

LULLABOT PRESENTATION

100% Remote

7 Tips to Successfully Manage a Fully Distributed Workforce

About Me

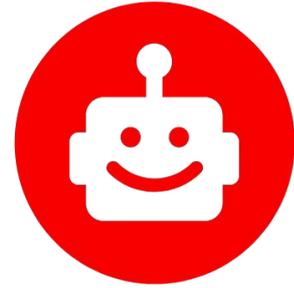
Technical project manager at design and development agency supporting enterprise, nonprofits, education, government.

- Certified ScrumMaster®
- Web developer since 2004
- Likes reading, hiking, baking
- Fun fact: adopted two cats last year



About Lullabot

- Lullabot built some of the first household-name Drupal sites and was pivotal in the platform's widespread adoption.
- Since then, the company has gone on to create some of the largest and most well-known digital experiences that use Drupal.



Lullabot[®]

About You

- Pronouns
- Location
- LinkedIn account
- Check-in question



[@bourbonandkona](https://www.instagram.com/bourbonandkona)



People First...





Practice Compassion



Respect Boundaries



Foster Safety

Hey Monica S. Flores, we need you to confirm your email address. [Confirm email](#) · [Rem...](#)

IBM Selector Tool Free Private Invite

In Progress (4 max)

- Scheduling Testing / QA
- Figure out and document browser/OS constraints
- Figure out and document a11y requirements
- + Add another card

Testing

+ Add a card

Complete

- IAAS Investigation
- Backlog
- Active sprints
- Releases
- Reports
- Issues
- Components
- Delegated Project Admin

Figure out

Enqueue jira

Investigat

Planning f

Can feasit

+ Add ar

PROJECT SHORTCUTS

- github.com repo
- Figma Design-In-Progress
- Tugboat.qa
- Figma Design Reviews (client)

Design Reviews: IBM Nurture Video Landing [View only](#)

Reviews

- Renewed User Landing
- New 872 - Play screen
- New 872 - Landing
- New 872 - Looped Intro
- New 320 - Play Screen
- New 320 - Landing
- New 320 - Looped Intro
- Updates
- Tablet
- Mobile
- Looped User
- Looped Play Screen
- Looped User Landing
- Looped Looped Intro
- Renewed User
- Renewed Play Screen
- Renewed Looped Intro
- Active User
- Active Play Screen
- Active Looped Intro
- New User
- v8 Visual Design
- Rectangle 78
- Looped Intro
- Once the user arrives they'll see a...
- Rectangle 77
- Play Screen
- Once the user hits 'Watch Video'...

Ana Barcelona commented on **SELECTOR-125 - Final Design QA Review**

Aubrey Sambor, Jim Vomero, Monica Flores

Hello!

I've completed the Final Design QA...

Here is the Tugboat link I was reviewing from

- <https://master-v20uporeleajkvtcdmaw1humoczpc1.du.tugboat.qa/>

And here is the paper doc with full feedback

- <https://paper.dropbox.com/doc/Selector-Tool-Final-Design-QA-Review-MVP--AypVNoGe81nCOG3vA4IUSN7ZAQ-QKbEaE9thpH7L6nxKALrr>

[Read more](#)

Yesterday Comment Watch

Ana Barcelona started progress on **SELECTOR-125 - Final Design QA Review**

Yesterday Comment Vote Watch

Jim Vomero commented on **SELECTOR-107 - Finalize product list**

This work is as-done-as-possible. There is still additional placeholder text in the JSON file. We will continue to work with IBM to fill these gaps. This work is captured in **SELECTOR-109**.

Yesterday Comment Watch

Jim Vomero changed the status to Done on **SELECTOR-107 - Finalize product list** with a resolution of 'Done'

Yesterday Comment Watch

Jim Vomero changed the status to Done on **SELECTOR-27 - Enable Chat Link** with a resolution of 'Done'

Yesterday Comment

Jim Vomero changed the status to Done on **SELECTOR-106 - Custom CTA labels** with a resolution of 'Done'

This task was completed in **SELECTOR-110**.

Yesterday Comment Watch

Last week most active

Key

SELECTOR

Category

Team Project

drive.google.com/drive/workspace

Search in Drive

Priority

- Ordering Selector Tool
- Productize 100% Remote - Sc...
- Customer Marketing Team - Sep...
- Prepared Agenda for meeting w...
- Go to 100% Remote - Search...

100% Remote

Suggested workspace

Ordering Selector Tool

Summer Plans / Camps

Prepared Agenda for meeting with...

Create your own personal workspace

Get back to focus and productivity working on one task at a time with your own workspace.

