



using meetingworks for project management

Project Management

...successful project management requires so much from the project manager and the team. Accurate resource planning is essential, not to mention the crucial set of documented requirements, communication among team members and collaboration in problem solving.

We at Meetingworks can help you keep your team on task with project goals in sight.

Meetingworks can be used by project managers in these ways:

Project Kickoff

Use Meetingworks at the beginning of a project to identify project goals and gain consensus on priorities. Share expertise and identify potential risks early in the process.
Build the team!



Enhancement Prioritization

During a project, changes and requests for additional enhancements are inevitable. Use Meetingworks to evaluate changes on technical feasibility, cost, affect on the schedule, and resource availability.
Make informed decisions.

Project Checkpoints

At regular intervals, convene the project team to check progress on goals, to identify any additional risks/roadblocks, and to brainstorm solutions.
Include remote team members easily with Meetingworks on the Internet.



Project Evaluation

Evaluate the project by how well the goals were met, along with any other measurements. Using Meetingworks filtering, it's possible to see how much agreement there is among subgroups (e.g., consultants).
Learn from the project and other team members.

Project Prioritization

Use Meetingworks to score potential projects or phases of projects on weighted criteria. There are several methods for doing this important prioritization objectively.

How it works

The Meetingworks process includes a facilitated session in which technology is used to leverage the group's expertise. Participants are led through a structured agenda and use computers as they brainstorm and prioritize goals, project risks, mitigation strategies, issues, or action plans. Participants can be seated in a room together or can use an Internet browser to actively participate in the meeting. Most meetings are conducted real-time, but when the process can be improved by gathering input over a period of time, participants can use their Internet browser to access an asynchronous meeting agenda.

Why it's better

Your Project Management process will be more efficient and effective than ever before. Your team will experience:

- **maximum participation** with the anonymity and the flexibility of time/place with Meetingworks
- **focus on project goals** and solutions to potential risks
- **significant cost savings** (meetings can be much shorter and people travel less)
- **better communication and understanding**