

### **X-ISS increases efficacy and efficiency of project communication, collaboration and management.**

#### **ABOUT X-ISS**

X-ISS is the trusted choice of small-to-medium businesses in the Greater Houston area who want to maximize the performance and protect the security of their IT resources affordably.

Best known for their exceptional expertise and responsiveness, X-ISS has been delivering a full range of cost-effective IT consulting services to a wide and growing range of loyal clients for over fifteen years.



#### **Business Need**

A Houston-based firm had a high-profile, large-scale project involving numerous departments and external vendors. They recognized that a critical component of managing the project successfully would be weekly team meetings to discuss status, issues, risks, and decisions encountered throughout the project lifecycle.

Historical methods of tracking meeting minutes and updating project status had been done primarily via emailing documents to all team members. This had often made it difficult for team members to know which document to refer to for the latest information, and confusion as to how best to provide timely updates to those that needed to know.

#### **Solution**

X-ISS created a customized Meeting Workspace solution in SharePoint that gave the project manager and team an easy, centralized way to:

- Track attendees for each meeting, even if they were invited via Outlook.
- Track action items, the delegation of tasks and their status. Items not marked as completed were “rolled over” to the next meeting automatically so they could be reviewed at each meeting.
- Meeting minutes were now embedded into the Meeting Workspace for easy reference.
- Decisions made during each meeting were tracked as a separate list.

By securely allowing external access to the system, vendors and geographically disperse team members could all collaborate in real time with up-to-the-minute information.

#### **Benefits**

The system facilitated clearer communication and promoted collaboration, leading to more effective and efficient execution of the large-scale project.