



TECHNOLOGY ASSESSMENT FOR TELEWORK

As your organization is exploring telework as a business strategy, conduct a technical review with the telework working group and the IT team. The outcome of this meeting will be a list of what technical resources the organization already has and what additional technical resources the IT team needs to explore.

REMOTE ACCESS

- Virtual Private Network (VPN) on provided equipment or Remote Desktop access from a personal machine
- Internet Bandwidth Requirements at home (depending on the software)
- Bandwidth requirements to support remote access
- Server or Cloud File Storage
- Security Protocols

EQUIPMENT

- Laptops or Desktops
- Hard phones or soft phones
 - o Call forwarding
- Printers/Scanners
- Fax

COLLABORATION NEEDS

- Whiteboards
- Chat/IMs
- Share screen
- Video conferencing

IT SUPPORT

- Remote Support

AS AN EMPLOYEE

- Workspace that supports required equipment and access
 - o Ergonomic desk, chair, keyboard, etc.
 - o Secure cords
- Proper training of existing technology tools
- Verify that your internet connectivity is sufficient for remote access
- Test the technology in advance to troubleshoot issues