

Google Calendar Specification

The author wrote this mock specification for a job interview. It emulates two introductory pages of a 30-page long document.

Introduction

Google Calendar will perfectly match the user's needs when tracking events, tasks, reminders, and goals. The app will be powered by artificial intelligence to excel in time management – both private and workplace. Seamless integration with other G Suite services and the ease of sharing events and calendars will crown the list of its core features. The main competitors are Samsung and Apple calendars.

Platforms

Google Calendar will be available as an app for Android and iOS devices. On computers, it will be used with popular browsers like Chrome, Safari, Firefox, and Microsoft Edge.

Scope and Structure

This document is intended for the development and QA teams. The list of features reflects the user's experience with the app. If not mentioned otherwise, the features listed below must be developed for Android, iOS, and the desktop.

Features

- **Easy Access**

Users will download the app from Apple Store or Google Play. The development team shall meet the respective requirements.

- **Creating a new calendar (desktop-specific)**

Users will create new calendars on computers by taking a few intuitive steps. For specific details, go to page 10 of this specification.

- **Viewing a calendar**

Users will switch between days, weeks, months, years, schedules, or 4 days when viewing their calendars. For details, refer to "Multiple layouts" on page 11.

- **Printing a calendar**

Users will print their calendars in any date range, font size, or color. Calendar event details will be available in Schedule view. The print preview dialog will let users print event descriptions and their responses to the event.

- **Selecting an existing calendar**

Users will be able to select calendars from a list of existing ones (e.g., religious or sports).

- **Integration with other calendars**

The development team must add support for importing calendars from other sources. Users will request access to the calendars of colleagues using their Gmail ID and import third-party calendars with URLs. Apple calendars will be imported with a single tap.

- **Support of add-ons**

Several add-ons have the potential to enhance user productivity. These are Zoom, Cloud Flow Director, GoToMeeting, Form to Calendar, Calendar to Sheet, Groove, and Trustbot. Users will enjoy full interoperability of the tools.

- **Search**

Users will search their calendars by tapping or clicking the Search icon.

- **Improving search suggestions**

Users' calendar searches and browsing activity will be saved in "My Activity" if they turn "Web & App activity" on.

- **Using keyboard shortcuts (desktop-specific)**

The special "Enable keyboard shortcuts" section will provide users with four types of shortcuts if they want to:

- move around their calendars
- change the calendar view
- modify an event
- use Keep & Tasks

- **Using Google Calendar offline**

Offline calendars will behave differently on mobile devices and computers. For details on sync behavior, refer to "Google Calendar offline" on page 15.

- **Sharing Google Calendars (desktop-specific)**

The "Share with specific people" option will give users the possibility to add people or groups with whom they wish to share their calendars. Users will set different access permissions for various calendars.

- **Adding events**

Users will enjoy the ease of adding upcoming events, including recurring events. To create an event, they will simply press and hold a day.

- **Automatic event suggestions**

Through deep integration of various G Suite services – in particular, events from Gmail – whenever a user receives a confirmation email of an upcoming event, this event will automatically be added to the Calendar.

Acceptance Criteria

- ✓ All the listed features work on all the platforms as intended.
- ✓ The dev team ensures customization of all customizable features.