# RAY Case Study

These questions are designed to evaluate fundamental skills like problem-solving, creativity, communication, research, attention to detail, and technical skills. The results will give us a good indication of whether you have the right skillset to become our Onboarding Manager.

**Format**
A Notion database in a format that is easy and simple to open. Create a database you would choose in a real-life situation where practicality for the founder or executive is most important.

**Process**
If you want, you can include small notes on your process, like: "I found this information here," or "I used this tool for research," etc.

Follow the instructions carefully and provide clear, concise answers. Ensure all responses are professional and well-structured. You are allowed to use every tool that might help you. The only thing we evaluate is the result.

Have fun!

Thank you for your participation!
The RAY Team

# RAY Case Study: Executive Travel Planner (Notion)

## Scenario

Your founder travels constantly and often loses track of flights, hotels, visa details, airport transfers, and important meetings.

You need to build a Travel Planner workspace in Notion that lets an Executive Assistant (EA):

1. Quickly log essential travel details and events for upcoming trips.
2. View a clear timeline of all planned activities (flights, hotels, meetings) for each journey.
3. Easily generate and share a mobile-friendly Trip Brief that the founder can access before and during travel.

## Your Assignment

Your goal: Build an intuitive, easy-to-use Notion database for executive travel management. You will demonstrate how you structure information, create shareable outputs, and design clear, founder-friendly views.

## What to Build *(single-database structure)*

| Object | Purpose | Guidance |
|---|---|---|
| Trips Database | One record per trip, including all important details. | Each record should clearly capture:<br>• **Trip identification** (name/title)<br>• **Who** is traveling<br>• **When** the trip takes place (date range)<br>• All essential travel details (flight info, hotel bookings, addresses, confirmations, meetings, and notes)<br><br>*Feel free to structure properties to clearly capture each detail. Add or rename fields as needed to ensure clarity and completeness.* |
| Trip Brief Template | Auto-generated, shareable summary page for each trip. | Clearly and automatically displays:<br>• Trip timeline or schedule of key events sorted chronologically<br>• Space to attach important travel documents (tickets, visas)<br>• Clear emergency or primary contact information. |
| Saved Views | Quick-reference views. | Provide at least:<br>• A clear timeline or calendar view of upcoming trips<br>• A useful overview grouped by trip status (Planned, In-Progress, Done). |

## Deliverables

Notion share-link titled: "Executive Travel Planner – {Your Name}"

## Instructions & Tips

- You have full creative freedom over how properties and details are organized—just make sure all key information is easily accessible and the Trip Brief is founder-ready.
- Bonus: If you want, add a brief note or Loom video explaining your design choices.

## How to Submit

1. Build your workspace in your own free Notion account.
2. When finished, click "Share" in the top right > "Share to web" (make sure 'Anyone with the link can view' is on).
3. Send us the link via email.