# Activity sheet 3.8: Collaborative working at Jackson and Jackson

*Learning outcome A: Modern technologies*

*A1: Modern technologies*

Andrew Turner is a property agent based in Manchester, England. His brother, Riley Turner, is a property agent based in Sydney, Australia. The two brothers have recently formed a partnership to enable them to start a business together.

Sydney is nine hours ahead of Greenwich Mean Time (GMT).

Neither brother knows a great deal about collaborative working technologies. They have asked you for your help.

For each scenario below, recommend a collaborative working solution. Your response   
should include:

1. the recommended solution
2. a description of how the recommended solution will enable the two brothers to collaborate.

## Scenario 1

Andrew has a face-to-face meeting arranged with a client at 9.00 a.m. Andrew would like Riley   
to be involved in the meeting as he knows that the client will have questions that only Riley   
can answer.

## Scenario 2

Riley is working on a project to sell apartments in a brand-new residential building. Riley needs to produce a brochure to give to potential customers. Riley has produced a first draft of the brochure but needs Andrew’s help to produce the final version.

## Scenario 3

Riley is working on a project on Wednesday afternoon. He has some non-urgent questions that he would like Andrew to answer. Riley can wait until he begins work again on Thursday morning.

## Scenario 4

Riley starts work on Thursday morning. He studies some answers that Andrew has given him overnight. Riley has some urgent questions that he needs to ask Andrew. Riley knows that   
Andrew is currently travelling on a train.

## Scenario 5

Every week, both partners need to update a document that summarises their weekly work activities and the revenue they have earned. The document is accessed and updated by both partners every Friday.

**Take it further**

For each scenario:

* Give reasons to explain your choice of collaborative working technologies.
* Outline any potential drawbacks with using the solutions you have recommended.
* Explain how collaborative working can help to improve the efficiency of the business.