



Remotely Manage your Teams Time and Tasks Efficiently



INTRODUCTION

- Remote Work Environment
 - Privilege
 - Growing trend
 - Greater leeway in how and where we work
 - Cost effective to employers



Work is something we DO, not a place that we GO

Microsoft (2012). "Ordinary Or Extraordinary?". *My Career*. Fairfax Media. Retrieved 29 June 2012.

INTRODUCTION contd...

- Advantages of Remote Work Environment



INTRODUCTION contd...

- Disadvantages of Remote Work Environment



INTRODUCTION contd...

- Challenges
 - Building right team
 - Manage the team Efficiently
 - Data Security



Whom to Hire and How?

Building Right Team

- Resume Selection
 - Prior work environment
 - Desired skills
- Interview Process
 - Telephonic
 - Video Conference
 - Face to Face

Global Teams

- Budget constraints
- Legal Issues
- Finding right resources
- Continuous round the clock productivity

Remote Team Management

Meetings

- Agenda
- Video Conference
- Face to Face at least once a year
- Weekly Team Meeting
 - Only relevant team members
 - Offline meetings that needs elaborate discussion
- One to One Meeting



Communication

- Question is a question
- Over communication better than under communication
- Email
 - As an documented evidence
 - Use judgment whom to include
 - Copy lead on all internal communication
 - Must include signature with contact information



Communication

- Instant Messenger

- Quick chat / Screen share
- Encourage team to set status appropriately
- Tag the colleagues to learn their work style

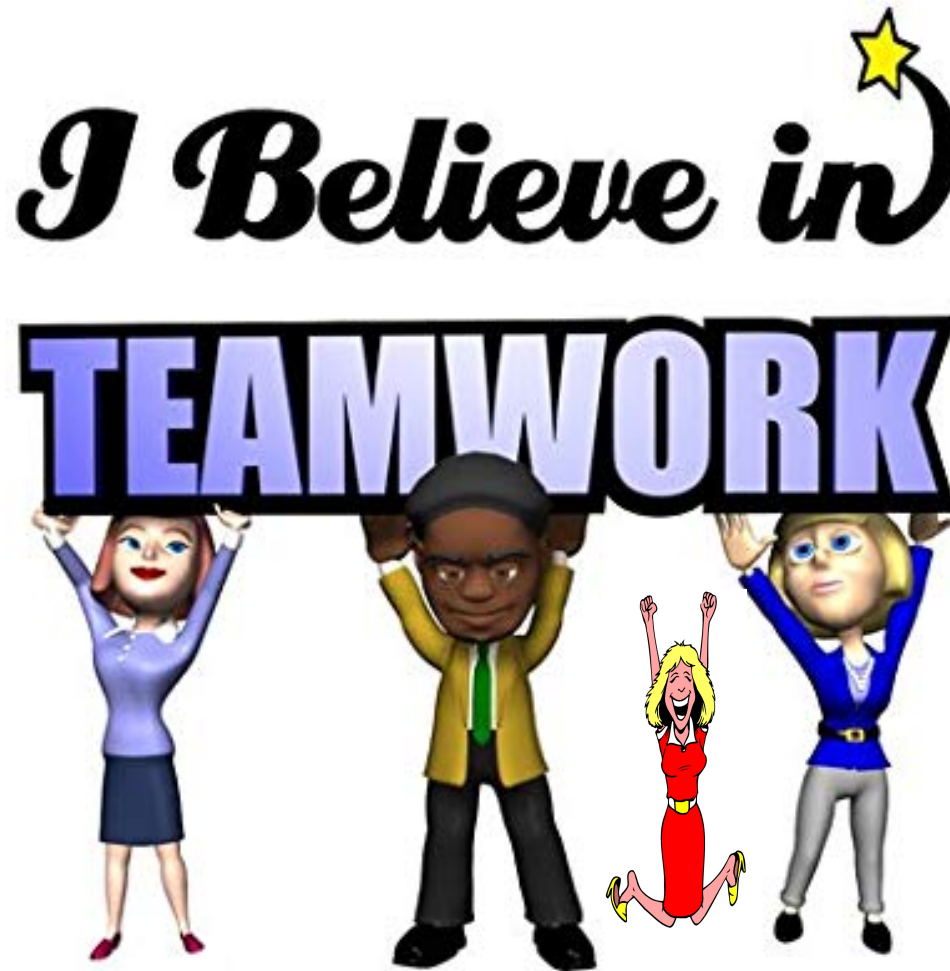


- Phone

- Verbal communication for quick answer
- Expected to be available over phone during work
- Drop an email documenting the outcome



Work Allocation and Status Tracking



Work Allocation and Status Tracking

- Use tools to analyze the metrics
- Global teams – Production and Validation to same team
- Shared Work Load
 - Assess strengths of each team member
 - Monitor the work load
 - Lead programmer – Allocate time to guide and monitor team



