Remotely Manage your Teams Time and Tasks Efficiently
INTRODUCTION

• Remote Work Environment
  - Privilege
  - Growing trend
  - Greater leeway in how and where we work
  - Cost effective to employers

Work is something we DO, not a place that we GO

INTRODUCTION contd…

- Advantages of Remote Work Environment

- FAMILY
- FREEDOM
- SAVE GAS
- TRAFFIC
- MORE PRODUCTIVE
- FLEXIBILITY
- LESS STRESS
INTRODUCTION contd…

• Disadvantages of Remote Work Environment

- No Privacy
- Recognition
- Social Contact
- Excess Work

Working from home is both awesome and horrible

MOTIVATION
INTRODUCTION contd…

• Challenges
  – Building right team
  – Manage the team Efficiently
  – Data Security
Whom to Hire and How?
Building Right Team

- Resume Selection
  - Prior work environment
  - Desired skills

- Interview Process
  - Telephonic
  - Video Conference
  - Face to Face
Global Teams

• Budget constraints

• Legal Issues

• Finding right resources

• Continuous round the clock productivity
Remote Team Management
Meetings

- Agenda
- Video Conference
- Face to Face at least once a year
- Weekly Team Meeting
  - Only relevant team members
  - Offline meetings that needs elaborate discussion
- One to One Meeting
Communication

• Question is a question
• Over communication better than under communication

• Email
  – As an documented evidence
  – Use judgment whom to include
  – Copy lead on all internal communication
  – Must include signature with contact information
Communication

- **Instant Messenger**
  - Quick chat / Screen share
  - Encourage team to set status appropriately
  - Tag the colleagues to learn their work style

- **Phone**
  - Verbal communication for quick answer
  - Expected to be available over phone during work
  - Drop an email documenting the outcome
Work Allocation and Status Tracking
Work Allocation and Status Tracking

• Use tools to analyze the metrics
• Global teams – Production and Validation to same team

• Shared Work Load
  – Assess strengths of each team member
  – Monitor the work load
  – Lead programmer – Allocate time to guide and monitor team
Work Allocation and Status Tracking

- Track Work Progress
  - Increase team meetings when nearing timelines
  - Every team member to drop a summary of status everyday
  - Use tools like JIRA, RALLY to track status
  - Requesting detailed timesheet
    - Can be used in designing Metrics
    - Study the reasons for increased time
    - Effective utilization of every team members time
    - Will prompt team members to request work

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Study</th>
<th>Task</th>
<th>Detail Work Notes</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>27-Dec-18</td>
<td>Study 101</td>
<td>SDTM Production</td>
<td>VS -1hour, Ae -2hours, MH -2hours, EX -3hours, CO -3hours, DM -4hours, FA -1hour</td>
<td>8</td>
</tr>
<tr>
<td>Friday</td>
<td>28-Dec-18</td>
<td>Study 101</td>
<td>SDTM Validation</td>
<td>Plan for next week: Delivery for study 101 is on Wednesday 02Jan2019 and addressing study 102 comments are in pipeline which may need 2 days</td>
<td>8</td>
</tr>
</tbody>
</table>
Work Allocation and Status Tracking

• Dedicated Project Manager

- Lead Programmer
- Access permissions
- Cross functional teams
- Budget constraints
- Resource allocation
- Client communication
- Planning Timelines and tracking

I am a Project Manager and I can help you.
Limit The Use of System to Authorized Personnel Only
System Security

• How Confident are you about system security
  – Accessed by authorized person?
  – Sensitive results
  – Software installations by user

• Use fingerprint reader / Facial recognition
• Display picture on profile
• Software installations only by IT team
Take Home Message
Conclusion

- Little Modifications to current process
  - Equal load share
  - Work-Life Balance
  - Improved Metrics

- Miracles can be observed by
  - Implementing video calls
  - Requesting detailed timesheet
  - Upgrade security
Acknowledgements
Questions