

Work From Home Technology Questionnaire Checklist

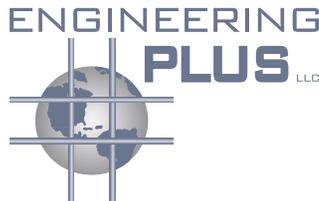
Major IT Equipment and Software Strategies typically involve weeks and months of pilot testing, cost comparisons, user feedback, etc. March 2020 changed all that. A mandated decision was made upon us all to Work From Home (WFH) in the span of a few days. The 'New Norm' has put the lonely IT manager into the spotlight. This 'New Norm' is working (for most), and senior management wants a plan to support a remote workforce and capitalize on any cost-saving opportunities.

Challenges:

- The Remote Desktop software is sometimes too slow – it's like building a ship in a bottle.
- My home Wi-Fi and internet connection are insufficient.
- Home distractions killing me.
- I miss my Dual Monitors.

Opportunities:

1. **No Rent:** Re-think the office lease. A few clients have already decided to go 100% virtual.
2. **No on-site IT Equipment:** Colocation Data Centers have some new small office deals that make the office server room obsolete by moving your IT racks off-site.
3. **Go West:** There are many unoccupied ones to three-story suburban offices that have no mass transit rides, no crowded elevators.



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- ✓ Is your staff mobile computing equipment sufficient for their needs?
- ✓ Is your current remote desktop/VPN solution adequate?
- ✓ Is your current web-collaboration tool appropriate?
- ✓ What applications and file storage can be moved to the cloud?
- ✓ What work function must be face-to-face?
- ✓ Survey All: Prepare a brief questionnaire to solicit the team's feedback on all aspects of their work strategy. Every person is very different. You will be surprised by confidential responses of what they see as their top daily challenges and what they fear about in-office risks. You cannot address all needs, but you can openly communicate the plan and solve many issues with software, hardware, and policies.
- ✓ Given your company's work process, does a 100% virtual office work, or does a hybrid mix of in-office and remote make sense?
- ✓ What home office equipment would you consider offering your staff (Monitors, Docking stations, Webcam, Ergonomic Chairs, Sit-Stand desk, etc.) instead of a physical office space?