

# How remote ready is your team?

Before you can integrate new remote developers onto your existing team you have to evaluate how remote ready you are. Do you have employees who work remotely on a regular basis? Full time? Part time? Are they able to work as effectively as devs in the office?

Fill out this scorecard below and tally up your score at the end to see how you did:

Criteria	Yes	Somewhat	No
<b>COMMUNICATION</b>			
All meetings have conference links with video and audio			
There is a way to contact other devs in real time (Slack, etc)			
There is time set aside for 1:1 discussions between devs and managers			
Your interview process can be conducted entirely remotely (coding and all)			
Expectations around communication and availability have been set			
Plan of actions and steps in case of an emergency or being out of contact for extended periods			
<b>TOOLS</b>			
All code can be accessed remotely			
There is a secure way to access company resources (VPN)			
Devs have laptops powerful enough to work remotely			
All staging and dev servers are accessible remotely if necessary			
Devs can expense home office materials			
<b>CULTURE</b>			
Devs are judged on clear metrics, not time in the office			
Managers are given training so they can actively monitor and support their team			
Tribal knowledge isn't prized, it's viewed as something to be documented			
There are spaces that foster knowledge sharing and team bonding			
Devs are shown they are cared for not and check ins include well being and employee satisfaction			

## REMOTE READINESS SCORECARD

There are 16 criteria on this scorecard, tally up all your YES marks.

### **IF YOUR YES COUNT IS > 12**

You are remote ready and just need to tie up a few loose ends to enable success with a remote development team.

### **IF YOUR YES COUNT IS BETWEEN 8 - 12**

You are not remote ready but you can get there. See which categories need the most work and focus on those with respective department heads.

### **IF YOUR YES COUNT < 8**

You have a ways to go. Put together a small task force representing various departments: engineering, employee experience, IT, and a senior leader. Tackle these issues as a team and implement new processes to memorialize and educate within the company.

For your **SOMEWHAT** counts, you probably are doing this ad hoc with unwritten rules but don't have a formal, company policy. For all criteria, it is important to establish these policies at the company level with senior leadership buyin. This clears up gray areas, which can often lead to feelings of playing favorites.