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Planning Checklist

Having decided that you want to go ahead, the next step is to plan your introduction of flexible working. This needs to take account of the various issues involved, including those related to HR, technology and business processes.

You will also need to assign roles to those members of the company who will be involved with the project.

Check List

Date Complete	Task
	1) Project Planning – decide on the project control mechanisms
	a) Appoint a champion to oversee the introduction of flexi working
	b) Completed cost benefit report
	c) Establish procedures to manage / record costs
	d) Establish a timescale for the project
	e) Establish a change control process for the project
	2) General
	a) Decide/select what flexible working areas you plan to introduce
	b) Establish the success/completion criteria for the project
	3) HR
	a) Establish selection criteria to identify staff to work flexibly
	b) Identify general training requirements for staff managing flexi workers
	c) Identify general ICT training and support requirements for flexible workers
	d) Identify H & S training requirements for flexible workers
	e) Flexible working policy in place



	f) Resolve where Insurance responsibilities lies - for equipment in the home and people and equipment in transit.
	g) Establish exit procedure when flexi working is not proving effective for an individual
	4) Technical
	a) Identify the central ICT infrastructure required
	b) Identify the Flexi workers ICT requirements
	c) Identify Security / backup issues
	d) Identify remote support issues and procedures
	5) Business Processes
	a) Complete the review of the flexible workers role
	b) Inter 'office' communication process finalised
	c) Reassignment of any tasks no longer covered by flexible worker
	d) Arrange regular team meetings

In planning what you will do you may find that your initial estimate of costs may need to be revised, or that what you believe is possible may change. If this is significant it may require you to revisit the 'Costing & Justifying' stage.

Remember any time spent planning will reduce the number of surprises later and is likely to make implementation go more smoothly.