Create Workspace

#1: Set Expectations

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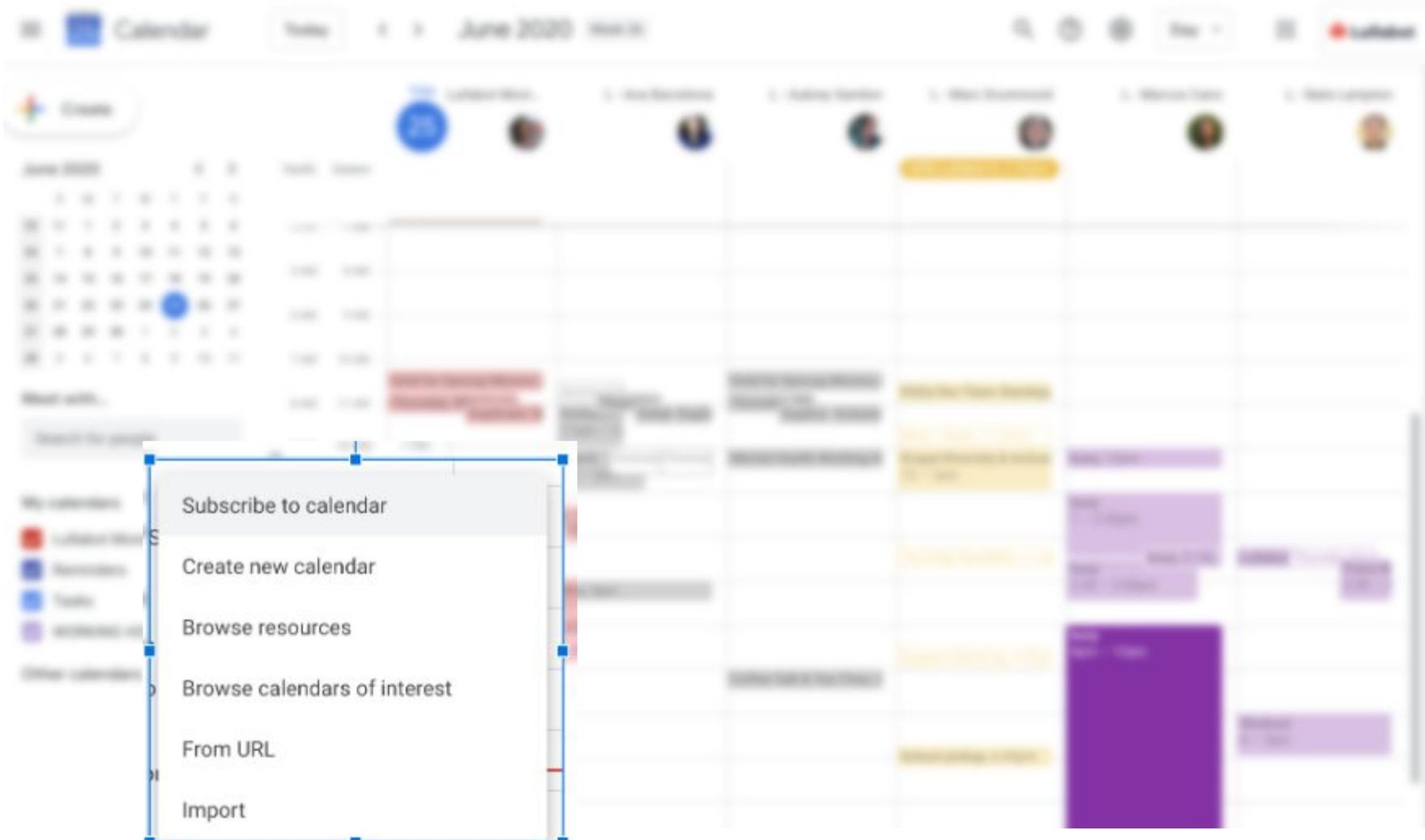
Introduction	1.1
Background	1.2
Company History	1.2.1
Where Did the Name come from?	1.2.2
Goals, Values, and Beliefs	1.2.3
Company Philosophy	1.2.4
Welcome	1.3
Getting Used To The Distributed Work Style	1.3.1
Your First Day	1.3.2
Your Lullabuddy	1.3.3
Tossed In The Deep End	1.3.4
We Don't Use The Term "Team" Lightly	1.3.5
Bot Directory	1.3.6
You Are Special	1.3.7
Communications	1.4
Overview	1.4.1
Internet	1.4.2
Telephony	
Email	
Mailing Lists	
Slack	
Yammer	
Dropbox	
The Daily Report	
Timekeeping	



Know Your Team:

- Would you like more or less feedback on your work?
- Would you like more or less direction from me?
- How is the workload?
- What aspect of your job you would like more help or coaching?
- What about my management style can I improve?

