

TECHNOLOGY REVIEW

Briefing Paper
Series 1, Vol.1

DWC
David Wood
COMPANY

REMOTE WORKING FOUR ESSENTIALS

Global trends indicate a growth in remote working driven by employee demand from, digital nomads, Millennials and Gen-Z'ers; and organisation flexibility in the face of economic change.

Traditional models are moving to hybrid workplaces, with the aid of digital technologies.

The benefits of embracing a remote workforce come from embracing a larger potential resource pool, potential productivity gains, and a global 24/7 operation.

Working from home may offer team members increased productivity, decreased turnover, greater work satisfaction, improve wellbeing through greater autonomy, and a better work-life balance.

In this briefing paper, we discuss four essential tools that will have you and your team collaborating and working in harmony, wherever they are based.

480 St Kilda Road
MELBOURNE VIC 3004
ACN 624 529 488
+61 0411 103 110

david.wood@davidwoodcompany.com.au

www.davidwoodcompany.com.au



"In the new landscape, there are essentials which must be taken into consideration."

Remote work would not be possible without great tools that help organisations collaborate, communicate, and work virtually.

The right technology can help keep the team connected and engaged, from the most straightforward applications like email and a shared drive to the innovative collaboration, communication and task management remote working systems.

Cloud-based Systems

Cloud-based systems, SaaS, IaaS, iPaaS, help your business work more efficiently - from anywhere in the world, access applications and collaborate seamlessly and securely with a single sign-in, sharing files with regular back-up - from anywhere on any device.

Key technologies include Microsoft Office 365, Google G-Suite, Zoho Suite, Microsoft Azure Cloud, Amazon AWS Cloud Google Drive, & DropBox.

Team Collaboration & Communications

Face-to-face communication web and video conferencing, messaging apps and collaboration platforms help to increase a virtual team's connection and team productivity. Live data sharing, virtual meetings, and sharing tasks, and live idea and brainstorming sessions are essential for remote team collaboration through cloud-based applications.

With video conferencing, chat, messaging, and the comprehensive collection of productivity apps, organisations can collaborate and manage tasks no matter where they are located, at any time.

Key technologies include Facebook Workplace, Microsoft Teams, Google Hangouts, Slack, Trello, Canva, Skype, Zoom, GoToMeeting & WebEx.

Project & Task Management Tools

Task and project tracking applications are essential to a remote workforce; the technology is not so much about time; instead, it is about fostering an atmosphere of mutual accountability and project management.

A cloud-based project management tool replaces photos of whiteboards, sticky notes, and multiple versions of project schedules with a single shared task and cloud-based project tracking system that includes features to manage work assignments with remote teams.

Key technologies include Jira, Monday.com, Wrike, Asana, Basecamp, ClickUp, MS Project, Smartsheets, & Time Doctor.

Mobile Tools

Operating a remote office requires the right equipment to complete the assignment, collaborate with colleagues and engage clients.

Key technologies include Mobile Phone, Laptop, Broadband Internet & Mobile Wi-Fi, Wireless Headset, and remote console for I.T support services.