

**"Pants Optional" Webinar**  
**Keep your team working together**  
**....from home**



Learn more  
[info@bigforktech.com](mailto:info@bigforktech.com)



**Our Team**



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# TIME



**The Coronavirus Outbreak  
Has Become the World's  
Largest Work-From-Home  
Experiment**



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# Make It Work: Best Practices



- Set Up
- Execution/  
Management
- Outlook

# A Look Back: But Not Too Far

Between 2015 and 2017, companies like Apple, Yahoo, Bank of America, Aetna and IBM were reducing or completely eliminating their telecommuting programs.

WHY?



# How to Set It Up: Due Diligence

- Make a plan that considers flexibility for optimum team member success.
- Provide the needed tools for success.

# Equipment/Technology: Invest in Reliable Tools

- laptops, sufficient memory; appropriate design and editing materials; CRM; analytics.
- High-speed internet connection (usually 3-5 megabits)
- Wifi range extender to cover the dead spots
- Telephone headset
- Video collaboration – zoom, google docs
- Microsoft windows, antivirus software, adobe flash, adobe reader
- Printer
- Encourage team members to set up a separate space
- Encourage team members to set up a structured day





# MANAGE YOUR REMOTE TEAM

- **set clear expectations**
- **create predictability**
- **be accessible**

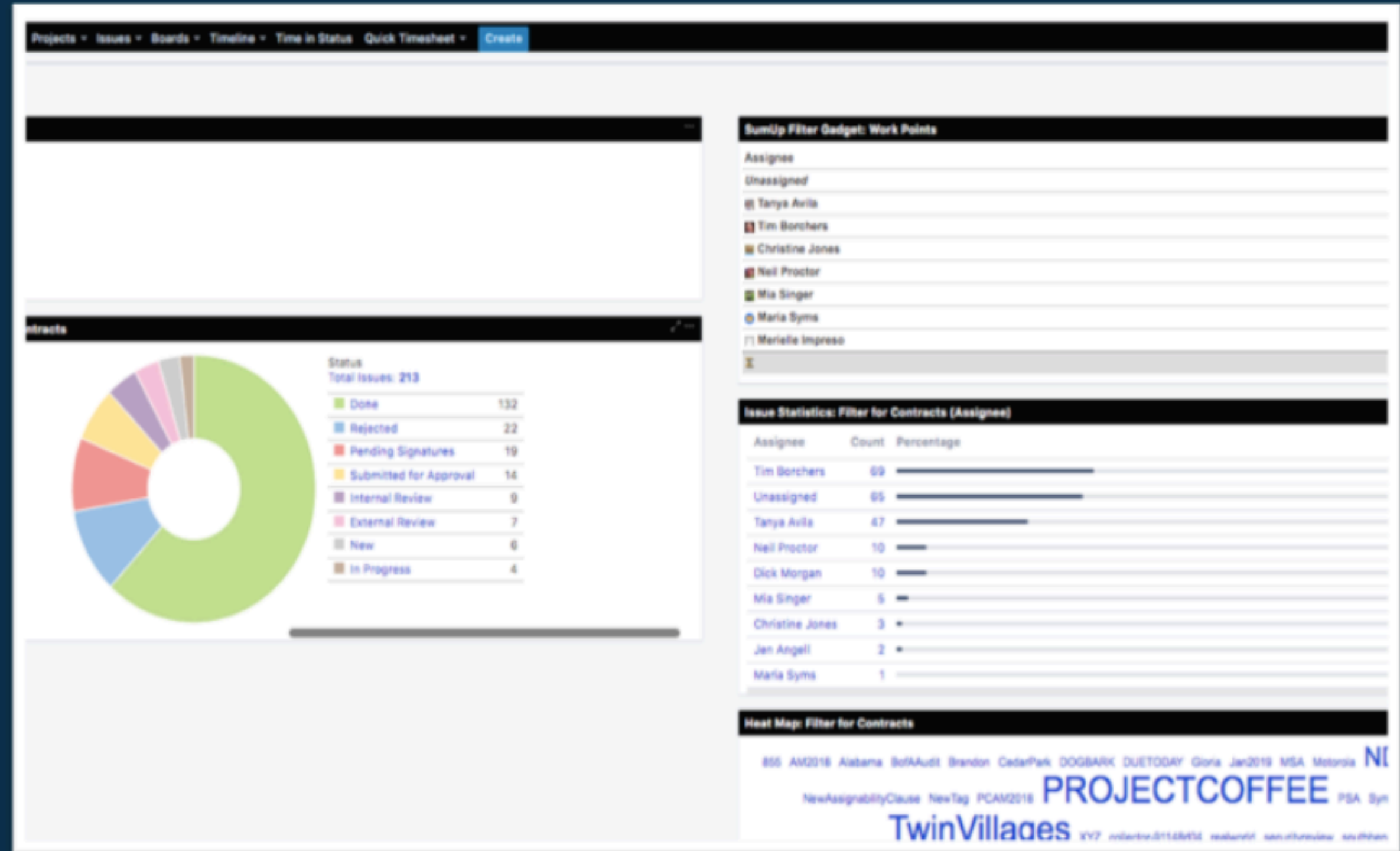


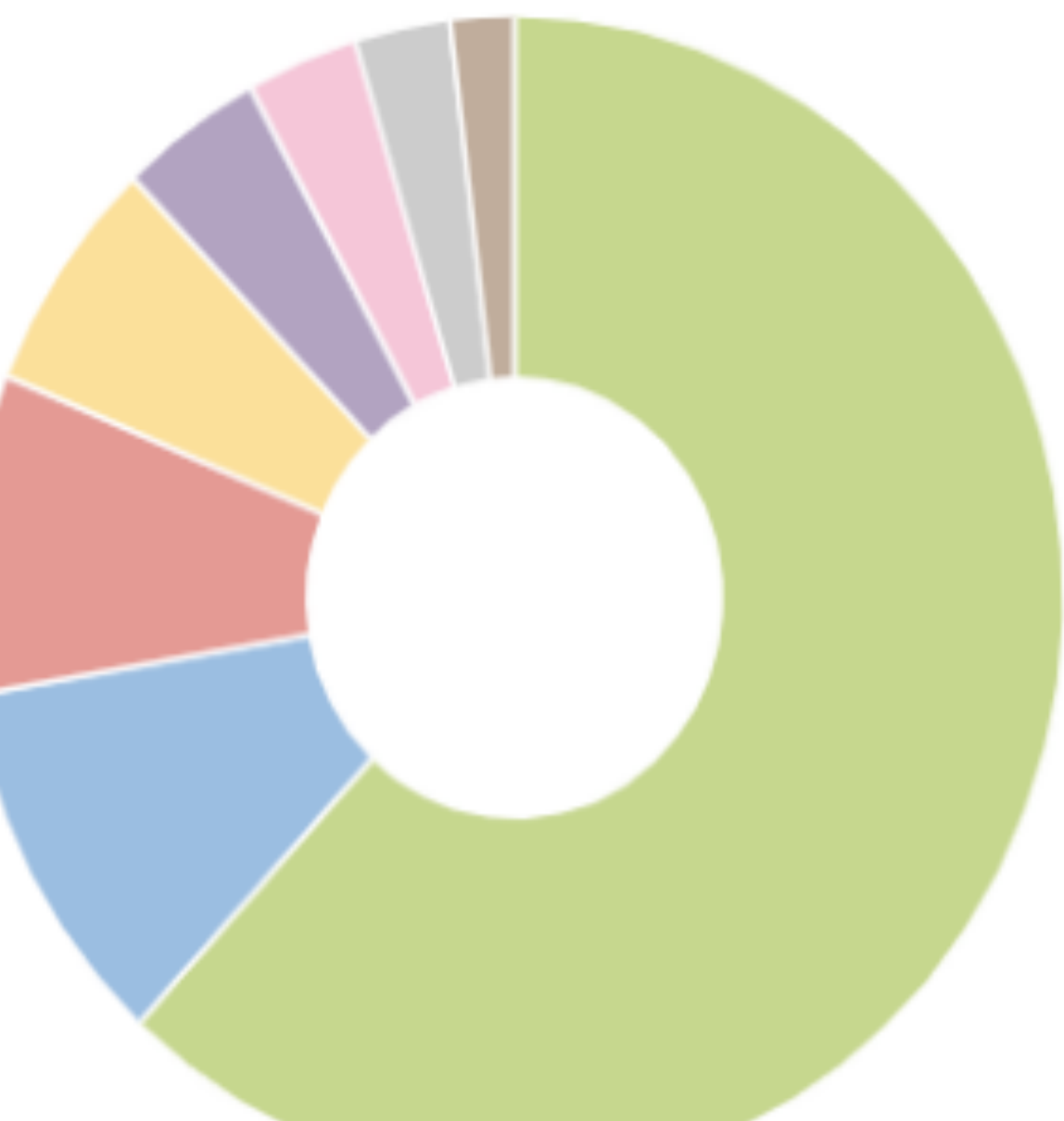
# Set Clear Expectations

- Clear lines of project accountability.
- Clear expectations on company's purpose.
- Set monthly, quarterly and yearly performance goals and other targets for “hitting it out of the park”.

