# REMOTE TEAMS WORKING CHECKLIST MAINTAINING BUSINESS CONTINUITY

# Devices, Display, Docks & Peripherals

Do your remote users have access to mobile devices? Do they require a second display? Will they be more productive using a dedicated keyboard and mouse?

# **Remote Worker Security**

Are your employees working from home on an unsecured WiFi network making your organisation's devices  $\delta$  data exposed? What protection are you providing them today?

## **VPN - Secure Virtual Private Network**

Does your VPN infrastructure support the required number of remote users in your organisation that will be accessing the corporate network?

### Video & Team Collaboration

Do you have a scalable video conferencing solution that will enable you to deliver town hall (one to many) meetings? Can it bring internal  $\delta$  external teams together to collaborate?

# **Training**

Are your methodologies for collaboration harnessing current best practices?

Do you require one to many training for your teams to shift to remote working?

#### Sound and Vision

Do your users have cameras, headphones with a microphone that will enable them to collaborate remotely and participate in video conferencing?

## File Sharing

Do you have a secure system in place to enable remote file sharing and collaboration? Does your system require secure layer authentication?

# **Help Desk Support**

Are you equipped to support your remote workers ICT requirements and escalations? Do you require additional level 2 or 3 help desk support for multi layered infrastructure?

## Remote Reception / Help Desk

Do you have the capability of a remote receptionist / helpdesk for physical visitors?

## **Staff / Visitor Tracking**

Do you have the capability of tracking all site visitors across all sites and entry points?

## **Quality of Service / Bandwidth Prioritisation**

Sydney

Are you equipped to support the increase in internal network services consumption? Has your network bandwidth been analysed and optmised to support a remote teams?

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