

# Telecommuting Team Planning Checklist

*Supervisor*  
*Employee*  
*Dept POC*  
*Colleagues*

## 12 Weeks Prior to Launch

- Contact your department's HR Client Partner or central HR to discuss interest in initiating a telecommuting arrangement
- Complete Position Assessment for all members of the team
- Based on Position Assessment, create list of positions appropriate for telecommuting

X				<a href="#">HELP</a>
X				<a href="#">HELP</a>
X				

## 10 Weeks Prior to Launch

- Complete Feasibility Assessment for those individuals in positions appropriate for telecommuting
- As part of Feasibility Assessment , contact IT Service Center to confirm current laptops are appropriate for telecommuting
- Based on Feasibility Assessment, identify individual candidates for telecommuting
- Discuss list of candidates with AVP or above

X				<a href="#">HELP</a>
X				<a href="#">HELP</a>
X				
X				

## 8 Weeks Prior to Launch

- Have all individual candidates complete a Self Assessment
- Based on Self Assessments, finalize list of telecommuters
- Identify department point-of-contact (POC) for telecommuting launch  
A single POC for a department/team will help streamline the process of ordering equipment/furniture and communicating with Human Resources as necessary.
- Schedule training dates with Human Resources

X	X			<a href="#">HELP</a>
X				
X				
			X	

## 7 Weeks Prior to Launch

- Complete Telecommuting Agreements (employees should complete with guidance from supervisor)
- As part of Telecommuting Agreement and based on Feasibility Assessment and funding, determine equipment/furniture to be ordered
- Contact IT Service Center to request "telecommuting image" for all current laptops to be used by telecommuters. Telecommuting image will include Avaya One-X Communicator phone service.
- Employee, supervisor, and AVP sign Telecommuting Agreement
- Forward Agreement to Human Resources for review and approval

X	X			<a href="#">HELP</a>
X	X	X		
X	X			<a href="#">HELP</a>
X	X			
			X	

## Telecommuting Team Planning Checklist

### 6 Weeks Prior to Launch

- Participate in training: Understanding Virtual Teams – Benefits and Overview of Process, People, and Technology Solutions
- Order laptop(s) as necessary via iBuy. Request all new laptops include "telecommuting image".

### 4 Weeks Prior to Launch

- Participate in training: Using Technology to Accelerate Performance

### 2 Weeks Prior to Launch

- Participate in training: Establishing Best "Process" Practices
- Order cell phone(s)/smart phone(s) as necessary
- Order other equipment/furniture as necessary via iBuy

### 1 Week Prior to Launch

- Order EC500 service as necessary

### Launch

- Plan a virtual meeting between telecommuter/supervisor to check in on first telecommuting day

### 1 Week After Launch

- Participate in training: Establishing Best "People" Practices

### 1 Month After Launch

- Participate in training: Team Lessons Learned Workshop

### 3 Months After Launch

- Participate in training: Team Trial Debrief
- Complete telecommuting evaluation

### Annually

- Evaluate current telecommuting arrangement
- If appropriate, complete new Telecommuting Agreement based on current year goals
- Employee, supervisor, and AVP sign Telecommuting Agreement
- Forward Agreement to Human Resources for review and approval

	Supervisor	Employee	Dept POC	Colleagues	
<input type="checkbox"/> Participate in training: Understanding Virtual Teams – Benefits and Overview of Process, People, and Technology Solutions	X	X	X	X	
<input type="checkbox"/> Order laptop(s) as necessary via iBuy. Request all new laptops include "telecommuting image".			X		<a href="#">HELP</a>
<input type="checkbox"/> Participate in training: Using Technology to Accelerate Performance	X	X	X	X	
<input type="checkbox"/> Participate in training: Establishing Best "Process" Practices	X	X	X	X	
<input type="checkbox"/> Order cell phone(s)/smart phone(s) as necessary			X		<a href="#">HELP</a>
<input type="checkbox"/> Order other equipment/furniture as necessary via iBuy			X		<a href="#">HELP</a>
<input type="checkbox"/> Order EC500 service as necessary			X		<a href="#">HELP</a>
<input type="checkbox"/> Plan a virtual meeting between telecommuter/supervisor to check in on first telecommuting day	X	X			<a href="#">HELP</a>
<input type="checkbox"/> Participate in training: Establishing Best "People" Practices	X	X	X	X	
<input type="checkbox"/> Participate in training: Team Lessons Learned Workshop	X	X			
<input type="checkbox"/> Participate in training: Team Trial Debrief	X	X			
<input type="checkbox"/> Complete telecommuting evaluation	X				<a href="#">HELP</a>
<input type="checkbox"/> Evaluate current telecommuting arrangement	X	X			<a href="#">HELP</a>
<input type="checkbox"/> If appropriate, complete new Telecommuting Agreement based on current year goals		X			<a href="#">HELP</a>
<input type="checkbox"/> Employee, supervisor, and AVP sign Telecommuting Agreement	X	X			
<input type="checkbox"/> Forward Agreement to Human Resources for review and approval		X			