CONVERGED
TECHNOLOGY GROUP

Strategic Work From Home Checklist

Step-by-Step Guide to Phase 2 **(Optimize)**

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 second in the series which will focus on the **Optimize Phase** of the Strategic Work From Home Framework.

1. Do you have to upgrade your Internet Based Connectivity?

☐ Corporate Internet (Business Class) Bandwidth Upgrades and Redundancy based on the production data analysis

☐ Home Internet (Consumer Class [Broadband, Mobile Hotspots, etc.]) Upgrades and Changes based on End-User experience

2. How will you optimize the Secure Remote Access into your organization?

Upgrade the edge firewalls to support the increased throughput requirements

Upgrade the edge the edge firewalls to support the required amount of simultaneous tunnels

Implement QoS to limit the amount of bandwidth VPN users can consume

Implement split tunneling securely through the use of cloud Secure Internet Gateways

Implement remote User Security through the use of cloud Secure Internet Gateways

Implement Access Security to provide User Trust (MFA), Device Trust, Adaptive Authentication & Policy Enforcement and Secure Single Sign-on

Upgrade the Virtual Desktop Infrastructure to support the required amount simultaneous sessions external to the organization securely

Upgrade the legacy Remote Desktop Access solution to support the required amount simultaneous sessions external to the organization securely sessions external to the organization securely us sessions external to the organization securely

Purchase the appropriate amount of licensing to support the new demands

3. How will you expand Voice Communications to Collaboration for your organization?

Extend the on premise Voice Infrastructure to provide secure communications over the Internet via physical phones or softphones for Voice and Video

Upgrade the on premise collaboration edge to support the increased load

Implement Audio/Video Conferencing and Web Collaboration solution providing users with a rich remote meeting experiences

Implement a Team Collaboration solution providing users with Voice/Video Interactions, Teams & Spaces (Secure Document Sharing) and Collaborative White Boarding capabilities

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

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