

**Faster minutes. Smarter bids.
Shared knowledge.**

AI adoption that empowers teams to find answers, document decisions, and deliver faster through human-guided AI.



Challenge

A leading construction management consultancy wanted to reduce duplication, streamline documentation, and capture organisational knowledge in a consistent, searchable way.

Project teams were spending hours each week searching for "how we do it here" – digging through SharePoint folders, Teams chats, and personal drives to find proposal templates, meeting minutes, and project plans. Critical knowledge sat in silos, making it difficult for new staff to onboard quickly or for leadership to ensure consistent delivery quality.

The business needed a way to reduce repetitive admin, standardise knowledge, and free project managers to focus on client delivery – without adding new systems or governance overhead.



Approach

MomentumIQ partnered with **SmartSpace AI** to deliver a structured AI adoption programme built around measurable, low-risk pilots. Using our AI Adoption Framework, we translated business goals into practical, role-specific use cases deployed within the client's secure Microsoft environment – maintaining full governance, traceability, and control.

Three high-value pilots were selected to demonstrate tangible impact across core workflows:

1. Organisational Knowledgebase – “Talk to Our Content”

- Enabled staff to ask operational or procedural questions in natural language (e.g. “How do we price variations?”).
- Returned concise, cited answers from approved internal documents only – no external sources or hallucinations.
- Embedded feedback and rating loops to continually improve accuracy and usefulness.
- Accelerated onboarding and ensuring consistent project delivery across regions.

2. Automated Meeting Minutes

- Converted Microsoft Teams recordings or transcripts into draft minutes within minutes, capturing key decisions, actions, and owners.
- Supported branded templates and human review before publication.
- Reduced manual documentation time and improved accountability and accuracy.

3. Proposal Reviewer & Document Scoring Assistant

- Analysed tender responses, generating a first-pass evaluation with suggested scores and commentary.
- Each score was traceable to an approved source, ensuring full transparency.

- Reduced review cycles from days to hours, allowing bid teams to focus on quality and strategy.

Across all pilots, we embedded role-aware access, human-in-the-loop review, and version control – ensuring AI remained an assistant to professional judgment, not a replacement for it.

Result

- **Draft meeting minutes available within five minutes** of Teams meeting completion.
- **Over 80% of pilot users rated AI outputs as helpful**, with confidence and adoption steadily increasing.
- **Bid reviews reduced from days to hours**, accelerating client response times.
- **Knowledge instantly accessible and standardised**, allowing new hires to onboard faster and experienced staff to share best practice effortlessly.
- **Up to 70% reduction in administrative time** across core documentation tasks.

The outcome: a single, repeatable model for safe, measurable AI adoption – business-first, human-centred, and governance-aligned.

Insights

The real transformation came from turning scattered expertise into structured, reusable knowledge – making every process faster, more consistent, and easier to trust.

This project demonstrates how targeted use cases, transparent governance, and measurable outcomes convert AI from a proof-of-concept into an everyday productivity engine – one that scales across business functions without disrupting the way people work.