

## Group Hospitality

# JHC Food Services Shared Calendar

Event organisers can now self-serve, view available catering slots/ menu and make a booking on JHC Intranet.

## Suggestor



"I propose for a shared calendar to be created on Outlook. The shared calendar will be able to indicate how many "slots" are available for catering requests.

If Food Service indicates that they are fully booked on a particular date, the requestors would be able to find alternatives immediately without the need to liaise via email"

*Cheryl Koh, Senior Assistant Manager, Medical Affairs*

## Implementors

### Group Hospitality



Lee Wei Qing    Norasykin binte Abd Rani    Kang Pei Ling    Elsa Yeo

## Impact

- Cut down on an estimated **200 unnecessary enquiries per month**
- Halved booking confirmation time from **6 days to 3 days**

"The system is helpful as it allows early planning and improves the efficiency in communication between JHC Food Service and the requesting departments."

*Medical Affairs*

"The new catering booking system is a one stop place where users can find what they need without having to trouble the team. This saves up a lot of time from the users and the food services team instead of the usual email exchanges."

*Melody Yeo  
Senior Associate Executive, Office of CEO*

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**NUHS Get Rid of "Stupid" Stuff Success Story**