

# Strategic Work From Home Checklist

## Step-by-Step Guide to Phase 1 (**Connect**)

What started as mild concern has developed into a pandemic. The implications are far reaching. While this is a novel situation with a high degree of uncertainty, there are specific things that should be considered, and this checklist is here to help. Converged Technology Group has developed a **Strategic Work From Home Framework** which addresses the various phases which we believe an organization will need to identify and address in order to successfully implement a Work from Home strategy. Our Work From Home Framework is broken down into the following four phases:

- **Phase I (Connect)** addresses Connectivity, Secure Remote Access and Voice
- **Phase II (Optimize)** addresses Optimized Connectivity, Highly Secure Remote Access and Collaboration (Video, Document Sharing, Teaming)
- **Phase III (Maximize Productivity)** addresses Utilization Analytics, User and Entity Behavior Analytics
- **Phase IV (New Normal):** Re-optimize, Business Continuity Planning Revisited, Highly Collaborative Office & Work From Home, Cloud (CapEx vs. OpEx) and Advanced User and Entity Behavior Analytics

This Checklist is the first in the series which will focus on the **Connect Phase** of the Strategic Work From Home Framework.

### 1. Do you have Internet Based Connectivity?

Reliable Corporate Internet Connectivity (Business Class)

Employee Home Internet Connectivity  
(Consumer Class [Broadband, Mobile Hotspots, etc.] )

The appropriate amount of Internet bandwidth to support the increased demand

## 2. How will you provide Secure Remote Access into your organization?

The existing edge firewalls have enough capacity to support the increased throughput requirements

If using VPN Tunnels, your existing edge firewalls can support the required amount of simultaneous tunnels

If using Virtual Desktop Infrastructure, the existing infrastructure can support the required amount of simultaneous sessions external to the organization securely

If using legacy Remote Desktop Access, the solution that is currently in place can support the required amount of simultaneous sessions external to the organization securely

The appropriate amount of licensing on hand to support the new demands

## 3. How will you provide Voice Communications to your organization?

The existing on premise Voice Infrastructure can provide secure communications over the Internet via physical phones or softphones

The existing Voice Communications is Hosted in the cloud

Mobile Phones will be used



We're ready to help make  
your work-from-home setup  
a long-term success.

Contact us today at  
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or give us a call at **212-324-4050**  
to learn how.