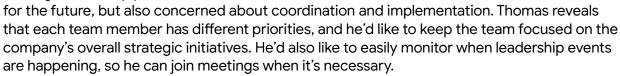# Company challenge: Coordinated collaboration

In this activity you will apply what you have learned about Google Calendar to help Thomas Omar at On the Rise solve a business challenge.

During this activity, you'll use your Google Calendar as if it were Thomas' account.

Task 1

Thomas tells you that the On the Rise leadership team has many new initiatives coming down the pipeline. He is excited for the future, but also concerned about coordination and implementation. Thomas reveals that each team member has different priorities, and he'd like to keep the team focused on the company's overall strategic initiatives. He'd also like to easily monitor when leadership events are happening, so he can join meetings when it's necessary.

Thomas asks you to help him do this using Google Calendar. You suggest setting up a secondary calendar specifically for leadership events.

Complete the following steps:

1. Open Google Calendar and select **Add other calendars**.
2. Create a new calendar named "Leadership team."
3. Add the description: "To track the progress of OTR leadership projects and events."
4. Select your current time zone.
5. Select **Create calendar**.

Task 2

Thomas thanks you for setting up his secondary calendar. He tells you that he would like calendar events visible only to the On the Rise leadership team. They will also need to be able to add key events related to their individual projects to the calendar. Help Thomas share the calendar with the leadership team.

Complete the following steps:

1. Open the settings for your Leadership team calendar.
2. Scroll down. Uncheck access permissions for the public and your organization.
3. Under **Share with specific people**, choose **Add people** and enter the Leadership team. For the course, use a colleague's email address for the Leadership team. Remember to tell them that this is a training exercise.
4. Change the permissions to **Make changes to events** and select **Send.**

Note: Sharing permissions allowed may be restricted by organizational policies.

Task 3

Thomas would like to bring the leadership team together on a weekly basis. He wants to set up a recurring meeting for Thursday mornings but would like to ensure all team members are available.

Complete the following steps:

1. Create a new event on Thursday at 10am called "Leadership team touch base".
2. Ensure you choose the "Leadership team" calendar.
3. Select **More options** to see all event details.
4. Add the Leadership team as guests (for course purposes, use a colleagues email address and don't forget to tell them that this is just part of a training exercise).
5. Select **Find a time** to view guest availability.
6. Do not save the event yet.

Task 4

You inform Thomas that the team has a conflict on Thursday mornings. However, you confirm that Thursday afternoons would be a convenient time for everyone.

You help Thomas set up a recurring calendar event for the Leadership team touch base.

Complete the following steps:

1. Change the event time for Thursdays from 1-1:45pm.
2. Set to repeat every week on Thursday for 9 weeks.
3. Add the description: "To review sales, trends, and actions"
4. Select **Save** and optionally send an invite to your guests.

Task 5

Thomas remembers he'd like to attach the "OTR yearly strategic initiatives" presentation to the event.

To complete this task you must first make a copy of a file from the course drive. You will then attach your own copy to the event.

Complete the following steps:

1. Click this link OTR yearly strategic initiatives and make a copy of the presentation when prompted to your own Google Drive.
2. Select your "Leadership team touch base" event series and select **Edit event**.
3. Select **Add attachment** in the description and attach your copy of the presentation.
4. Save the event. When prompted, choose "All events" to ensure that the file is available for each instance of the event. Click **Ok** and optionally send an update email to your guests.
5. Check that sharing permissions are set to **View** for guests.
6. Select **Invite**.

Task 6

Thomas has a busy week ahead. He confides that he often gets pulled into impromptu meetings, which results in him being late for other events. To prevent this from happening, he asks you to help him set two notifications for the Leadership team touch base event series. He wants to receive an email first, then a pop-up notification just before the event.

Complete the following steps:

1. Edit the "Leadership team touch base" event series.
2. You may have an existing notification for the event. If you do, change the type to 'Email' with a time of '25' minutes. If not, choose **Add notification** and create a new 'Email' notification set to '25' minutes.
3. Select **Add notification**. Set the type to be 'Notification' and the time to '5' minutes.
4. Select **Save**.
5. Select "All events" and click **OK**.

Task 7

At the first Leadership team meeting the team discusses how they can use the Leadership team calendar to stay focused on key initiatives and coordinate across their different projects. Thomas wants to be able to track key developments by looking at the Leadership calendar. Review each team member's projects in the "OTR yearly strategic initiatives" presentation. Think about what events the team might add to the calendar related to their projects.

Complete the following steps:

1. Review the OTR yearly strategic initiatives in Thomas' presentation.
2. Consider what events the Leadership team might add to the calendar to help Thomas track progress on their projects.

3. Add three new events to the Leadership calendar:
    a. This Friday (all day), Marketing trend update released
    b. Next Monday 9-11am, Distribution meeting
    c. Next Tuesday-Thursday (all day), New project introduction planning

Task 8

Thomas attends the following week's Leadership team meeting. Each member of the team has already started to populate the Leadership team calendar with important updates from their respective projects, and at the meeting they discuss the project developments that will occur next week. Thomas doesn't want to forget what projects he needs to review, so he asks you to set Reminders for him.

Complete the following steps:

1. Create three Reminders for next week:
    a. Monday at 9am: Review marketing trend project
    b. Tuesday at 11am: Follow up on distribution system project
    c. Friday at 2pm: Review new product introductions project

Case wrap up

At the end of the year the On the Rise Leadership Team meets to review their annual achievements. Thomas outlines the progress the company has made towards achieving its overall strategic goals by implementing initiatives that are aligned with the bakery's critical priorities. Many of his team members attribute this to improved communication and efficiency all resulting from an increased use of their shared Leadership calendar. Thomas thanks everyone for being so diligent in their efforts and agrees that the use of a shared calendar has simplified his ability to track what is happening with the team and within the company. He notes the calendar has helped him quickly get a clearer idea of how projects are progressing and identify where to focus his efforts to make the greatest positive impact.