

# Sample Telework Technology & Facility Checklists

## Employee

### Required:

- Computer (If not using dedicated work computer, ensure personal computer has requisite software and security)
- Workspace devoted to work needs, away from distractions
- Sufficient internet bandwidth (20-25 Mbps for most office work; more for roles requiring data transfer, streaming, other volume work)
- VPN
- Telephone
- Teleconferencing software/cloud access

### Recommended:

- Printer/Scanner/Fax
- Surge Protector
- External monitor, keyboard, mouse (as desired for comfort)

## Employer

### Required:

- Virtual Private Network (VPN) service
- Teleconferencing service (e.g. Teams, Skype for Business, GoToMeeting)
- Sufficient device security

### Recommended:

- Network or Cloud-based document management service (e.g. SharePoint, Dropbox, Box)
- Voice Over IP (VoIP) telephone system
- IT Support (particularly during early phases)

## Technology Examples

Technology	Examples*	Value to the Organization
VPN	NordVPN, Private Internet Access, TorGuard	Extends the private network of the office to a public network, allowing an employee to securely access their office network from outside of the office
Cloud Storage	iCloud, SharePoint, Dropbox, Box	Allows secure, remote access to files and documents.
Conference Calling	GoToMeeting, WebEx, UberConference	Facilitates group conversations and meetings.
Screen Sharing	Skype for Business, join.me, WebEx	Allows remote, visual collaboration on a specific document.
Online Collaboration Tools	Slack, Wrike, Basecamp,	Creates an online space to share ideas, collaborate on work, organize projects. Helps replicate an 'in-office' community feeling.
Project Management Tools	Wrike, Asana, Basecamp, Trello	Enables teams to work on and monitor project components remotely.
Video Calls and Conferencing	Teams, Skype for Business, WebEx, join.me	Facilitates face-to-face meetings and conversations, allows a more natural conversation.
Instant Messaging	Jabber, Teams, Skype for Business, WhatsApp	Allows ongoing and spontaneous conversation. Relieves pressure on email boxes.

*\*These examples are not exhaustive*