



Case Study: Project Management & Meeting Scheduling

CHALLENGE

Our client, a strategic management consulting firm, needed to conduct site visits and interviews at 42 locations across the State of Indiana within a defined timeframe.

PROBLEM

The client engaged netlogx to schedule the meetings, in a cost-effective way that reduced travel time and the need for overnight stays. Other factors to be considered include:

- Four client representatives would be conducting the interviews, working in teams of two people
- The client representatives' schedules needed to be coordinated with the schedules of the site personnel
- Due to the limited number of site personnel involved in the interviews, it was difficult to find times when everyone would be available
- Calendars were not consistently updated, meaning people appeared to be available for a site visit but were actually unavailable

SOLUTION

netlogx created a color-coded Excel worksheet that tracked the project's progress from inception to completion, providing our client with an up-to-the-minute measure of project progress. In addition, we:

- Used geographical information to determine the most efficient route by identifying multiple locations that could be visited on the same day
- Offered on-site personnel a choice of two (2) or three (3) meeting times, allowing them flexibility in scheduling

RESULTS

The meetings were scheduled efficiently, minimizing travel time and expense. The client continues to engage netlogx to coordinate these meetings in the Spring and Autumn of each calendar year.

ADVANTAGES

netlogx' knowledge of project scheduling methodology:

- Enabled our client to complete a complicated task while minimizing travel time and expense
- Allowed our client's employees to focus on conducting the interviews and not on making travel arrangements