. Upload the developer's proposal and your page 3 worksheet to free ChatGPT or Claude. Paste this:

COPY AND PASTE INTO CHATGPT OR CLAUDE

> Explain this proposal in plain English, step by step, from start to finished result.
>
> Compare it with my worksheet. List anything I asked for that is missing.
>
> List the holes: unclear parts, assumptions, and what happens if something stops working.
>
> Check the tests in the proposal. Say if each one can be measured. Suggest better tests using real jobs.
>
> List every cost, including monthly fees.
>
> Give me 10 plain questions to ask the developer.
>
> Do not assume any connection works. Mark anything that needs proof.

Take the answers to your developer. AI helps you ask better questions. It does not approve the build.

PRIVACY: OPC Generative AI guidance

THREE WAYS TO RUN IT

A clear brief protects both sides. Each way teaches you the method, so you can use it again in other parts of your business.

DO IT YOURSELF FREE	DO IT WITH ME PAID	DONE FOR YOU PAID
WHAT HAPPENS You have everything in this guide. You learn the method as you go. **BEST FOR** Owners who like to try it themselves first. **START** **Turn to page 2.**	**WHAT HAPPENS** I coach you and your team through the worksheet on one real job. You learn the method, so you can use it again. **BEST FOR** Owners who want to learn it properly and run it themselves. **START** **Book a call.**	**WHAT HAPPENS** I fill in the worksheet with your team and write the brief. If the work needs a developer, I source and oversee one or recommend the right person. **BEST FOR** Owners who want it done without doing the setup. **START** **Book a call.**

WANT IT DONE WITH YOU, OR FOR YOU?

Book a call: calendly.com/riozziedeb/discovery-call
Email me: deb@riozzieai.com