



Learn | Network | Succeed  
Apprendre | Réseauter | Réussir

# **I010**

## **Action Plan**

## **Handout**



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## Action Plan: GCDOCS Fundamentals: Online Self-Paced

### Instructions

In Modules 3, 5, and 6 you are asked to consider how you might use GCDOCS in your daily work. Use this tool to plan the actions you might take.

Complete the questions below as you work on these modules. Save this PDF document on your computer so that it can be retained and easily accessed when needed.

### Part I: Complete this section when using Module 3

1. How could you use the features of the **Personal Workspace** (i.e., Collections, Favorites, My Profile)? Enter your ideas in the space below.

2. How will you use the **Enterprise Workspace**? What work tasks might be accomplished more easily or efficiently using this feature? Enter your ideas below.

## Part II: Complete this section when using Module 5

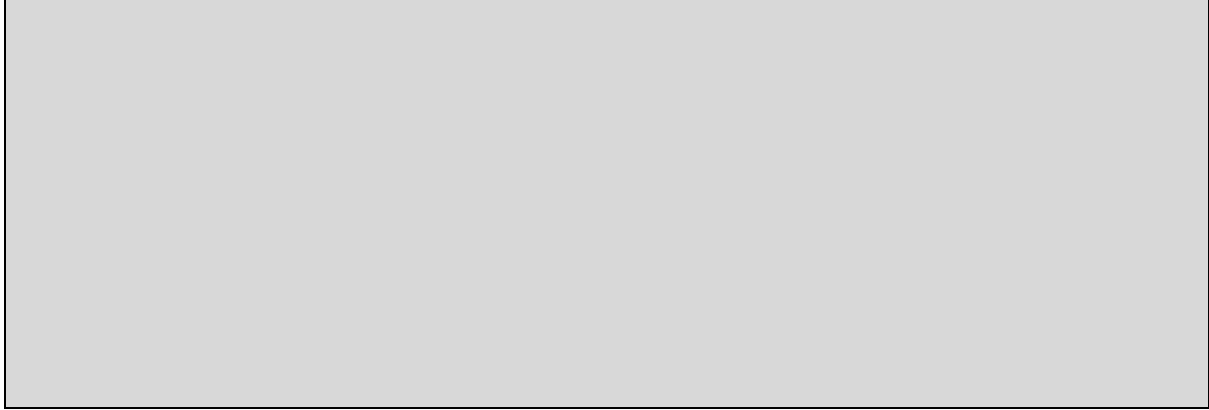
1. How would you use the **Collections** feature of GCDocs? (Remember Collections allows you to group information together and then share the links with your co-workers.) Enter your ideas in the space below.

2. When would it be useful to **add documents and emails** to GCDocs using Enterprise Connect? In what situations might you do this? Enter your ideas below.

3. When would it be useful to you to **manage Permissions** to documents and folders? In what situations are you likely to use this feature? Enter your ideas below.

### Part III: Complete this section when using Module 6

1. In what situations would **Version Control** in GCDOCS be useful to you? When has this been a problem in the past and where can it help in the future? Enter your ideas in the space below.



2. In what situations would you use **Standard versioning**? In what situations would you use **Advanced versioning**? Enter your ideas below.



*Part III: continues...*

### Part III: continued

3. In what situations will it be especially useful to email links to documents rather than attaching them to the email message. Enter your ideas below.

4. What actions can you take to further your learning with GCDOCS? What will help you develop your skills? How can you ensure that you are taking full advantage of the system in your daily work? Select the actions you plan to take:

- ☐ Form a user group with co-workers to share experiences and tips
- ☐ Set aside time each week for practice
- ☐ [Print the Quick Reference document for easy reference](#)
- ☐ Review available resources
- ☐ [Take additional courses and use the job aids available at the CSPS](#)
- ☐ [Investigate additional resources on GCPedia](#)
- ☐ Other; describe below: