INTEGRATED SUMMATIVE TASK 2

1.1.1

1.1.2

2.

# The action goal

Is to design a work from home policy to make sure that working from home is beneficial to the employees and company. This company work from home policy applies to all our employees who prefer working from home.

# The action step or steps

1. Define Attendance and Availability Standards
2. Define Productivity measures
3. Define Equipment and Tech support
4. Define Response measures
5. Define Use of Communication Tools
6. Define Engagement Levels
7. Define Accountability
8. Rewards and Recognition Program

# Responsible department(s) and/or employee/s

1. Human Resources Department.
2. Time and Attendance Department.
3. Payroll Department.
4. Software Development Department.

# Start date

1. 1st February 2022

# Milestone/benchmark

A good benchmark to use during working from home would be to measure the performance of a project from start to end. This would include the initial analysis phase all the way through deployment. We would estimate how long it would take the team if everybody was in the same collaborating together. This would give us a good idea on how long each phase moves through the Software Development Life Cycle.

# Due date

1. 10th January 2022

# Resources required

1. Human Resources Representative.
2. Time and Attendance Representative.
3. Payroll Representative.
4. Software Development Tech Leads / Team Leads / Managers.

# Desired outcome or result

The team is productive during working from home. The company employs more people from different disciplines. This gives us the opportunity to expand to different provinces and countries.