

Proposal Google WorkSpace Hackathon 2024

Case Study: Operations

Team Name: DHYS

Team Members:

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1.0 Problem Statements

- 1.1 Improvements on allocation of tasks
- 1.2 Optimizing allocation of resources
- 1.3 Standardizing policy documentation
- 1.4 Compliance with company policies
- 1.5 Streamline and Optimizing Post-Sale Workflow

2.0 Solution Overviews:

2.1 Improvements on Allocation of Tasks

We will develop a task management system that tracks tasks and progress using Google Sheets to enhance task execution. We will also create Kanban management using Google Sheets to view task progress and schedule work based on predefined characteristics like availability and performance using a Google Apps Script.

2.2 Optimizing Allocation of Resources

We will track resource utilisation using Google Sheets to optimise resource allocation. We will change the property schedule using Google Calendar and Google Apps Script to guarantee accuracy.

2.3 Standardizing Policy Documentation

We will utilise Google Docs to create a standard policy template that will be easy to review and manage version control. All policy documents will then be saved and arranged in Google Drive.

2.4 Compliance with Company Policies

We use Google Drive to synchronise policy documents and Google Apps Script to set up automated notifications and reminders for policy revisions to ensure compliance with business regulations.

2.5 Streamline and Optimizing Post-Sale Workflow

We develop a solution to streamline and enhance the post-sales process for online orders received via Google Forms, focusing on optimizing information transfer from Google Forms to Google Sheets and improving communication efficiency through Google Email interactions with consumers.

3.0 Expected Outcome

We anticipate improved hiring and resource allocation performance, timely and consistent reporting, standardised and easily accessible policy documentation, increased adherence to corporate policies,= as a result of implementing these solutions.

4.0 Conclusion

In conclusion, our approach solves important operational issues by utilising Google Workspace's robust features. We hope to foster a more effective and productive work environment by implementing new procedures and enhancing communication.