REMOTE WORK ADOPTION CHECKLIST

Technological Infrastructure

- Size of IT Staff
- Equipment Needs
- Device Readiness
- Software & Tools Needs
- Software License Management
- Cloud-Based Services & Storage
- Collaboration & Communication Tools
- Remote Desktop Solutions
- Monitoring & Management Tools
- IT Support & Training Structure
- Cybersecurity

Physical Employee Workspace

- Home Office Setup Needs
- Internet Connectivity

Disaster & Data Recovery

- Data Recovery and Backup
- Emergency Protocols for IT Failures, Cyber-attacks
- Consideration of Cyber Liability Insurance

Organizational Policies & Procedures

- Remote Work Policies
- Data Privacy Protocols

Human Resources Considerations

- IT & Technology Use Guidelines
- Employee Conduct and Ethics Policies
- Time Tracking and Attendance Policies
- Expense and Reimbursement Policies
- Accessibility Considerations
- Onboarding Procedures
- Employee Training & Development
- Performance Measures
- Mental Health & Well-being

REMOTE WORK ADOPTION CHECKLIST

Employee Readiness

	Adaptability to Remote Work
	Compliance and Policy Awareness
	Software Training
	Security Awareness
	Time Management Skills

Digital Etiquette

	Guidelines for behavior during virtual meetings, communications

Organizational Culture & Communication

	Communication Standards & Protocols
	Procedure for File Management & Naming of Shared Files
	Team Cohesion
	Feedback Channels

Financial Planning & Budgeting

	Cost Analysis
	Budget Allocation

Management Practices

	Management Training Program
	Protocol for Regular Meetings & Check-ins
	Procedures for Handling Conflict & Disputes
	Accountability Mechanisms

Legal & Compliance

	Labor Laws
	Tax & Insurance Implications

Need Help Transitioning Your Company to Remote Work?

Visit our website at www.nextrevservices.com and book your

FREE Consultation today!