

# Remote Work Roadmap

by the GIR Diversity and Inclusion Work Group

Group on  
Information Resources  
GIR



## Analysis

Consideration of organizational **Change & Cultural Readiness** in addition to technical capacity to implement telecommuting

## Sponsorship

Identify **leadership** supportive of the remote work methodology & willing to engage in the rollout and share proposal

## Framework

Validate technical **standards** & platform capacities such as VPN, communication & collaboration tools like Skype, Teams, or Slack

## Pilot

Conduct **trial** period to test, modify, and confirm objectives. Reanalyze the process set forth & adjust accordingly

## Adoption

Fully **implement** revised program. Update formal policy to reflect changes. Congratulate & thank involved & impacted staff

This document was created by the GIR Diversity and Inclusion Work Group and is intended to inform and improve an understanding of telecommuting and enhancement of remote working environments. All content reflects the views of the GIRDI Work Group and does not reflect the official position or policy of the AAMC unless clearly specified.

## Business Case

Draft **Charter** for planning to define purpose, benefits, risks, ROI, scope, tech requirements, and roles & representation etc.

## Consultation

Involve key **stakeholders** who will oversee the rollout and function as change agents within the department or organization

## Guidelines

Create & share initial definition regarding **logistics** such as format, expectations, schedule, resources, & outcomes

## Insights

Intentionally gather **feedback** & concerns from everyone involved including customers. If possible, compare measurable metrics

## Expansion

**Share** results with constituents. Offer new or expanded options or opportunities to team, department, or organization

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