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IT is about you



Enhancing Team Collaboration for a US Based Premier Technology Firm with Comprehensive SharePoint Based Solutions

BUSINESS SCENARIO:

With increasing workforce in their organization, our client faced challenges in implementing a sustainable and organized internal communication process. They struggled to coordinate their employee tasks and deadlines, track priority tasks, collaborate with coworkers and analyze employee performances; where in their existing framework, they desperately sought a solution to simplify and channelize this complicated process.

Factors like lack of upgraded technical skills and escalating costs forced them to seek a cost-effective SharePoint based solution which served the primary objective of an automated task management solution with other functionalities like:

- Task template creation
- Automated and manual task generation
- Task calendar
- Color based task prioritization
- Comprehensive report generation
- Interactive dashboard

Knowing Cygnet's expertise in providing a scalable and robust solution along with various other fronts, the client reached out to us to design an automated task management solution for them.

PROJECT DETAILS

- **Customer Size:** Large Organization
- **Country:** US
- **Domain:** Information Technology
- **Solution:**
 - Technology: PHP
 - Programming Language: PHP
 - Development Framework: WordPress
 - Application Design Structure: CMS
 - Database: MySQL
 - Browser Compatibility: Latest Firefox, Chrome, IE, Edge, Mac Safari
 - Development Environment: Ubuntu

CYGNET'S SOLUTION:

Cygnet development team came up with a unique and tailored solution to simplify the complexity of client's internal communication procedure after a stringent process of analyzing and researching. The vital features of the solution designed are:

- **Comprehensive Task Management:** Provides easy task management allowing a user to manage, update and share their task lists anytime anywhere. It also provides powerful filters to sift through task lists by due date, owner and more to find the information you are looking for. To get to the completion status, our system provides a choice of single/multi-level and conditional approval.
- **Powerful Collaboration:** Task allocation process was simplified, where if you want to assign some work to an individual, then the provided feature will allow you to reassign their tasks, which further helps you to quickly level your resources in no time. The team size could be increased by adding followers to the specific task. Sharing and updating notifications on the task activity was made easier. It also facilitates to attach files related to your tasks from your device in the comment section.
- **Time Tracking:** Enabled to plan and track actual time for an individual task or for the entire project. Helped reckon in the time a task assignee spends along with the time spent by other team mates.

CLIENT'S PROFILE:

Our client is the US based leading SharePoint solution provider with consistent excellence in SharePoint developments, deployments, solutions, migrations and upgrades. They have efficiently framed up their services to turn the versatile platform of SharePoint into an enabler of intensive workflows, multi-level collaboration and enabling themselves as a reliable base of innovation management and enterprise-wise knowledge. While matching SharePoint's unique components with client's organizational needs, they aim at promoting their client's business growth and corporate evolution that have put them on a competitive edge.

Multiple entries are also supported for when a user works on more than one task in a day.

- **Color Based Task Prioritization:** Enables to rank tasks with color coding in terms of importance which helps tremendously. It tells you at-a-glance whether employee's tasks and your team are on track. Enables instant views on how your task and team is progressing against your plan. Helps the team to focus on priorities instead of forthcoming deadlines thus helping with delegation in the organization.
- **Recurring Task-Lists and Projects:** This proves to be a great asset to save time for planning regular tasks like weekly, bi-weekly, monthly, bi-monthly, quarterly or yearly tasks.
- **Interactive Dashboard:** With the latest business intelligence, our customizable dashboard provides comprehensive insights on information about the tasks. A user can contribute to the homepage of the dashboard, based on permissions/rights granted to them.
- **Task Calendar:** Allows to view team, country and global calendars to efficiently manage team schedules and plan accordingly along with detailed insights to the scheduled tasks. It also allows to sync important dates and information in the calendar.
- **Comprehensive Reporting:** Enables simplified view of an organization's key performance indicators that lets viewers spot decisions and promptly act on opportunities with detailed charts and KPIs. Helps you create executive-ready status reports with the push of a button. Enables one to share and export reports as an Excel/PDF/Word file.

BENEFITS TO THE CLIENT:

- Accelerated organization's internal communication processes
- Improved and simplified collaboration throughout the organization
- Increased productivity by 80% in all the departments
- Lesser time in training people of the organization with user-friendly UI of SharePoint
- Helps efficiently manage deadlines
- Eliminates geographic barriers
- Efficiently allows a user to prioritize tasks
- Promotes sustainable and paperless environment
- Saves over 24,000+ hours a year
- Brings down operational costs by 70%



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