# FAS Telework & Workspace Program: What to Expect When for Change Champions

## As of April 13, 2021

### Planning for post-pandemic work:
- ✔ Share survey with targeted remote staff *(March 30-April 7)*

### Helping FAS managers plan:
- ❑ Share survey data with managers *(late April)*
- ❑ Distribute Telework and Workspace Planning Guide, a resource for managers *(late April)*
- ❑ Communicate with your department about planning for shared onsite workspaces *(early May)*
- ❑ Share proposed FAS standard approach to equipping employee onsite and at-home work environments *(late May/early June)*

### Planning for post-pandemic onsite space:
- ❑ Assist department in testing onsite space prototypes to make adjustments based on user needs *(June, July)*
- ❑ Assist department in testing features in online space scheduling system *(August, September)*

### Helping FAS managers prepare for ongoing telework/hybrid work:
- ❑ Share training and resources for using collaborative technologies effectively *(August)*
- ❑ For units that will primarily be telework, clean out current space *(July/August)*

### Go live and beyond:
- ❑ Assist with transition to onsite workspaces, including how to reserve a workspace *(October)*
- ❑ Assist with check and adjust cycle to regularly assess and improve the onsite and remote work experience for staff *(October – ongoing)*