

# Remote Team Canvas



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A canvas to help you work out what needs to be in place when your team works remotely.  
Please feel free to use and distribute among team members and fellow business owners.

**What is our situation?**  
*Why do we need to work remotely?*

**What challenges are we going to face?**  
*What's going to be difficult about working remotely?*

**What meetings do we need to have and how will these change?**  
*How will our day to day routine need to change?*

**What things do we need to be extra disciplined about?**  
*What do you need to keep an eye on?*

**What are our ground rules?**  
*How are we going to work together remotely? What do we expect of each other?*

**Who is impacted?**  
*Will the whole team be working remotely all the time?*

**How are we going to look after each other?**  
*What will we do to maintain team morale and help each other through the changing situation?*

**What skills do we need to work remotely?**  
*There'll be some 'softer' skills that will be more important, what are they?*

**What data and info will we need access to? What tools and apps will we use?**  
*You'll need agreement on what data and info you'll need, how you'll know it's up to date and what apps you'll use to communicate e.g. slack, teams etc.*

**What equipment do we need to work at home?**  
*The things required in the office still apply eg. a computer desk, a chair suitable for 7-8 hour use, a monitor at the right height etc.*

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A canvas to help you work out what needs to be in place when your team works remotely.  
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## What is our situation?

*Why do we need to work remotely?*

## What challenges are we going to face?

*What's going to be difficult about working remotely?*

### Considerations

- Team member's living situations
- Access to tools
- Physical space at home
- Access to team mates and other colleagues
- Individual working styles
- Individuals ability to cope with the change incircumstance
- The evolving situation e.g. schools closing, potential lock-down

## What meetings do we need to have and how will these change?

*How will our day to day routine need to change?*

### Considerations

- Checking in with each other and having those water cooler conversations
- Planning work together
- Reviewing team outputs with customers and stakeholders
- Reviewing the new work routine
- Meeting with customers and stakeholders
- Meeting with vendors
- Recruitment interviews and inductions
- Meetings with other teams
- Meetings with management
- How frequently will we meet, for how long and how will we meet?
- Adapting to rules

## What things do we need to be extra disciplined about?

*What do you need to keep an eye on?*

### Considerations

- Maintaining consistent work hours and availability
- Sticking to meeting rules
- Checking in with each other

## What are our ground rules?

*How are we going to work together remotely? What do we expect of each other?*

### Considerations

- What should we tell each other?
- What are our meeting rules?
- What communication channels should be used for different conversations? How can team mates and colleagues ask for help?
- When can we interrupt each other?
- What are our work hours and availability?
- What's the dress code?
- Do decision making rules and delegations need to change?

## Who is impacted?

*Will the whole team be working remotely all the time?*

## How are we going to look after each other?

*What will we do to maintain team morale and help each other through the changing situation?*

### Considerations:

- Having daily check in meetings
- Having a roster for coffee catch ups
- Shared online lunches
- Movie nights

## What skills do we need to work remotely?

*There'll be some 'softer' skills that will be more important, what are they?*

### Considerations

- How to use video chat
- How to use collaboration tools
- How to facilitate online meetings
- How to access key work resources remotely

## What data and info will we need access to? What tools and apps will we use?

*You'll need agreement on what data and info you'll need, how you'll know it's up to date and what apps you'll use to communicate e.g. slack, teams etc.*

### Considerations

- RSA tokens and citrix access Finance and HRIS systems
- Time recording system

## What equipment do we need to work at home?

*The things required in the office still apply eg. a computer desk, a chair suitable for 7-8 hour use, a monitor at the right height etc.*

### Considerations

- Sufficient broadband bandwidth and speed
- Web camera
- Microphone
- Stationery