

Seat & Meeting Room Booking – Executive Pitch

Objective

Deliver a simple, reliable booking experience for hot-desks and meeting rooms, with automated conflict checks and confirmations—built on Microsoft 365 (SharePoint, Power Apps, Power Automate).

Business Benefits

- Reduce double-bookings and no-shows with automated checks and reminders.
- Increase workspace utilization transparency (who uses what, when).
- Empower employees with self-service booking in web/mobile.
- Leverage existing M365 investments; no new platform needed.

Scope (Phase 1)

- Seat (desk) booking with date/time, floor/category filters.
- Meeting room booking with capacity/equipment filters.
- Conflict guard + Outlook calendar invite (optional).

Timeline & Effort (Solo Build)

Phase	Scope	Duration
P0	SharePoint lists & permissions	0.5 day
P1	Power Apps UI for seats & rooms	1 day
P2	Flows: confirm + conflict guard	0.5 day
P3	Testing & handover	0.5 day

KPIs

- $\geq 95\%$ booking conflict-free rate
- < 2 minutes median booking time
- Adoption: $\geq 60\%$ active users in 4 weeks