# Telecommuting Team Planning Checklist

## 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

## 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

## 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

## 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
## Telecommuting Team Planning Checklist

### 6 Weeks Prior to Launch
- [ ] Participate in training: Understanding Virtual Teams – Benefits and Overview of Process, People, and Technology Solutions  
  - Supervisor: X  
  - Employee: X  
  - Dept POC: X  
  - Colleagues: X
- [ ] Order laptop(s) as necessary via iBuy. Request all new laptops include "telecommuting image".
  - Supervisor: X  
  - Employee: X  
  - Dept POC: X  
  - Colleagues: X

### 4 Weeks Prior to Launch
- [ ] Participate in training: Using Technology to Accelerate Performance
  - Supervisor: X  
  - Employee: X  
  - Dept POC: X  
  - Colleagues: X

### 2 Weeks Prior to Launch
- [ ] Participate in training: Establishing Best “Process” Practices
  - Supervisor: X  
  - Employee: X  
  - Dept POC: X  
  - Colleagues: X
- [ ] Order cell phone(s)/smart phone(s) as necessary
  - Supervisor: X  
  - Employee: X  
  - Dept POC: HELP  
  - Colleagues: HELP
- [ ] Order other equipment/furniture as necessary via iBuy
  - Supervisor: X  
  - Employee: HELP  
  - Dept POC: HELP  
  - Colleagues: HELP

### 1 Week Prior to Launch
- [ ] Order EC500 service as necessary
  - Supervisor: X  
  - Employee: HELP  
  - Dept POC: HELP  
  - Colleagues: HELP

### Launch
- [ ] Plan a virtual meeting between telecommuter/supervisor to check in on first telecommuting day
  - Supervisor: X  
  - Employee: X  
  - Dept POC: HELP  
  - Colleagues: HELP

### 1 Week After Launch
- [ ] Participate in training: Establishing Best “People” Practices
  - Supervisor: X  
  - Employee: X  
  - Dept POC: X  
  - Colleagues: HELP

### 3 Months After Launch
- [ ] Participate in training: Team Trial Debrief
  - Supervisor: X  
  - Employee: X  
  - Dept POC: HELP  
  - Colleagues: HELP
- [ ] Complete telecommuting evaluation
  - Supervisor: X  
  - Employee: HELP  
  - Dept POC: HELP  
  - Colleagues: HELP

### Annually
- [ ] Evaluate current telecommuting arrangement
  - Supervisor: X  
  - Employee: X  
  - Dept POC: HELP  
  - Colleagues: HELP
- [ ] If appropriate, complete new Telecommuting Agreement based on current year goals
  - Supervisor: X  
  - Employee: X  
  - Dept POC: HELP  
  - Colleagues: HELP
- [ ] Employee, supervisor, and AVP sign Telecommuting Agreement
  - Supervisor: X  
  - Employee: X  
  - Dept POC: X  
  - Colleagues: HELP
- [ ] Forward Agreement to Human Resources for review and approval
  - Supervisor: X  
  - Employee: HELP  
  - Dept POC: HELP  
  - Colleagues: HELP