

Automatic scheduler for Google Calendar

Problem Summary

Scheduling meetings is hard for students and event organizers, specifically when they must coordinate with multiple people in the team. Most Google Calendar users do not have their calendars blocked for all their personal and work-related events. Hence, users are unable to use the 'Find a time' feature on Google Calendar. They manually ask for availability of each individual and schedule a time to meet or look for alternate scheduling options online.

Value Proposition

Project Goals

Google Calendar's latest feature offers students and employees a **hassle-free way to schedule meetings** with their colleagues/teams. All the participants can now fill in their availability and Google Calendar will **automatically suggest a meeting** based on the earliest available time. Users can set the minimum number of participants, preferred days, location, time and much more. After participants have filled their availability, just tap on one of the suggested times and Bam! Google Calendar will automatically set up the meeting based on your mentioned requirements. **"If it is not efficient, it is not Google Calendar."**

The goal of Google Calendar is to make it a **One Stop Solution** for all users' scheduling needs. This will allow our users to save the time and hassle of organizing multiple meetings and coordinating with multiple people and teams. We target to build the automatic meeting scheduler as an **'easy to use' and highly customizable feature** and **revolutionize user experience**.

Project Team

Key Metrics

Shomali Ghosh
Harshi Thaker
Kayvon Tari
Arihant Vaisraj
Shirsha Datta

Product Owner
Product Manager
Product Designer
Project Manager
Scrum Master

- Number of meetings scheduled using Automatic Meeting Scheduler monitored on a weekly basis.
- Time spent in end-to-end scheduling - measured to calculating time between various touchpoints in the Automatic Meeting Scheduler
- "Find a time" - Button Clickthrough rate
- Net time savings - qualitative study and educated guesses
- On-time performance rating - measured by up-time of the feature
- Customer satisfaction (Overall rating) - monitored by providing question prompts to the user after they have used the feature

Budget and Estimation

Expenditures	Feature & Target	Budget Cost
<ul style="list-style-type: none"> • Project Team <ul style="list-style-type: none"> > Executives > Management > Engineering • Licenses • Marketing • Overhead Costs 	MVP - Automatic Meeting Scheduler solves the problem of scheduling meetings by allowing users to share their preference and availability for a particular meeting. Once the organizer fills in their availability, the scheduler automatically sends a notification to other members of the meeting to fill in their availability, which can be viewed by the Organizer.	\$1,635,000
	MLP - MVP+ Google calendar sends reminders to meeting attendees to fill in their availability close to the deadline entered by the organizer + automatically schedules meeting based on earliest available common time of meeting attendees.	\$5,265,000
	Full-implementation - MLP+ resolving all issues and bugs and launching globally + voice assistant	\$15,615,000

In-Scope

Out of Scope

- Business analysis, customer interviews and user research for requirement gathering
- Application Development of the Automatic Meeting Scheduler:
 - > Allows users to input their available times for meeting with dates in Google Calendar
 - > Sends notification to other invitees to input their time availabilities on Google Calendar
 - > Sends meeting invite to all the invitees
 - > Automatically schedules a meeting with all involved participants based on the earliest available time, day and deadline specified by the organizer
- Q&A, testing, checking compatibility with desktop and mobile applications
- Feature Enhancements (including fixing bugs) and Maintenance

- Developing a voice assistant that allows users to fill in their availability using Google assistant (this would classify as a separate project that could be taken up in the future based on customer response and feedback)
- Compatibility with third party applications
- Marketing and advertisements to increase customer awareness
- Addressing privacy concerns related to customer data

Project Assumptions

Project Risks

- The deliverable remains constant throughout the first product lifecycle
- Important stakeholders contribute to the project with valuable feedback
- Google Calendar currently has the time and resources available to work on developing the new feature

- Customers preferring third-party applications compared to Automatic Meeting Scheduler.
- Spending more time and resources on the project than originally budgeted for.
- Customer dissatisfaction and more time being spent on scheduling meetings through the automatic meeting scheduler compared to manually scheduling meetings
- User Interface not being intuitive and users unable to leverage the full capabilities of automatic meeting scheduler.

Project milestones: ideation, planning, execution, launch

Segments	Sub-divisions	Timeline	MVP Overall Timeline
Ideation	Research	2 weeks	Start Date - Jan 02 2023 End Date - Mar 24 2023
Planning	Project Planning	1 week	
	Approval and revision	1 week	
Execution	Design and Development	4 weeks	
	Testing	3 weeks	
Launch	Dry-run and MVP release	1 week	
	Hypercare support	2 weeks	
	Operations and Improvement	Next cycle	