



Suggested Action Plan And Time Line

Tasks

Timeline

1. Gain Management Commitment	Month 1
2. Select a Telework Coordinator	Month 1
3. Form Steering Committee	Months 1-2
4. Develop Policies	Months 2-3
5. Assess Costs and Savings	Months 2-3
6. Develop Agreement	Months 2-3
7. Select Teleworkers and Supervisors	Months 3-4
8. Implement Program	Ongoing
9. Train Participants	Month 4
10. Evaluate and Troubleshoot	Pre- and Post-, Intervals