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24 March 2020 - dwp|remote
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Remote Work: Thailand

Considerations in Thailand

Hierarchical

Communal

Home environment varies greatly

Remote Work: Systems

Cloud based

Cloud / server (Google / Microsoft 365), security requirements, type of business

Add ons - Human Resources, Finance Systems, CRM, Approval, Drive Access,

Mobile capability - App based

Remote Work: Implementation

Announcement

Set the Tone | the reasons for the changes and its impact on the company and employees

Clear & Concise | don't complicate it, make it short and to the point so that all understand

Directive & Empathetic | strike the right leadership tone for your company.

[dwp|remote Australia Management Announcement](#)

[dwp|remote work policy](#)

[dwp|remote good work practices](#)

Remote Work: Implementation

Three key elements

Announcements

Continuity

Information





Remote Work: Implementation

Continuity

Establish ongoing structure and protocols

Company, office, project, client level

Leadership expectations

-  18-0229-CPMC-Remote 39m
Waralak: Lets check in Google M
-  dwp AU Remote 42m
Cameron: Thanks Nathan
-  dwp ME Remote 42m
You: Have a great day dwp Midd
-  dwp VN Remote 43m
Charlie: Hi Guys, Quang is still av
-  dwp TH Remote 45m
You: Have a great day Thailand I
-  17-1130 Sheraton Bahrain... Mon
Shawna Lane: We are still in the
-  18-0711-OZO WATERGAT... Mon
Teerathan: ครับ
-  dwp_ID_VN Remote Mon
Pascal: **Link to construction det**
-  dwp ML Remote Mon
Anja: Thanks Scott, shall do.

Remote Work: Implementation

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[dwp | remote good practices](#) click here

"We are maintaining business continuity and have the technology and systems to enable remote working. If anyone has received medical advice to self isolate then we ask that you let your studio director know."

Communications

Chat & Video Conferencing

Hangouts (Classic **not** Chat) will be our primary communications tool along with Google Meet.

We have created the following Hangouts Groups

Regional [dwp ME Remote](#) [dwp AU Remote](#) [dwp NA Remote](#)

Studios [dwp TH Remote](#) [dwp SG Remote](#) [dwp VN Remote](#) [dwp MN Remote](#)

[dwp BB Remote](#) [dwp NW Remote](#) [dwp SY Remote](#) [dwp ML Remote](#)

Projects 20-0000-ProjectName- Remote *sample only*

Project leaders please request a Hangouts Group for your project team via Zendesk Naming will be this format
20-0000-ProjectName-Remote

Project : [17-0100-Mutual Bank-Remote](#)

REMOTE APPS

- [HUBSPOT](#)
- [BAMBOO](#)
- [WFM TIMESHEET](#)
- [OPEN ASSET](#)
- [BIM360](#)
- [3CX FREE TELEPHONE](#)
- [DWP APP STORE](#)

IT SUPPORT & HELP

- [IT ZENDESK](#)



Remote Work: Implementation

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20-0000-ProjectName-Remote

Project : [17-0100-Mutual Bank-Remote](#)

Telephone - Our Free Global Phone App

3CX is our global telephone system including virtual PABX.

Visit this link to the [3CX page](#) or use the app on your mobile. Need help to install on your iPhone or Android devices contact IT on ZenDesk

UPDATE Your Remote Contact details

Please update your remote and emergency contacts at [BambooHR](#)

Laptops & PC

IMPORTANT: PLEASE DISCUSS WORKING REMOTELY WITH YOUR STUDIO LEADER PRIOR TO ARRANGING WITH IT TEAM.

1. Take your "dwp PC or laptop" from the office to home including using Revit (Preferred Option)

Firstly discuss working from home with your studio leaders and then fill out the "work | remote" form [LINK HERE](#) and request a PC to take home.

Take the PC home or to a remote location and connect the PC to your home internet. The PC or Laptop will

Remote Work: Implementation

One source of information - dwp|remote

3CX

Enter Name or Number...

