

2013

SAMPLE TELEWORK PROPOSAL



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TELEWORK PORTFOLIO

JANUARY 2013

Table of Contents

Letter of Interest	2
Telework Summary	3
Job Assessment	4
Work Area Assessment	6
Employee Self-Assessment	9
Recommendations	10
Work Impact	10
Final Thoughts	10



Letter of Interest

January 4, 2013

Amy Tilley
Office Manager
Company A.
123 xyz street
Washington DC 20005

Hi Tilley,

I want to thank you for the opportunity you have given me to work with Company A for 2 years. I have enjoyed every day I was able to come in and contribute to furthering of the vision and mission of this great company. During my time here I have grown in my role as **Web Developer** and have found it very rewarding.

I recently had the opportunity to review my current responsibilities and have found that some of my roles as **Web Developer** can be performed in a telework environment. Some of these tasks include but are not limited to the following,

- Perform or direct website updates.
- Develop system interaction or sequence diagrams.
- Write supporting code for web applications or web sites.

Also I have attached a full breakdown of these tasks and more in my **telework proposal**.

I wanted to schedule a time to discuss my telework proposal and how we can benefit from having me telework without any lost in productivity.

Sincerely,

John Smith
Web Developer
202-222-2222



Telework Summary

Current Projected Economic Cost

This is an estimate of John Smith's current cost to travel to and from work.

Per Day

Commuter	Time	Money
(10.46) # of miles	(60 min)	\$(52.02)

Per Year

Commuter	Time	Money
(2719.6) # of miles	(260 hours)	\$(13525.2)

*Commuter: total mile to and from work

*Time: total time travel to and from work (during traffic)

*Money: cost of gas + cost of take-out + parking + any other cost

Projected Economic Saving

Teleworking 2 times a week, John Smith estimated projected saving for telework is.

Per Week

Commuter	Time	Money
(20.92) # of miles	(120 min)	\$(104.04)

Per Year

Commuter	Time	Money
(1087.84) # of miles	(104 hours)	\$(5410.08)



Job Assessment

These are the task I can perform in a Telework environment, based on my current job duties

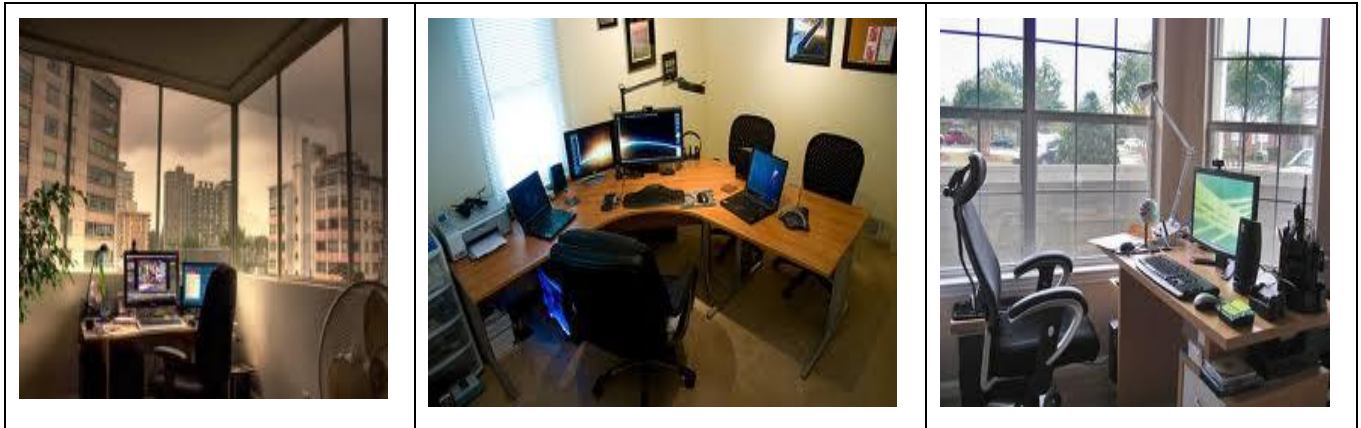
Job Title	Web Developer
Description	Design, create, and modify Web sites. Analyze user needs to implement Web site content, graphics, performance, and capacity. May integrate Web sites with other computer applications. May convert written, graphic, audio, and video components to compatible...
Task	<ul style="list-style-type: none"> • Design, build, or maintain web sites, using authoring or scripting languages, content creation tools, management tools, and digital media. • Design, create, and modify Web sites. Analyze user needs to implement Web site content, graphics, performance, and capacity. May integrate Web sites with other computer Analyze user needs to determine technical requirements. • Back up files from web sites to local directories for instant recovery in case of problems. • Collaborate with management or users to develop e-commerce strategies and to integrate these strategies with web sites. • Communicate with network personnel or web site hosting agencies to address hardware or software issues affecting web sites. • Confer with management or development teams to prioritize needs, resolve conflicts, develop content criteria, or choose solutions. • Create searchable indices for web page content. • Create web models or prototypes that include physical, interface, logical, or data models. • Design and implement web site security measures such as firewalls or message encryption. • Develop and document style guidelines for web site content. • Develop databases that support web applications and web sites. • Develop or implement procedures for ongoing web site revision. • Develop or validate test routines and schedules to ensure that test cases mimic external interfaces and address all browser and device types. • Develop system interaction or sequence diagrams. • Develop web site maps, application models, image templates, or page templates that meet project goals, user needs, or industry standards. • Document technical factors such as server load, bandwidth, database performance, and browser and device types. • Document test plans, testing procedures, or test results. • Establish appropriate server directory trees. • Evaluate code to ensure that it is valid, is properly structured, meets industry



