

### //Instructions for using this template

*This template is designed to simplify your project by providing a partially completed version of the Remote Team Readiness Plan. It includes the scenario, task descriptions, and planning questions. The content uses first-person language ("I," "we," "our") to match the tone of your final submission.*

*For each planning question in every task, add your personalized action plan. For each planning question, write two specific actions (Action 1 and Action 2). This will help you create a practical and realistic plan based on the project scenario.*

*Remember to remove these instruction lines before submitting your final document.*

*Begin adding your responses to complete the plan!*

## My Remote Team Readiness Plan

This plan has been developed to proactively prepare for leading a fully remote, cross-functional team on a high-impact project. Instead of reacting to challenges as they arise, I aim to lay a strong foundation from day one.

### Project summary

Our organization is launching a company-wide Employee Wellness Program focused on mental health, work-life balance, and team connection.

I've been chosen to lead this initiative, working with a ten-member team drawn from HR, Communications, and Operations. All members work remotely, and two are in a different time zone. Among these 10 members, four have worked together previously and share a strong rapport, while two are new to the company and unfamiliar with the team or the organizational culture.

The diversity in backgrounds, experience levels, and locations means I'll need to be intentional in how I lead, build connections, and foster psychological safety and trust from the start.

### Developing my plan, step by step

#### Task 1: Adapting my leadership style for remote settings

My first task is to reflect on my leadership style and identify adjustments needed for this program. The mix of familiarity, departmental diversity, and geographic distance presents unique challenges. As the remote team leader, I want to create the right environment for collaboration and trust from day one.

#### My action plan for adapting my leadership style for remote settings

Serial No.	Planning question	My action plan (Write your responses in this column.)
1	What two specific actions will I take to demonstrate	<input type="checkbox"/> <b>Action 1:</b> Schedule bi-weekly 1:1 check-ins that focus not just on project

	<p>empathy and build trust in my remote team?</p> <p>Consider aspects such as new member isolation, time zone fatigue, and cross-departmental stress.</p>	<p>updates but also on personal well-being, asking about workload balance and any remote challenges (e.g., time zone fatigue, isolation).</p> <p><input type="checkbox"/> <b>Action 2:</b> Model wellness behaviors myself — e.g., protecting “no-meeting focus blocks” and sharing how I manage stress — to normalize openness and signal that self-care is valued.</p>
2.	<p>How will I prevent Sarah, Marcus, Swati, and Jennifer from dominating program decisions, especially since they are the senior members?</p> <p>Think about how existing relationships could create an “inner circle” that excludes ideas from others.</p>	<p><input type="checkbox"/> <b>Action 1:</b> Use structured meeting formats (round-robin input, breakout groups) so every voice is heard before decisions are finalized.</p> <p><input type="checkbox"/> <b>Action 2:</b> Rotate facilitation of team meetings, giving newer members opportunities to lead discussions and shape deliverables.</p>
3	<p>What leadership style gaps will I address when managing a team where I have no formal authority over seasoned professionals from different departments, while simultaneously integrating newcomers who lack organizational context?</p> <p>Consider that traditional command-and-control approaches won’t work with peer-level professionals, but newcomers may need more guidance on company culture and the program expectations.</p>	<p><input type="checkbox"/> <b>Action 1:</b> Establish shared accountability through a transparent project dashboard that tracks deliverables and responsibilities, reducing reliance on formal authority.</p> <p><input type="checkbox"/> <b>Action 2:</b> Pair newcomers with senior team “buddies” for onboarding into both the program and company culture, ensuring they gain confidence and context early.</p>

## Task 2: Selecting the right tools and norms

My next step is to ensure seamless communication, secure collaboration, and healthy work-life boundaries for everyone involved in this important initiative.

