



MASTER ELECTRICIANS AUSTRALIA'S DIGITAL BUSINESS KIT

Telework Implementation Plan

1. This implementation of telework fits our business goals in the following ways:

2. The executive support/champion for this plan:

3. The number of team members who want to telework and how often:

4. The type of telework arrangement each team member wants (summarise here, attach a copy of each team member's proposal):

5. The specific skills and capabilities I need to develop to be an effective manager of a team that includes teleworkers and how I will do this:

6. The training my employees need and how will this be provided (summarise here, attach a copy of each team member's training requirements):

7. The identified optimal technology solutions or how I will determine them to suit my team and my purposes (if the former, attach a technology solutions strategy that has been worked out with IT specialists; if the later provide the relevant details):

8. IT technical support to teleworking team members will be provided by (summarise here, attach a technology support strategy that has been worked out with IT specialists):

9. The communication protocols that are agreed and established to support collaboration across the team when some are teleworking are:

10. Work-life balance issues are addressed in the telework agreements (attach telework agreements)



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11. Telework requests are to be assessed according to:

12. Remote work environments will be assessed according to:

13. The main topics covered in the telework agreement are:

14. The telework arrangements are reviewed (nominate time period):

15. Review of telework arrangements are linked with performance assessment processes by:

16. The budget for this implementation plan includes (summarise here the types of costs you will need to include):
