Group Travel Tech Planning

This playbook outlines the use of technology to streamline the planning and management of group travel. It includes steps for coordinating plans, maintaining communication, and organizing group activities using various online tools and apps.

Step 1: **Select Tools**

Choose online tools and apps for itinerary planning, expense tracking, and communication. Some popular options include Google Docs for shared planning, Splitwise for expense management, and WhatsApp or Slack for group messaging.

Step 2: **Create Itinerary**

Use a shared document or an itinerary planning app to list all travel details. Include flights, accommodations, activities, and dining. Share edit permissions with all group members for collaborative planning.

Step 3: **Track Expenses**

Set up an expense tracking system using an app like Splitwise. This allows group members to enter expenses as they are incurred and keep a running tally of who owes what to whom to ensure fair splitting of costs.

Step 4: **Set Communication**

Establish a primary communication channel using a group messaging app. This will serve as a central hub for real-time discussions, updates, and decision-making throughout the travel planning process and the trip itself.

Step 5: **Organize Activities**

Discuss and vote on potential activities through the communication app. Use a poll feature or shared document to make decisions. Then, book activities online where possible and add them to the shared itinerary.

Step 6: **Pre-Trip Meeting**

Before traveling, hold a virtual or in-person meeting to review the plan. Ensure everyone understands the itinerary, knows how the expense tracker works, and is comfortable with the communication app.

Step 7: **In-Trip Coordination**

While on the trip, use the chosen apps to remain coordinated. Make any necessary adjustments to the itinerary on the fly and keep track of additional expenses as they arise.

Step 8: **Post-Trip Review**

After the trip, arrange for a debriefing to settle any remaining expenses and reflect on what went well or what could be improved for future group travels.

General Notes

Contingency Plan

Establish a backup communication method in case of limited internet access or technical issues with the primary app.

Privacy Consideration

Ensure that all group members are comfortable with the chosen online tools and understand any privacy settings or implications.

Accessibility

Make sure that all selected apps and tools are accessible and user-friendly for all group members, taking into account any varying levels of tech-savviness.