Smartphone Available

Allow Notifications
Turn on desktop notifications

People

Contacts

Chat

Call History 2

Voicemail 1

Schedule Conference

WebMeeting

Switchboard

Settings

Help

All Groups

FAVORITES

Australia

Bahrain

Bangkok

Dubai

Extension

Search ...

CM

Cameron Martin

61151

Available

IS

Ivana Simkovic

61154

Available

Ana Knezevic

61251

Available

DP

David Pollard

61255

Available

KA

Kellie Adler

61259

Available

MC

Michael Church

61262

Available

PC

Phillip Culpan

61265

Available

VV

Valentina Vitali

61269

Available

Birgitt Dixon

61351

Available

GS

Geoff Street

61355

Available

IV

Lynn Van Dievoort

Available

Carol Leung

61152

Available

Olivia Tedone

61157

Available

Andrew White

61252

Available

GS

Golbarg Shokrpour

61256

Available

Kris Tanoyo

61260

Available

NE

Nicole Eadie

61263

Available

SM

Spencer Murdoch

61267

Available

CM

Crystal McQualter

61270

Available

DB

David Brian

61352

Away

GS

Graham Smith

61357

Available

Ron Bridgefoot

Available

Doug Rice

61153

Available

Peter Valencic

61158

Available

AG

Anja Grant

61253

Available

JM

Jake Martin

61258

Available

MH

Michael Hegarty

61261

Available

PD

Percy Damian Lopez

61264

Available

Stephen Cheney

61268

Available

AC

Anthony Cheng

61350

Available

Genevieve Hoeben

61354

Available

KU

Kristy Utz

61360

Available

Ryan Murray

Available

Help



Remote Work: Learnings

Learnings

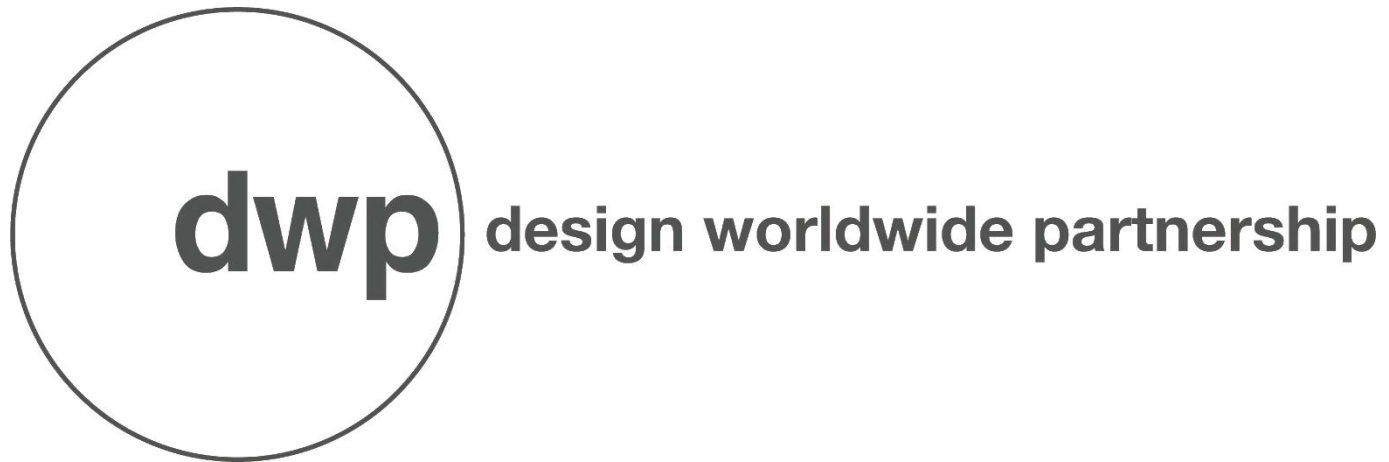
Systems are key

Ensure challenges addressed quickly

Establish policy and routine

Provide ongoing leadership

The next stage? Delivery, New Clients.



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Thank you