# Goodbye spreadsheets ... hello ALOE

- Customized visual reporting.
- Quick glance at department activity.
- Show status of all projects in one place.
- View based on permissions.





## Status

Total Issues: 213

<span style="color: green;">■</span> Done	132
<span style="color: blue;">■</span> Rejected	22
<span style="color: red;">■</span> Pending Signatures	19
<span style="color: orange;">■</span> Submitted for Approval	14
<span style="color: purple;">■</span> Internal Review	9
<span style="color: pink;">■</span> External Review	7
<span style="color: gray;">■</span> New	6

QUICK FILTERS: Assigned to Tanya Only My Issues Recently Updated

NEW REQUESTS 15

ASSIGNED 9

INTERNAL REVIEW 10

EXTERNAL REVIEW 9

SUBMITTED FOR APPROVAL 12

PENDING SIGNATURES 14

▼ Expedite 2 issues

CON-272  
Argo AI demo agreement  
31/Jan/19  
Argo AI  
Generic Contract

CON-293  
Spark NDA  
14/Nov/18  
SparkCognition  
NDA

▼ Everything Else 67 issues

CON-356  
NDA for DOS licenses for Microsoft  
None  
Microsoft  
NDA

CON-208 NDA for Disney 6.2...  
CON-225  
Renegate the expired contract  
16/Aug/19  
Sub-task

CON-163  
Contract - Tanya  
31/Jul/19  
DLA Piper  
Generic Contract

CON-165  
NDA for July Conference  
15/May/18  
Association of Corporate ...  
NDA

CON-343  
car lease for CEO  
31/Jul/19  
Lexus of Scottsdale  
Generic Contract

CON-260  
Event Agreement review  
25/Jan/19  
Hilton Hotels  
Vendor Contract

Type: All Internal Review Assignee: All Contains text Search Advanced

Contracts | CON-227  
Test

✎ Edit Comment Assign More Approve Reject

Details

Type: Generic Contract  
Priority: Medium  
Status: Unresolved  
Resolution: None  
Fix Version(s): None

Attributes

Affects Version(s): None  
Components: None  
Labels: None  
Work Items: 3

Description

Created by JLM via e-mail from: "Rose Boveus" <rose.boveus@pdpinesolutions.com>

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- **Never Miss Another Deadline with Automated Notifications and Renewals**
- **Track All Document Changes and Approvals with Integrated Email and DocuSign**

- RECENT BOARDS
- Hearings
  - Contracts
  - Intellectual Property
  - Marketing
  - General
  - View all boards

NEW 2 NOTICE TO PARTIES 1 CONFERENCE 1 SCHEDULE HEARING 1 DISCOVERY 1 SUBPOENA 0

HEAR-7  
DC v Marvel  
DC v. Marvel  
12345678911  
None

HEAR-8  
notice to parties  
DC v. Marvel  
12345678911  
27/Jun/19 10:30 AM

HEAR-1 San Antonio v. Austin  
HEAR-2  
provide notice to parties  
San Antonio v. Austi  
12345678910  
27/Jun/19 10:30 AM

HEAR-1 San Antonio v. Austin  
HEAR-4  
Pre-Hearing Conference  
San Antonio v. Austin  
None  
27/Jun/19 10:30 AM

HEAR-1 San Antonio v. Austin  
HEAR-5  
Schedule Hearing  
San Antonio v. Austin  
None  
27/Jun/19 10:30 AM

HEAR-1 San Antonio v. Austin  
HEAR-3  
Discovery  
San Antonio v. Austin  
None  
27/Jun/19 10:30 AM

