

VIRTUAL TEAM MANAGEMENT

• CHECKLIST •

If you've ever managed a virtual team member or an entire remote team before, you know how difficult it can be to keep everyone aligned. We've created a checklist of the processes, tools, and mindsets you'll need to create solutions for those challenges and keep your virtual team on point.

PROCESSES



STANDARDIZED ON-BOARDING

A How-To packet of info for new hires.



OPERATIONS DOCUMENT

Steps on where to turn or what to do next to keep work going.



COMMUNICATION GUIDEBOOK

Guidelines on how to communicate with the team.



CONTACT INFORMATION SHEET

Details on how to contact all coworkers.



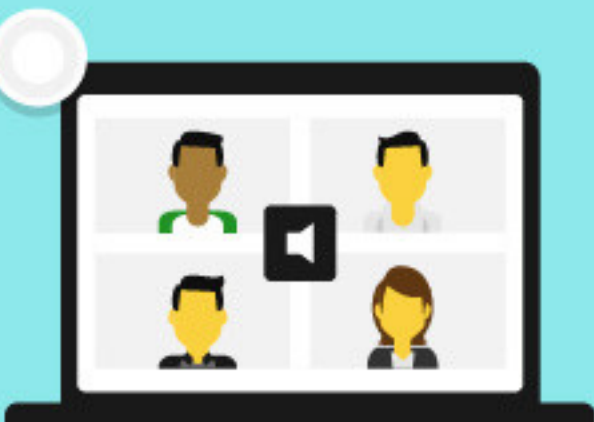
REGULAR MEETINGS

Schedule them with individuals and with the entire team.



MONTHLY OR QUARTERLY REVIEW

To measure and provide big-picture feedback about team and individual progress.



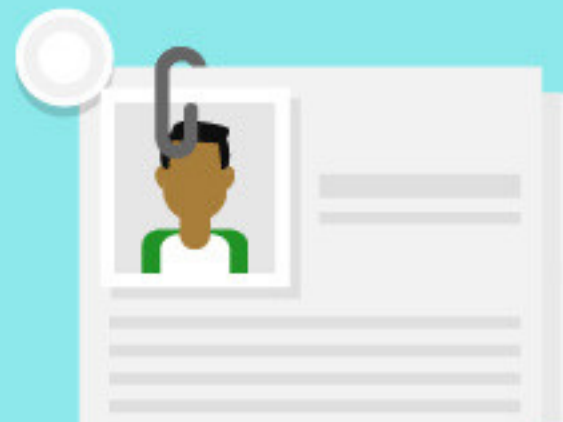
FACE-TO-FACE TIME

Pay for people to come together once in a while for team building events. Or, use video calls in lieu of voice calls.



TIME ZONE SENSITIVITY

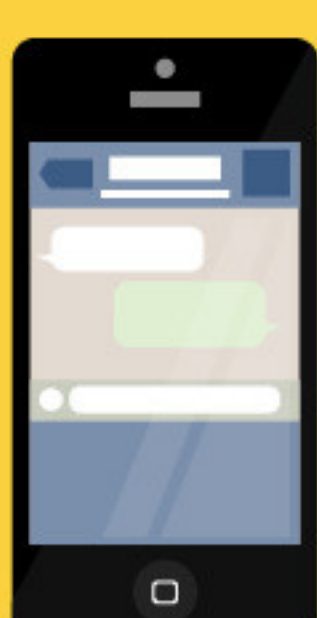
Rotate meeting times so the same people aren't always waking up early or staying up late.



SMART HIRING

Always test if new hires are cut out for the virtual work with an evaluation period.

TOOLS



INSTANT MESSENGER

So you can "run into each other in the kitchen" or share funny links you found on the internet.



SCREEN CAPTURE

So you can "point" at your screen and say, "This is what I saw!"

SCREENSHARING

So you can show colleagues what's on your screen right now.

COLLABORATION

So you can easily work together on task planning and execution.



CLOUD FILE SHARING

So you can store relevant files and people can access them at any time (e.g. contact information list, communications guidebook, operations document).

MINDSETS



CELEBRATE ACHIEVEMENTS

Work extra hard to make sure your isolated team feels appreciated. Celebrate every small and large achievement.



BE AVAILABLE

Can people come to you for help? Consider regular weekly online office hours.

BE CLIQUE-AWARE

Your existing team might be resistant to a new hire. Go out of your way to include new employees in the informal chatting and bonding.



ENCOURAGE CHATTING

Humans are social creatures. Share life updates, fun news, and celebrity gossip. Casual bonding strengthens a team and keeps ideas flowing.



EMBRACE DIFFERENCES

Don't allow your team to view cultural differences as setbacks or barriers. Encourage varied opinions.

ALLOW FLEXIBLE WORK HOURS

Let people to work at their best hours of the day, not your best hours of the day.



RUNNING A VIRTUAL TEAM OFTEN TAKES MORE WORK THAN RUNNING A CO-LOCATED TEAM

BUT IT ISN'T IMPOSSIBLE.

IF YOU CAN CHECK OFF EVERY ITEM ON THIS LIST, YOUR VIRTUAL TEAM IS WELL ON ITS WAY TO SUCCESS.



Want to learn more about running a virtual team? Download our PDF guide:

bit.ly/virtualteammgmt

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