#2: Protect Time



#3: Create Routines

#townhall   ☆ | 👤 35 | 🗨️ 26 |   

Tuesday, March 31st

passed

https://en.m.wikipedia.org/wiki/Families_First_Coronavirus_Response_Act
that can be used if family members are sick or if school is closed? Currently slated to be effective April 2nd. (edited)

 **Wikipedia**

Families First Coronavirus Response Act

The Families First Coronavirus Response Act is an Act of Congress (H.R. 6201) meant to respond to the economic impacts of the ongoing 2019–20 coronavirus pandemic. The act will provide funding for free coronavirus testing, 14-day paid leave for American workers affected by the pandemic, and increased funding for food stamps. The bill was sponsored by House Appropriations Committee Chairwoman Nita M. Lowey (D–NY) and passed the United States House of Representatives early on March 14, 2020 before moving on to the United States Senate. President Donald Trump had voiced support for the legislative agreement. The Senate passed the legislation on March 18, 2020. Trump signed the bill into law late... [Show more](#) (717 kB) ▾



Message #townhall

 **B** *I*           

 **SLACK** 

Lullabot Slackbot

You asked me to remind you to "update the Project Roundtable notes paper.dropbox.com/doc/Projec...

 **SLACK** 

Lullabot Google Calendar

1 minute until this event: Project Round Table

#4: Invest in People



Monica Flores
Technical Project Manager

Request a Change

- Personal
- Job
- Time Off
- Event & Edu**
- Donation Match
- Emergency
- Documents
- More

Event & Edu

The annual event & education budget is USD 2,750 per Lullabot. The purpose of this budget is education and professional development. For instance, taking a Coursera course, a Udacity specialization, subscribing to an online training program, attending a local college, buying reference books, or attending or speaking at conferences.

The budget follows the calendar year and will reset in January. It does not roll over. The budget is for professional development, but personal development opportunities that are useful in your professional life may also be acceptable. Not sure if something qualifies? Email your manager and botsupport@lullabot.com. Exceptions can be made if you've received prior approval from your manager.

For the complete policy, please refer to <https://handbook.lullabot.com/employee-benefits/event-and-education-budget.html>

Professional Development

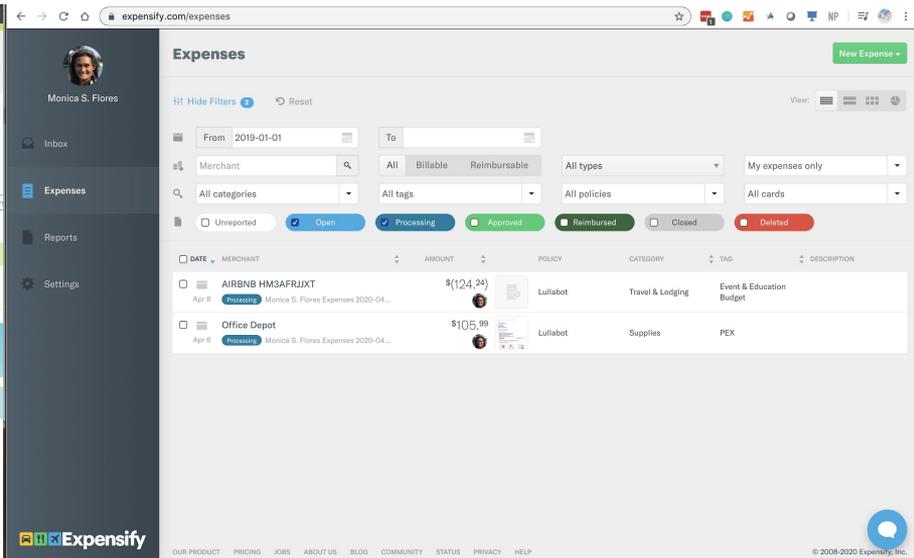
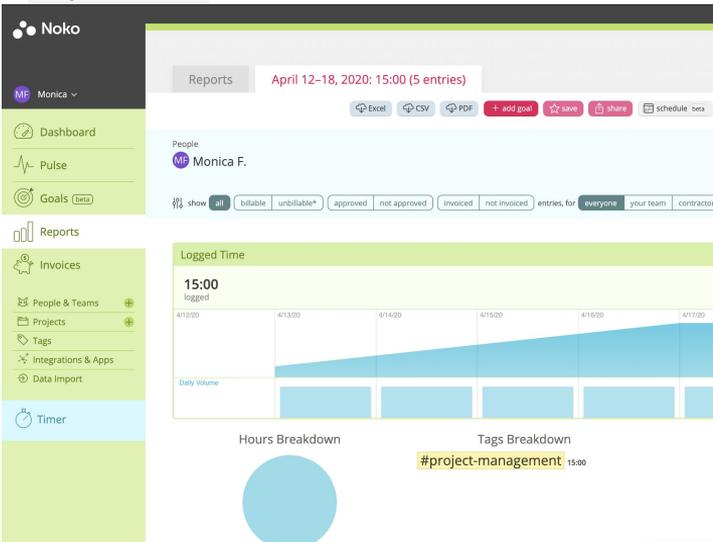
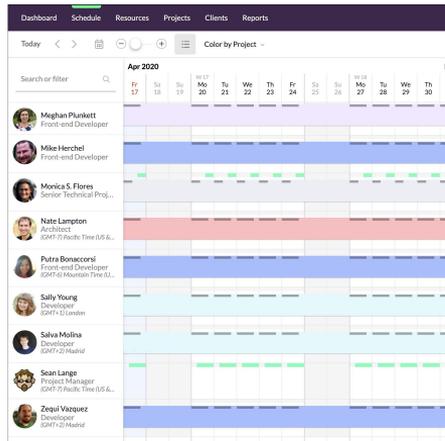
Hire Date