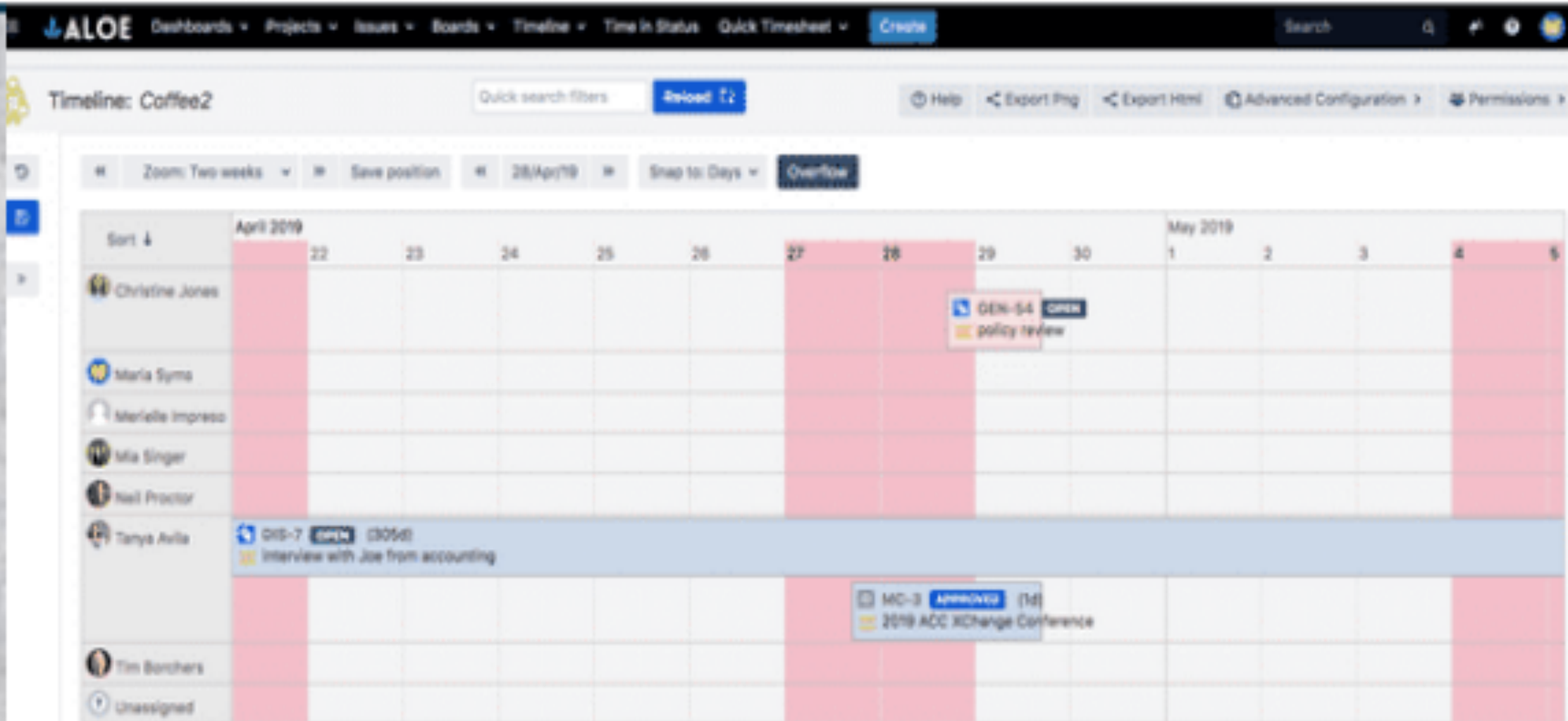
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## SumUp Filter Gadget: Work Points

Assignee	Work Points ↑	Issues
<i>Unassigned</i>	200	28
Tanya Avila	38	23
Tim Borchers	22	20
Christine Jones	8	5
Neil Proctor	5	3
Mia Singer	3	2
Maria Syms	3	4
Merielle Impreso	0	2
<b>Σ</b>	<b>279</b>	<b>87</b>



