LULLABOT PRESENTATION

100% Remote

7 Tips to Successfully Manage a Fully Distributed Workforce

About Me

Technical project manager for supporting Customer Marketing at a Fortune 100 company.

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

About You

- Pronouns

- LinkedIn account

- "Quarantine Name"

- Something you're offering

- Something you're asking

- If I could, I would…

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.
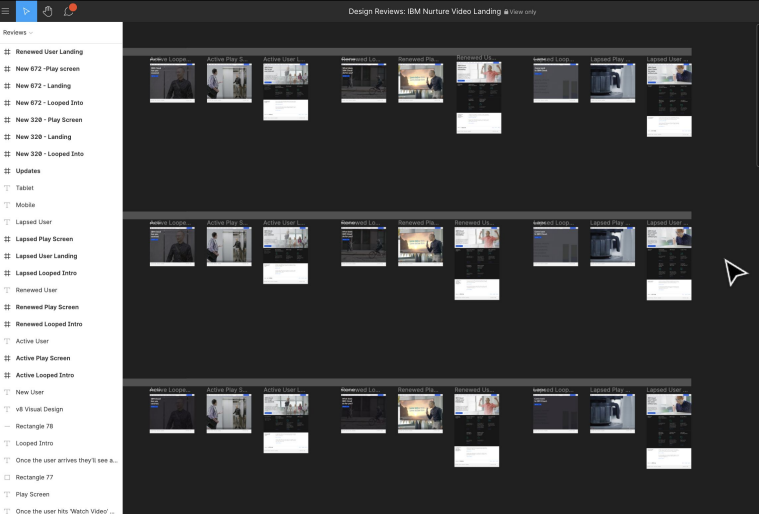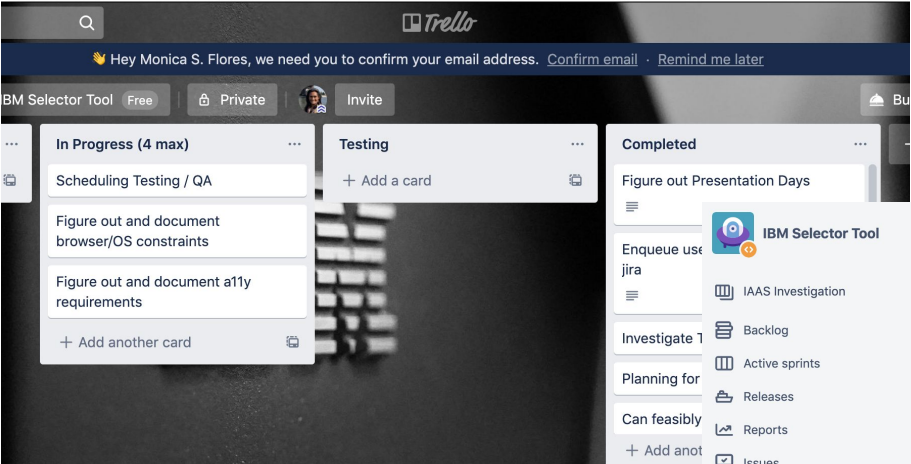
INSPIRE AND EMPOWER

BE HUMAN

KICK ASS

INVENT & INNOVATE

COLLABORATE OPENLY

HAVE FUN

Practice Compassion Respect Boundaries Foster Safety

LULLABOT + GOVCON 2020

People Over Tools

👋 Hey Monica S. Flores, we need you to confirm your email address. · Confirm email · Remind me later

🔒 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

Completed ···

Figure out Presentation Days

Enqueue use... jira

Investigate T...

Planning for...

Can feasibly...

+ Add anot...

IBM Selector Tool

IAAS Investigation

Backlog

Active sprints

Releases

Reports

Issues

Components

Project Admin

...UTS

...-Progress

...views (client)

...istration

Design Reviews: IBM Nurture Video Landing 🔒 View only

Reviews
- Renewed User Landing
- New 672 - Play screen
- New 672 - Landing
- New 672 - Looped Into
- New 320 - Play Screen
- New 320 - Landing
- New 320 - Looped Into
- Updates
- Tablet
- Mobile
- Lapsed User
- Lapsed Play Screen
- Lapsed User Landing
- Lapsed 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' ...

Yesterday

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-vz0uporeleajkvtcdmaw1humoczpc1du.tugboat.qa/

And here is the paper doc with full feedback
- https://paper.dropbox.com/doc/Selector-Tool-Final-Design-QA-Review-MVP-- AyPVNcGe81nC0G3vA4lU5N7ZAQ-QKbEeN9rhpH7L8nxKALrr

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

Tip #1 - Set Expectations

Table of Contents

15-inch MacBook Pro - Space Gray

With the following configuration:

2.6GHz 6-core 9th-generation Intel Core i7 processor, Turbo Boost up to 4.5GHz

Retina display with True Tone

Touch Bar and Touch ID

16GB 2400MHz DDR4 memory

Radeon Pro 555X with 4GB of GDDR5 memory

256GB SSD storage

Four Thunderbolt 3 ports

Backlit Keyboard - US English

Tip #2 - Protect Time

Tip #3 - Create Routines

Lullabot ⌄
● Monica S. Flores

Jump to...   ‹   ›

↑   Unread mentions

pets
philly
photos
podcast
podcats
security
socialmedia
surveillance
townhall
tugboat
vr
word-of-the-day

Direct Messages   ⊕
♥ **Slackbot**   1
● Monica S. Flores (you)
● Ana Barcelona
○ Aubrey Sambor
● Chris Albrecht 📝
● Helena McCabe
○ Jim Vomero
● Kat Shaw
□ Keith Halpin
○ Marcos Cano

＋ Invite people

Recent Apps
● Google Calendar

#townhall ✎
☆ | 👥 35 | 📌 26

🔍 showandtell ✕   @   ☆

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*   ~~S~~   <>   🔗   ⒈≣   ⦙≣   ≣   ⮐   Aa   @   😊

About this channel

ⓘ   **Channel Details**

✦   **Highlights**

📌   **26 Pinned Items**

👤   **35 Members**

● Ana Barcelona ●
● Angus Mak ●
● Ben Chavet ●
● Brian Skowron ●
● Cathy Theys ●
● Chris Albrecht ● 📝
● Dave Reid ●
● Eduardo Telaya ●
● Helena McCabe ●
● James Sansbury ●
● Jared Ponchot ●
● Jen Witkowski ●
● John Price Hannah ●
● Karen Stevenson ●
● Kat Shaw ●
● Marc Drummond ●

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Tip #4 - Invest in People

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Lullabot

Home   My Info   People   Files

Search...

Monica (M
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

For the complete policy, please refer to https://handbook.lullabot.com/employee-benefits

Professional Development

Date	Previous Balance	Purchase Amount	Description

Hire Date
Jul 15, 2019
9m - 2d

🖥 Full Time
👥 Development Services
📍 United States

Manager
Seth Brown

My Dashboard
Knowledge Center
People

Lullabot ▼

Home   One-on-ones

Heartbeats   Icebreakers

Your One-on-ones > Seth Brown - Apr. 20

Seth Brown

You meet every 2 weeks on Mondays 04:30PM EDT
Before each meeting, don't forget to review their Timeline & Social Facts

Apr. 20
04:30 PM

May. 04
04:30 PM

May. 18
04:30 PM

Shared agenda for **Monday, Apr. 20 04:30 PM EDT**

Reschedule this meeting   ...

Seth hasn't added what they want to talk about.

Here's what you'd like to cover   Edit

Personal connection

- How's life?
- What are you excited about lately?
- Anything have you worried or down lately?

Career direction

- What I'd like to learn in my current role?
- What can I do to help contribute to your success in your role as a manager?
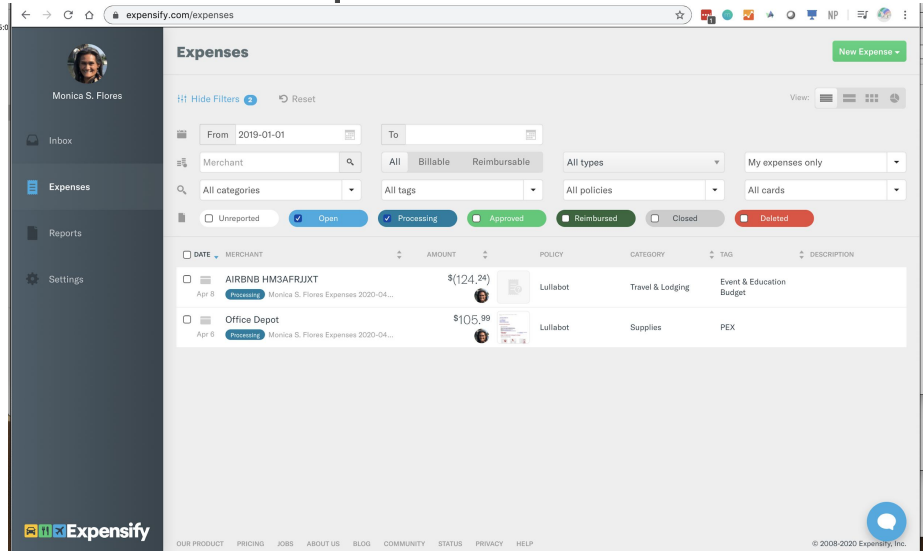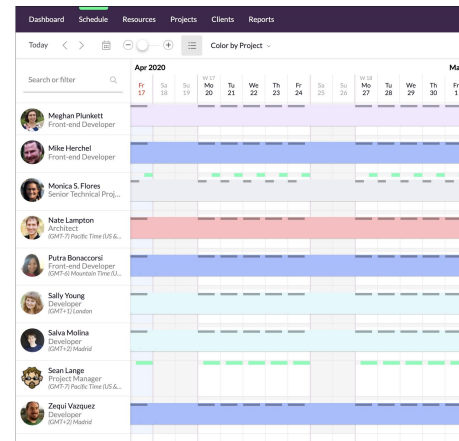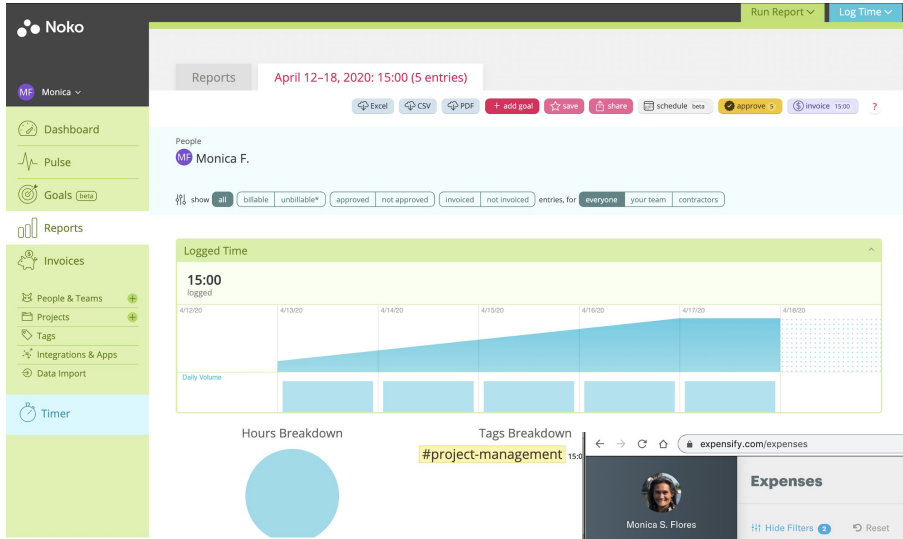
Ideas for Questions   ⊕ ⊗

+ Feedback

+ Issues

+ Career direction

+ Personal connection

+ Other

Tip #5 - Working Groups

Search by keywor

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

Alphabetical   Recently viewed

Andrew's 7 Engineering Values
Edited by Andrew Berry 10 months ago

Darren's core values
Edited by Darren Petersen 9 months ago

"Do you consider your work engineering?" Roundtable
Edited by Andrew Berry 8 months ago

Engineering Values - Matt O's Short Descriptions
Edited by Matthew Oliveira 6 months ago

Staggered agenda on meetings, to promote asynchronous connection

12:00 1️⃣ Roll Call

12:08pm 2️⃣ Review Agenda

12:15pm 3️⃣ Governance

12:22pm 3️⃣1️⃣ Leadership

12:29pm 3️⃣2️⃣ Nominations

12:36pm 4️⃣ New Business

12:45pm 5️⃣ Wrapup / Next Meeting

Tip #6 - Document

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 c1du.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/1NZ4C3qRpjC26d8XCtVHl

Project Case Study

Team Questionnaire

- +Team Questionnaire

Updated 2 days ago

Tip #7 - Listen

The GRAMMYs

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

I can honestly say that working with Lullabot over the past two years has been an extremely rewarding and fulfilling experience. It's not only your strong expertise in so many areas, but the culture of your company that differentiates you in the crowd.

— Ira Tau, Former Vice President of Internet Technology, Martha Stewart Living

16%

Of companies are remote-only

Questions & Feedback