

# Hey project manager!

## A new way of delivering projects

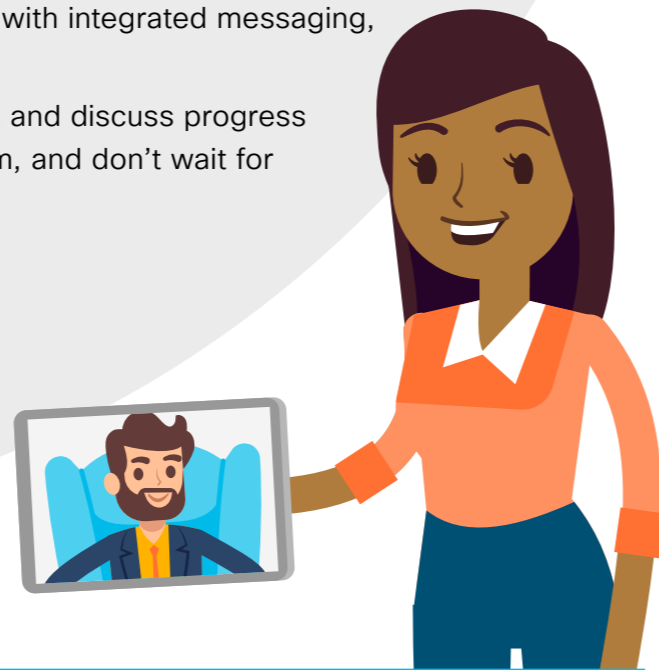
As a project manager, it's your job to keep your eyes on all the different moving parts of a project. When information sharing between people and tools is disjointed, it slows down the project and reduces visibility for you.

Try something new. You can reflect the entire structure of a project plan, its teams, and meeting rhythms in Cisco Webex Teams. Manage project delivery within one place with integrated messaging, meeting and file sharing.

Easily communicate current project status and discuss progress through messaging. Move faster as a team, and don't wait for the weekly calls to get connected.



- ✓ High visibility of activities.
- ✓ Steady meeting rhythms.
- ✓ Agile information exchange.



### Organize your team

Create a team with a meaningful name and description. Create a space for each project group and use the project RACI to guide and inform the team and space structure. Share links, upload plans, and post supporting documents relevant to each space. Use the 'general' space for announcements for everyone working on the project. Adjust your notifications settings to increase or decrease the volume of alerts.

[How to create a team](#)

[How to adjust notification](#)

### Include everyone

Add project members into the spaces. It's easy to find them by typing their name or email address. Invite internal and external people. External people will receive an email and link to download Webex Teams. The space will denote if external folks are included, for security.

[How to invite people to spaces](#)

### Share updates

Insist on using messaging for those quick updates you need. Have an easier way of exchanging documents too. @Mention people whose attention you need. You will see peoples' avatars under your last message, to know who has seen the latest conversation.

[How to send messages](#)

[Share files](#)

### Meet and talk

Plan meetings for each working group, by scheduling your meetings from within the space. With one click, you can see everyone's availability. Everyone gets a reminder of upcoming meetings. For on-the-fly updates, use the call feature to start an instant meeting with everyone in a space. You can screen share, record the meeting, and post updated status reports during the meeting in the space.

[How to schedule a meeting](#)

[How to make a call](#)