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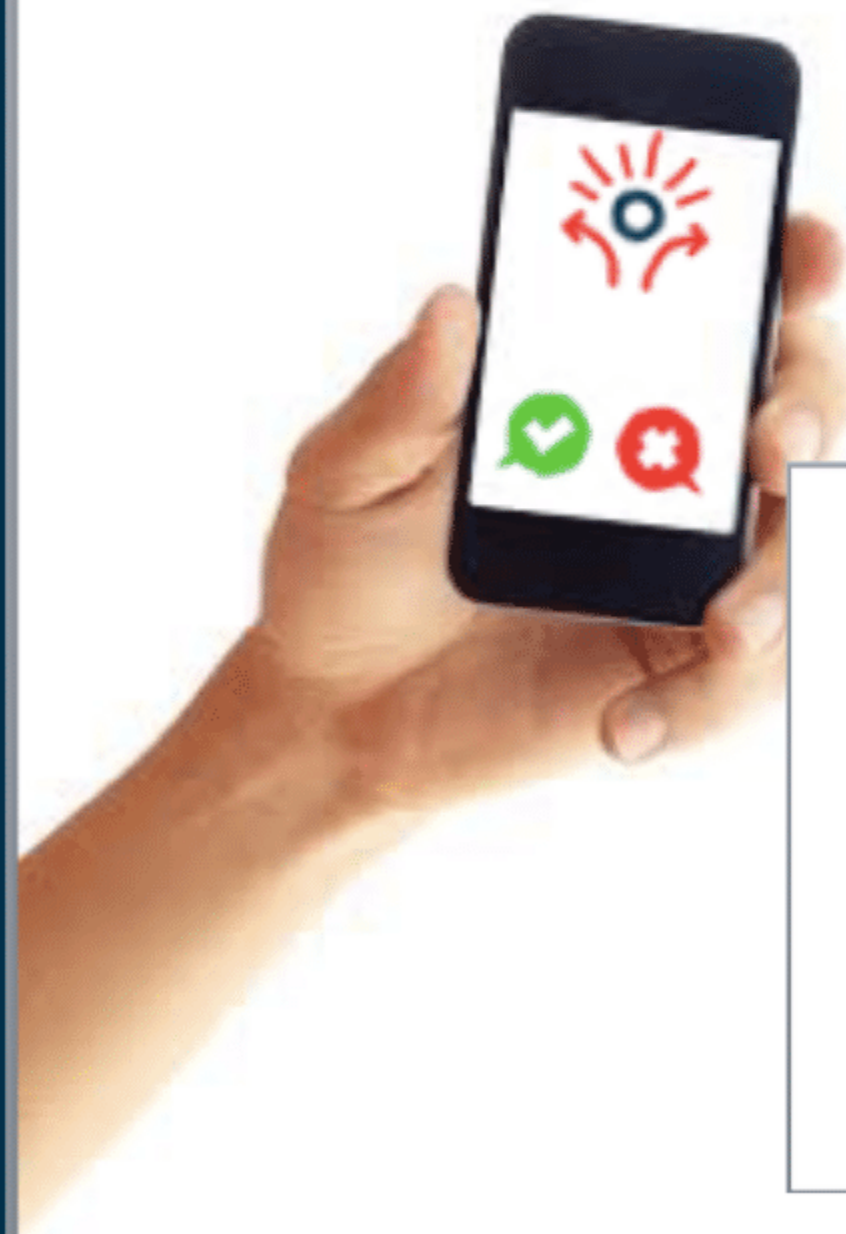


# Foster Communication and Collaboration

- Set communication policy and engage daily.
- Weekly/monthly/quarterly face to face meetings
- Create uniformity with templates.
- Communicate productively

# COLLABORATION EASY WITH INTEGRATED EMAIL AND EASY APPROVALS - YOU CAN WORK REMOTELY

## Easy Approval Process



- Mobile App – no login required
- Outlook/Gmail
- Approvals/Rejections/Negotiations
- Encrypted Messages for security



