

Telework Proposal

Objective

Describe the business requirements of teleworking.

Scenario

Your small- to medium-sized business has just been awarded a large marketing design contract. Because your office space is limited, it has been decided that it would be a good idea to hire teleworkers to help with the contract.

Therefore, a very general teleworking program must be designed for your company due to anticipation of company growth. As more contracts are awarded, you will revise and expand the program to fit your company's needs.

Develop a basic telework proposal outline for your company to consider as groundwork for a telework program.

Resources

- World Wide Web access
- Word processing software

Step 1: Research documented telework programs using the Internet.

- a. Notate information found to be important to established telework programs and record the source URL's of this research.
- b. At a minimum, include the following proposal areas:
 - 1) Telework tasks to be considered.
 - 2) Employee selection methods to be used.
 - 3) Equipment that may be needed by the teleworker.
 - 4) Possible communication methods.
 - 5) Techniques that could be used to evaluate the telework program.

Step 2: Design a basic telework program requirements outline.

Step 3: Share your proposal with another student, the class, or another group.