



Technology Area

DEFINITION

<i>Name</i>	Calendaring and Scheduling
<i>Description</i>	Calendaring and Scheduling is the process of scheduling personal appointments, group events and resources by accessing electronic appointment books/calendars for people, facilities, and equipment. Calendaring and Scheduling applications manage the calendars and schedules of individuals, groups, facilities, and equipment. Through Calendaring and Scheduling, events and activities can be coordinated through the electronic exchange of scheduling information between individuals and groups.
<i>Rationale</i>	<ul style="list-style-type: none"> • Calendaring and Scheduling applications are rapidly becoming powerful tools for enabling enterprise-wide communication. • Calendaring and Scheduling applications enable coordination of activities without the burden of personally contacting each participant multiple times to verify open dates and confirm attendance.
<i>Benefits</i>	<ul style="list-style-type: none"> • Time required for scheduling meetings can be reduced from hours to minutes when the meeting organizer has access to everyone's calendars via a Calendaring and Scheduling application. • Other resources, such as meeting facilities and equipment availability may also be verified in the same fashion (e.g., conference rooms, overhead projectors, and vehicles). • Improves productivity • Simplifies scheduling

ASSOCIATED ARCHITECTURE LEVELS

<i>Specify the Domain Name</i>	Application
<i>Specify the Discipline Name</i>	Electronic Collaboration

KEYWORDS

<i>List Keywords</i>	Group events, resource sharing, resource management, task management, meeting, materials, notification, RSVP, to-do list, coordination, organizer, invitation, availability, planning, communication
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ASSOCIATED COMPLIANCE COMPONENTS

<i>List the Compliance Component Names</i>	Calendaring and Scheduling Requirements iCalendar Standards - iCal, iTIP, iRIP, iMIP
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ASSOCIATED PRODUCT COMPONENTS

<i>List the Product Component Names</i>	<u>Calendaring and Scheduling Clients and Servers</u> Novell GroupWise; Microsoft Outlook; Microsoft Outlook Express; Microsoft Exchange; IPSwitch IMail; IBM Lotus Notes/Domino
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CURRENT STATUS

Provide the Current Status

In Development *Under Review* *Approved* *Rejected*

AUDIT TRAIL

<i>Creation Date</i>	7/08/2003	<i>Date Approved / Rejected</i>	7/18/2003
<i>Reason for Rejection</i>			
<i>Last Date Reviewed</i>		<i>Last Date Updated</i>	
<i>Reason for Update</i>			