### My action plan for selecting the right tools and norms

Serial No.	Planning question	My action plan (Write your responses in this column.)
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1	<p>Given the program's need for HR to handle confidential employee data, Communications to create engaging content, and Operations to manage program logistics across time zones, what specific tools will I implement to support these distinct but interconnected functions?</p> <p>Consider that generic collaboration tools may not address the unique workflow where HR insights inform Communications materials, which then guide Operations implementation, all while maintaining data privacy.</p>	<p><input type="checkbox"/> <b>Action 1:</b> Use <b>Asana/Trello</b> for task management with dedicated boards by workstream (HR surveys, Comms content, Ops logistics).</p> <p><input type="checkbox"/> <b>Action 2:</b> Store all resources in <b>Notion/Confluence</b>, where HR can securely share insights, Comms can draft and edit collaboratively, and Ops can track implementation steps.</p>
2.	<p>Considering that the program will utilize sensitive employee mental health data, require creative content development, and need precise implementation timing, what security and accessibility protocols will I establish to protect confidentiality while enabling creative collaboration?</p> <p>Think about the tension between HR's need for strict data protection and Communications' need for creative flexibility and Operations' need for detailed implementation information.</p>	<p><input type="checkbox"/> <b>Action 1:</b> Limit HR survey data access to only HR representatives; share anonymized summary dashboards with Comms and Ops to maintain confidentiality.</p> <p><input type="checkbox"/> <b>Action 2:</b> Require multi-factor authentication on shared tools and establish clear guidelines on which documents can leave the secure workspace.</p>
3	<p>To support effective collaboration across HR's compliance-focused work style, Communications' creative iterative process, and Operations' deadline-driven approach, while accommodating two team members in different time zones, what specific availability and communication norms will I establish?</p>	<p><input type="checkbox"/> <b>Action 1:</b> Set a "24-hour response expectation" for async communication and introduce a "traffic light" urgency system (Green = FYI, Yellow = soon, Red = urgent).</p> <p><input type="checkbox"/> <b>Action 2:</b> Rotate meeting times monthly so time zone differences are fairly distributed; record meetings and post key takeaways in Notion for asynchronous catch-up.</p>

	Consider that each department has different urgency definitions and work rhythms.	
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### Task 3: Managing remote team challenges

My team, with its diverse departmental backgrounds and time zones, is particularly prone to issues like communication breakdowns and disengagement. To ensure the program's success and maintain team morale, I need a proactive plan to identify and address these potential pitfalls before they escalate.

#### My action plan for managing remote team challenges

Serial No.	Planning question	My action plan (Write your responses in this column.)
1	Given that two of my team members work in a different time zone, what two strategies will I implement to prevent communication breakdowns when important program updates might be missed across time zones?	<input type="checkbox"/> <b>Action 1:</b> Post all key decisions and updates in a central Notion page with tags and ownership, so nothing is dependent on real-time attendance. <input type="checkbox"/> <b>Action 2:</b> Establish a rotating “update buddy” system — if someone misses a live call, a teammate summarizes decisions for them in a short async message.
2	How will I proactively identify when team members are experiencing wellness challenges themselves while working on a wellness program, especially when newer members may not feel comfortable admitting struggles and experienced members may feel pressure to model perfect wellness?	<input type="checkbox"/> <b>Action 1:</b> Use anonymous monthly pulse surveys with 3–4 wellness-focused questions to detect early warning signs. <input type="checkbox"/> <b>Action 2:</b> Create “optional drop-in” wellness coffee chats, giving members a safe, informal space to share struggles without it being a formal report.
3	<p>How will I create psychological safety for team members to voice disagreements about program strategies, particularly when the senior members might inadvertently silence dissenting views from others?</p> <p>Consider that wellness programs can be deeply personal topics where people have strong opinions, and</p>	<input type="checkbox"/> <b>Action 1:</b> Open meetings with a “devil’s advocate” round, where each person is invited to name one risk or concern, normalizing dissent as part of the process. <input type="checkbox"/> <b>Action 2:</b> Use anonymous input tools (Miro/Slido) for brainstorming and strategy voting, ensuring quieter members’ perspectives are captured without pressure.

	remote settings can make it harder to read group dynamics and power imbalances.	
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