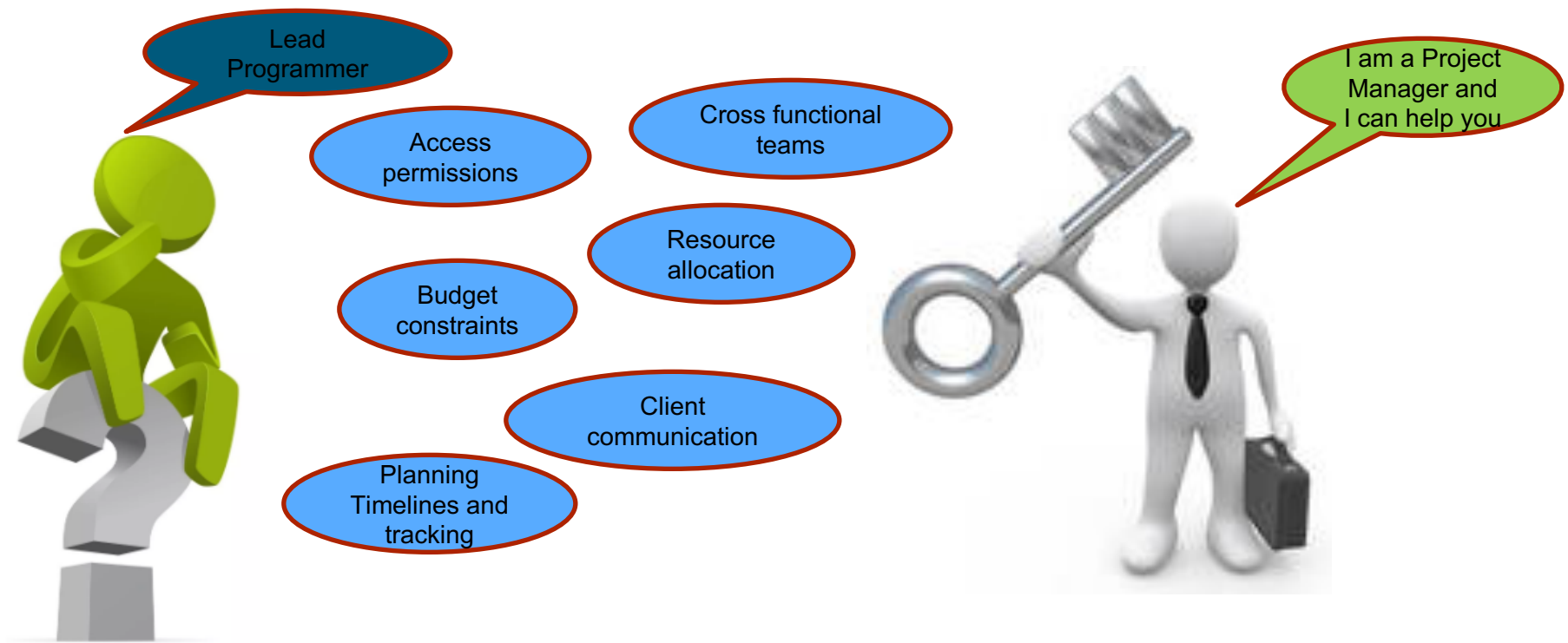
Work Allocation and Status Tracking

- Track Work Progress
 - Increase team meetings when nearing timelines
 - Every team member to drop a summary of status everyday
 - Use tools like JIRA, RALLY to track status
 - Requesting detailed timesheet
 - Can be used in designing Metrics
 - Study the reasons for increased time
 - Effective utilization of every team members time
 - Will prompt team members to request work

Day	Date	Study	Task	Detail Work Notes	Time
Thursday	27-Dec-18	Study 101	SDTM Production	VS -1hour, Ae -2hours, MH -2hours, EX -3hours,	8
Friday	28-Dec-18	Study 101	SDTM Validation	CO -3hours, DM -4hours, FA -1hour Plan for next week: Delivery for study 101 is on Wednesday 02Jan2019 and addressing study 102 comments are in pipeline which may need 2 days	8

Work Allocation and Status Tracking

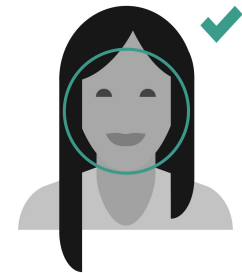
- Dedicated Project Manager



Limit The Use of System to Authorized Personnel Only

System Security

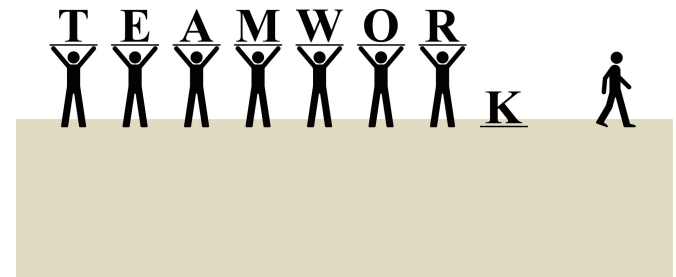
- How Confident are you about system security
 - Accessed by authorized person?
 - Sensitive results
 - Software installations by user
- Use fingerprint reader / Facial recognition
- Display picture on profile
- Software installations only by IT team



Take Home Message

Conclusion

- Little Modifications to current process
 - Equal load share
 - Work-Life Balance
 - Improved Metrics
- Miracles can be observed by
 - Implementing video calls
 - Requesting detailed timesheet
 - Upgrade security



Acknowledgements



Questions

