

## **Implementation Steps of Telecommuting/Telework Programs**

- I. Awareness Briefing for supervisors, managers and Executives w/approval authority.
- II. Selection of Project Manager and Stakeholder Implementation Team.
- III. Determine job functions/activities and employees eligible for telecommuting/telework
  - ◆ Approving Supervisors, in conjunction w/HR, their staff and unions (if applicable), recommend eligible activities
  - ◆ Approving Supervisors, in conjunction w/HR and unions (if applicable) and based on performance reviews, select employees eligible.
- IV. Establish &/or review Telecommuting/Telework agreement/MOU and other related policies & procedures
- V. Carry out IT audit/gap analysis to determine availability of technology to meet desired levels of access capacity, security and authentication.
- VI. Complete health & safety, principals of remote management and other training
- VII. Sign completed Telecommuting/Telework agreements and Health & Safety checklist.
- VIII. Telecommuting/Telework awareness training for non-participants – non-telecommuting colleagues, teleworker families (optional).
- IX. Complete baseline evaluation – for later use in program evaluation & review
- X. Install and test technology → Start program → Evaluate program → Decide whether to cancel, continue on current basis or scale up program → Modify policies & procedures as needed.