



Work From Home Plan For COVID-19

Few Rules To Follow

- There will be two standup meetings per day, at the start and end of the day. It will be compulsory to attend the standup meetings and report the progress of the daily tasks.
- You should be available over Slack/Skype throughout the day.
- Make sure that you over-communicate to avoid any assumptions or misunderstandings.
- If you are planning to travel outside Pune, make sure that you inform your Manager and HR about it. As our business comes across frequent deadlines and changed priorities, whenever required you should be able to report in the office within a day or two.

Few Rules To Follow

- If you are not able to work for the day or do not finish the task for the day, it would be marked as a leave for that day at the discretion of the Manager.
- Office will remain open, so anyone who is not comfortable working from home can come to office.
- It is your responsibility to make your meetings effective and get clarity from your Manager and team. At each meeting, ask yourself if you are clear on everything.

Checklist

- Steady internet connection.
- Resources like laptop/computer, mobile device for testing, cables, etc.
- Phone numbers of your team members.
- Discuss with your Manager about your daily tasks, stand up timings and reporting process.

Checklist

- Personally make sure that your home environment is set so you can work effectively.
- Even we advice to take a printout or write down your goals and put it on your work desk at home.

Best Practices For Work From Home

- Immediate response to anyone within the team. For this you need to have all the required communication apps installed on your mobile.
- Be proactive in reporting. Drive your own reporting.
- Come well prepared for the standup meeting calls. Start planning for your meeting at least 15 mins before the call.
- If you are going to be away for sometime, inform your team in advance.



**Remember, Work From Home Is
Not Work Of Home :)**



Stay Safe, Avoid Crowded Places