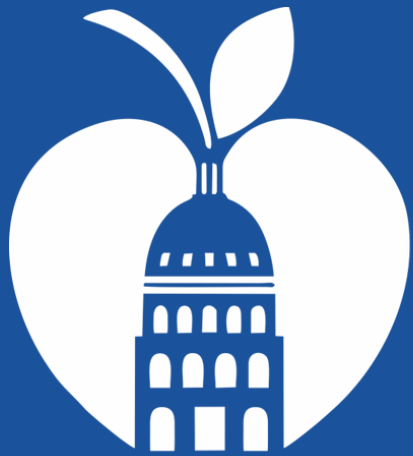


Austin Independent School District

# Best Practice:

Using Google Shared  
Drives/Google Docs to improve  
Collaboration and  
Communication

2021



# AUSTIN

Independent School District



# Using Google Shared Drives and Google Docs to Improve Collaboration and Communication

## EXPLANATION OF IDEA

- Using Google Shared Drive and google docs to store important documents and collaborate.
- Easily accessible by staff and multiple teams.
- Allows for collaboration on documents at all times.
- Particularly useful during Covid-19 emergency when many staff are working remotely.
- Improved communication.

## TACTICS / IMPLEMENTATION

- **Daily Staffing Sheets**
- **Warehouse Inventory**
- **Menu Planning**

## IMPACT / SUCCESSES

- **At a glance look at campus staffing. Shows absences, coverage, leave, etc. LIVE DATA**
- **Perpetual inventory accessible by staff makes menu decisions easier and more accurate.**
- **Ongoing collaboration between Chef, Dietitian and Procurement.**



# Using Google Shared Drive and Google Docs to improve collaboration and Communication

Questions and Answers: [Christine.Steenport@austinisd.org](mailto:Christine.Steenport@austinisd.org)

Thank you!