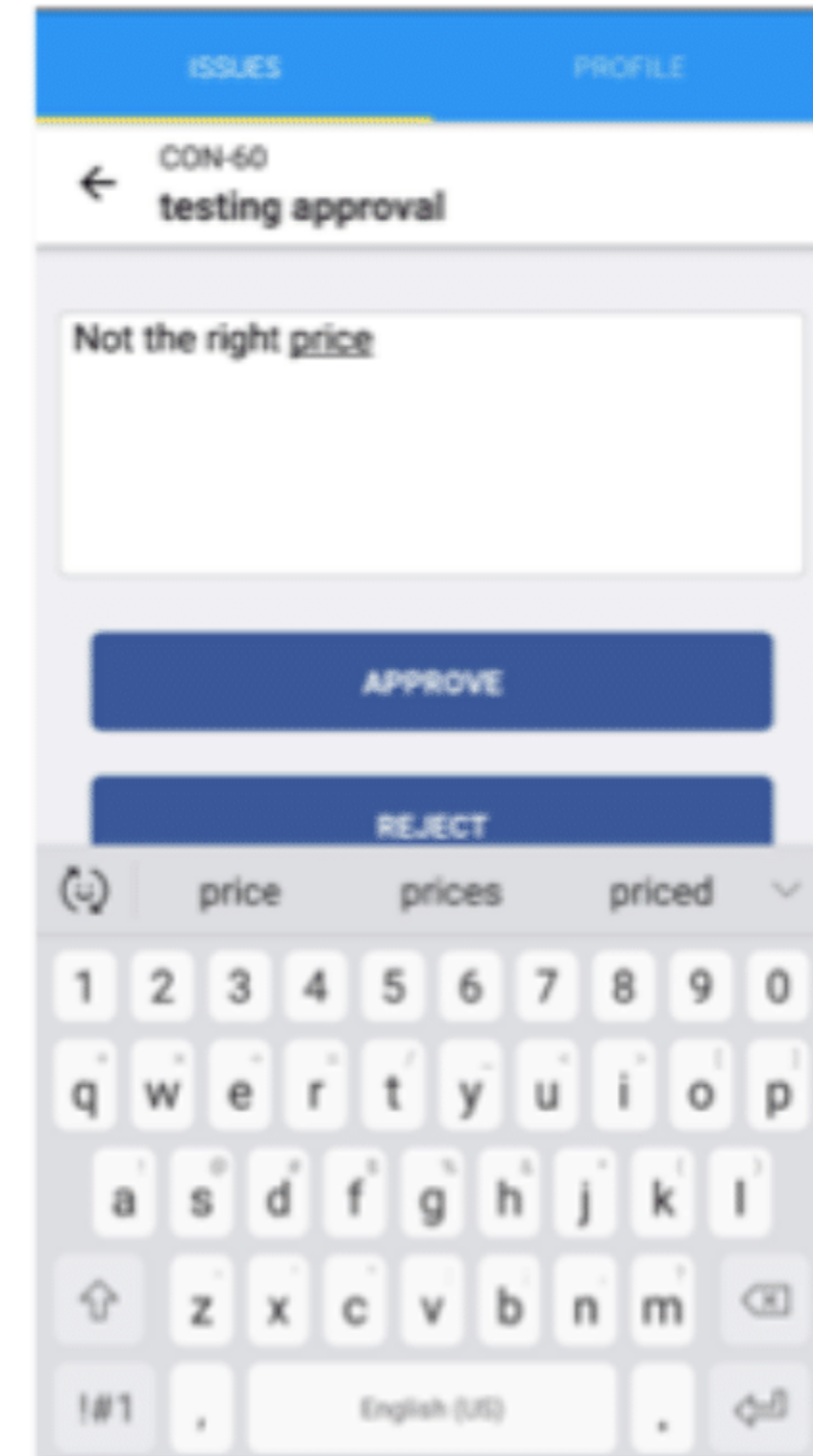
Intake request, export templates and create new issues from Outlook



Sales can request NDA or contracts easily. Enjoy competitive cost savings!



Visibility to know what's been sent for signature, signed and what is pending



# Nurture Familiarity and Community

- Encourage impromptu water cooler moments – weekend plans, kids, etc.
- Social bonding builds empathy, trust and camaraderie
- Be inclusive





# Focus on Goals

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- Focus less on what is being done and more on what is being accomplished.
- If not meeting goals, recalibrate.
- Prioritize.



# Work/Home Balance

- Plan, plan, plan... set up a schedule and post it
- Alternate childcare and work throughout the day with a spouse or partner
- Stock up on crafts and board games
- Encourage children to practice an instrument, read a book or explore a hobby.
- Incorporate exercise – bike ride or yoga
- Once off the clock, have a phone free evening
- Practice patience



# Do's and Don't's of Remote Working

## DO

- Procure the necessary technology for success.
- Reserve time for casual conversation to foster trust.
- Establish a communication schedule.
- Set goals with clear expectations and track performance.
- Use video technology for spontaneous interactions.

## DON'T

- Evaluate job performance any differently than the way you'd assess a co-located colleague.
- Worry about constant in person meetings.
- Forget to acknowledge the work of remote workers.



# The Road Ahead: The New Normal

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While COVID-19 will be over – remote working will be here forever – what you learn now will become best practices in the long term.





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**Thank you!**

Questions or comments, please  
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