	<p>standards and is compatible with browsers, devices, or operating systems.</p> <ul style="list-style-type: none">• Evaluate or recommend server hardware or software.• Identify or maintain links to and from other web sites and check links to ensure proper functioning.• Identify problems uncovered by testing or customer feedback, and correct problems or refer problems to appropriate personnel for correction.• Incorporate technical considerations into web site design plans, such as budgets, equipment, performance requirements, or legal issues including accessibility and privacy.• Install and configure hypertext transfer protocol (HTTP) servers and associated operating systems.• Maintain understanding of current web technologies or programming practices through continuing education, reading, or participation in professional conferences, workshops, or groups.• Monitor security system performance logs to identify problems and notify security specialists when problems occur.• Perform or direct web site updates.• Perform web site tests according to planned schedules, or after any web site or product revisions.• Recommend and implement performance improvements.• Provide clear, detailed descriptions of web site specifications such as product features, activities, software, communication protocols, programming languages, and operating systems software and hardware.• Register web sites with search engines to increase website traffic.• Renew domain name registrations.• Research, document, rate, or select alternatives for web architecture or technologies.• Respond to user email inquiries, or set up automated systems to send responses.• Select programming languages, design tools, or applications.• Write supporting code for web applications or websites.• Write, design, or edit web page content, or direct others producing content. Applications. May convert written, graphic, audio, and video components to compatible...
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Work Area Assessment



Office Furniture and Equipment	
Desk	YES
Comfortable chair	YES
File cabinets	YES
Overhead and work lighting	YES
Fireproof safe	YES
Paper shredder	YES
Photocopier	YES
Wastebasket	YES
Recycling bin	YES
Alarm system	YES
Fire extinguisher	YES
First-aid kit	YES
Computer Hardware and Accessories	
Desktop computer and monitor	YES



Keyboard and mouse	YES
Printer	YES
Modem	YES
Notebook computer	YES
CD writer	YES
PowerPoint projector	YES
Digital camera	YES
Handheld organizer	YES
Surge protector	YES
Computer locks	YES
Scanner	YES
Computer Software	
Word processing software	YES
Virus protection software	YES
Accounting software	YES
Desktop publishing software	YES
Contact management software	YES
Website building and maintenance software	YES
Payment processing software	YES
E-commerce software	YES
Inventory management software	YES
Communications	
Telephone line	YES
Internet connection	YES
Toll-free line	YES



Desk telephone	YES
Fax machine	YES
Cordless telephone	YES
Answering machine/service	YES
Cordless headset	YES
Speakerphone	YES
Pager	YES
Tape recorder	YES
Cellular telephone with internet features	YES
General Office Supplies	
Business cards	YES
Envelopes	YES
Stationery	YES
Imprinted advertising specialties	YES
Postage stamps	YES
Printer cartridges	YES
CD and floppy disks	YES
Pencils and pens	YES
Printer paper	YES
Cleaning supplies	YES
Fax paper	YES
Notepads	YES
File folders	YES
Stapler	YES
Scissors	YES



Employee Self-Assessment

I can work without regular monitoring/supervision.	YES
I'm comfortable working alone.	YES
I can independently identify required work products.	YES
I can successfully plan my work production schedule.	YES
I can communicate any hindrances to successful completion of a task or project in sufficient time to allow for alterations that improve the opportunity for success.	YES
I am knowledgeable about our organization's procedures/policies.	YES
I am fully aware of Departmental Information Technology security.	YES
I meet my deadlines.	YES
If telework will be at my residence, the residence has an appropriate work environment.	YES
I'm willing to provide my own equipment if company- furnished equipment is not available.	YES
I am computer literate.	YES
I have successfully completed any/all telework training required	YES



Recommendation

I recommend the following implementation steps.

- 3 month trial period
- Implementation date 1/1/2013
- review date 4/1/2013

During the Trial period my expected deliverables are

- Job Task listed in my Job Assessment
- Maintain communication through email or phone with supervisor and coworkers
- Meet all expected deadlines and communicate any issue that will affect any deadlines

During my trial period there may be days where my presence in the office may be required; I will make an effort to coordinate my telework days around those days. I have attached a calendar outline of my telework schedule which also includes these days.

Work Impact: If allowed to telework I will make arrangements with my coworkers, Tim Allen and David Reed, to cover any areas that I can't cover on my telework days, if needed.

Final Thoughts

Given the increase in unintentional instances where weather, geographical or health emergencies can have a negative impact on anyone's work week as well as the improvements in online technology, we should seriously consider the possibility of allowing employees to work from home.

