

Telework Proposal (Instructor Version)

Instructor Note: Red font color or Gray highlights indicate text that appears in the instructor copy only.

Objective

Describe the business requirements of teleworking.

Instructor Note: This activity can be completed individually or in small groups.

Scenario

Your small- to medium-sized business has just been awarded a large marketing design contract. Because your office space is limited, it has been decided that it would be a good idea to hire teleworkers to help with the contract.

Therefore, a very general teleworking program must be designed for your company due to anticipation of company growth. As more contracts are awarded, you will revise and expand the program to fit your company's needs.

Develop a basic telework proposal outline for your company to consider as groundwork for a telework program.

Resources

- World Wide Web access
- Word processing software

Step 1: Research documented telework programs using the Internet.

- a. Notate information found to be important to established telework programs and record the source URL's of this research.
- b. At a minimum, include the following proposal areas:
 - 1) Telework tasks to be considered.
 - 2) Employee selection methods to be used.
 - 3) Equipment that may be needed by the teleworker.
 - 4) Possible communication methods.
 - 5) Techniques that could be used to evaluate the telework program.

Step 2: Design a basic telework program requirements outline.

Step 3: Share your proposal with another student, the class, or another group.

Suggested Activity Example (all activities will vary):*

Planning Proposal for the Basic Requirements for the New Telework Program

1. Suggested Telework Tasks
 - a. Computer programming
 - b. Conducting business by telephone
 - c. Design work
 - d. Research, writing, and editing

- e. Field visits to clients
- f. Maintaining information and databases
- g. Project management
- 2. Proposed Employee Selection Characteristics
 - a. Self-motivated and responsible
 - b. Well organized and self-disciplined
 - c. Results oriented
 - d. Communicates effectively
 - e. Adaptable
 - f. Sensitive to program needs of co-workers and clients
- 3. Equipment needed
 - a. Computer with Internet access
 - b. Email account
 - c. Software (client VPN)
 - d. Technical support for teleworker
- 4. Communication methods
 - a. Teleconferences
 - b. Email
 - c. Telephone
 - d. Remote client-to-server repositories
- 5. Program evaluation methods
 - a. Surveys
 - 1) Clients
 - 2) Teleworkers
 - 3) Department leaders
 - b. Telework Program Progress
 - 1) Quality of work completed
 - 2) Deadlines met

*sources for the information in the outline include: [*Launching Telework- The Nuts and Bolts for Employers and The Managers & Supervisor's Quick & Easy Guide to Telework*](#)

Identify elements of the model that map to IT-related content:

- Teleworker characteristics
- Telework program planning
- VPN client software
- Client-to-server repositories