

ARE YOU PREPARED?

USE THIS SIMPLE CHECKLIST TO ANALYSE YOUR
REMOTE IT WORKFORCE CAPABILITIES.



1 Responsibility: Assign a manager to be formally in charge of the “Remote Working Plan”.

2 Review: Confirm the number of people across your entire staffing group that can work from home, and document those that can vs those who have no remote access. Consider whether the business can properly function with this group.

3 Test: Request that all staff login from home and confirm all applications are working as normal (perhaps provide a checklist to test). Track that all staff complete this test and provide feedback.

4 Enhance: Review the staff group that does not have remote access (if applicable) and consider means of providing access to the office remotely: *If you need assistance, please reach out to your Huon IT account manager or technical contact for guidance. Consider the minimum applications staff need to gain access to in order to keep the business operating, and are these applications available remotely?*

5 Consider Phone Connectivity: Beyond IT access, consider how your phone system will operate. Do you have soft phones or can phone extensions be diverted to individual mobiles? Establish a plan and perform basic testing in readiness for possible activation.

6 Get Ready: Whilst we recommend that all clients separately review their broader business continuity plan (BCP), some other tips include:

i) Ensure you have an up to date all staff contact list that can be accessed remotely.

ii) Consider an activation plan - Who will make the decision to activate remote working plan? What staff, stakeholder and client communications will be required.

iii) Preferably simulate a test whereby teams work remotely for 1/2 day at a time or run a test on a weekend to confirm everything in your remote working plan performs as expected. Iron out any issues before the business becomes critically dependant on remote working.

7 Split Shifts: A lot of businesses are splitting their workforce into two teams eg a blue and a white team. This is aimed to reduce the amount of people in the office at any one time to hopefully lessen the chance of infection. This scenario sees one team working from home and the other from the office for a week, the teams then swap locations the following week and continue on as such. Under this plan, a new operating rhythm can be established quickly for staff, clients and the broader business.