Jul 15, 2019
9m - 2d

Full Time

- Development Services
- United States

Manager



#5: Work in Groups

Pinned

Engineering Values Charter
Edited by Andrew Berry 11 months ago

Engineering Values Meeting Notes
Edited by Andrew Berry yesterday

Lullabot's Engineering Values
Edited by Darren Petersen yesterday

Staggered agenda on meetings, to promote asynchronous connection

12:00pm **1** Roll Call

12:05pm **2** Review Agenda (linked in Paper or Google Docs)

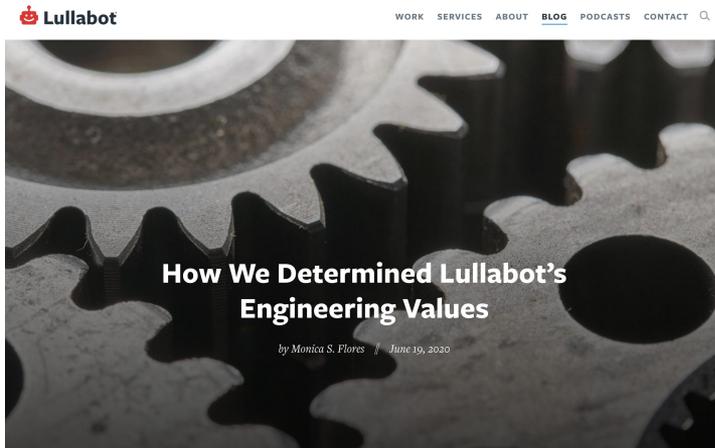
12:08pm **3** Governance

12:15pm **3 1** Leadership

12:22pm **3 2** Nominations

12:27pm **4** New Business

12:30pm **5** Wrapup / Next Meeting



#6: Document Actions



JIRA Dev Site:

- <https://...jects/SELECTOR/issues/SELECTOR-20?filter=allopenissues>

Design QA Review:

- [+Design QA - IBM Selector Tool](#)

Live Demo Master Site:

- <https://master-vz0upore...1du.tugboat.qa/>

Final product list & Icons to include v1:

<https://docs.google.com/spreadsheets/d/1LG9>

Final Delivered files

Design & Dev files:

- <https://docs.google.com/document/d/1NZ>

Project Case Study

Team Questionnaire

- [+Team Questionnaire](#)

Updated 2 days ago



#7: Listen to Others





1. Set Expectations

2. Protect Time

3. Create Routines

4. Invest in People

5. Work in Groups

6. Document Actions

7. Listen to Others

The GRAMMYs



filter by expertise

- ALL
- LEADERSHIP
- SALES & MARKETING
- ADMIN & HR
- PROJECT MANAGEMENT
- STRATEGY
- DESIGN
- DEVELOPMENT



Matt Westgate
CEO & CO-FOUNDER



Seth Brown
CHIEF OPERATING OFFICER



Brian Skowron
PRESIDENT



Jared Ponchot
CHIEF CREATIVE OFFICER



When the Grammys decided to change to the Drupal platform, I wanted to make sure we got the best in the business to build our flagship Grammy.com. A hundred million pageviews later, it's clear we made the right choice.

— Kevin Colligan, Former Managing Director of Digital Media, The Recording Academy

16%

of companies are remote-only

40%

of people feel the greatest benefit of remote work is the flexible schedule

25%

Lower employee turnover for companies allowing remote work

76%

of workers would be more willing to stay with their current employer if they could work flexible hours

4.3million

people in the USA work from home at least half the time

Questions & Feedback

Lullabot: www.lullabot.com

**Please:
Fill out the
evaluation form**