

5 Tips To Managing Remote Project Teams

"According to a Gallup survey, between 2012 and 2016, the number Of people working remotely four or five days a week rose from 24 percent to 31 percent."



PUT THE GROUND WORK IN

- ☐ Make sure your team fully understands what they are trying to achieve and the project goals and objectives. Establish timelines, objectives, vision and project expectations.

TRUST THE PEOPLE YOU HIRE

- ☐ Whether it's an outsourced team or company employees working remotely
- ☐ Instill trust in your project team, Put together a strong, dedicated team of individuals who are motivated and pro-active and can work autonomously.

PROMOTE FREQUENT COMMUNICATION

- ☐ Keep in touch With your team using instant messaging, conference calls and the phone. Obtain feedback to make changes and improvements, increase team motivation and communicate updates.

HOLD TEAM MEMBERS ACCOUNTABLE

- ☐ Establish roles and responsibilities within the team, as well as deadlines for particular tasks to be completed to ensure everyone understands how their work impacts other members of the team.
- ☐ Assign a team leader who can communicate deadlines and help keep your team in check.

MAINTAIN PROJECT VISIBILITY

- ☐ Use project management software to keep work organised. Create central and fully accessible location for your project that is visible to the entire team.
- ☐ Share documents and information online across multiple teams and locations.

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