

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.



# 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](#) · [Remove](#)

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

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

Reviews

- Renewed User Landing
- New 672 - Play screen
- New 672 - Landing
- New 672 - Looped Intro
- New 328 - Play Screen
- New 328 - Landing
- New 328 - Looped Intro
- 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'...

IBM Selector Tool

IAAS Investigation

Backlog

Active sprints

Releases

Reports

Issues

Components

Delegated Project Admin

PROJECT SHORTCUTS

- github.com repo
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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-v20uporeleajkvtcdmaw1humocpc1du.tugboat.ga/>

And here is the paper doc with full feedback

- <https://paper.dropbox.com/doc/Selector-Tool-Final-Design-QA-Review-MVP--AypVYncGe81nCOG3vA4IUSN7ZAQ-QKbEeN9thpH7L8nxKALrr>

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

Search in Drive

Priority

- Unboarding Selector Tool
- Product Demo: 100% Remote...
- Customer Marketing Team: Sign...
- Prepared Agenda for meeting...
- GoCart 100% Remote...

Workspaces

Create

Suggested workspace

Unboarding Selector Tool

Summer Plans / Camps

Prepared Agenda for meeting with...

Create your own personal workspace

Get back to focus you're currently working on and you can push up right where you left off

Create Workspace

Hidden workspaces



# #1: Set Expectations

## Table of Contents

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
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Tossed In The Deep End	1.3.4
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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

Calendar

Today < > June 2020 Week

Create

June 2020

My calendars

- Calendar
- Reminders
- Tasks
- Calendar

Other calendars

Subscribe to calendar

Create new calendar

Browse resources

Browse calendars of interest

From URL

Import

# #3: Create Routines





# #4: Invest in People

[Home](#)
[My Info](#)
[People](#)
[Files](#)

**Monica S. 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.

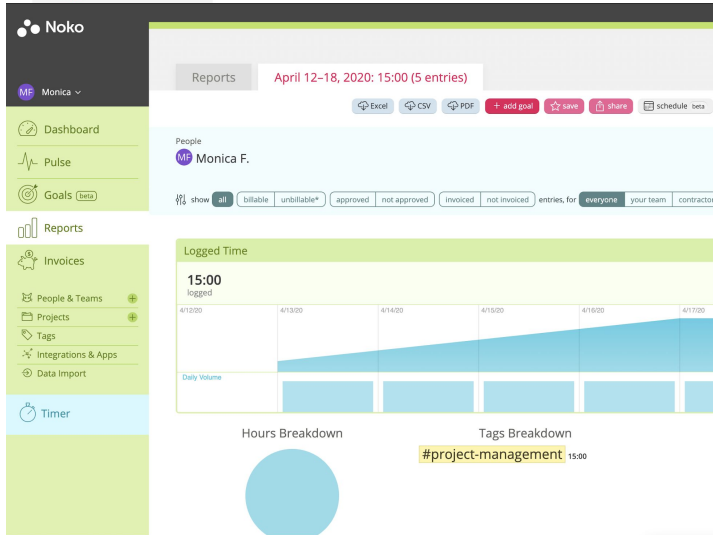
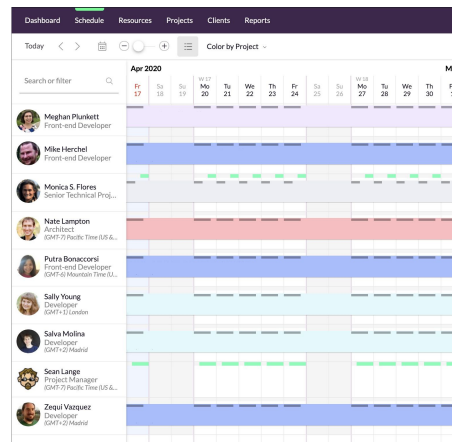
For the complete policy, please refer to <https://handbook.lullabot.com/employee-benefits/event-and-education-budget.html>

Professional Development

**Hire Date**  
 Jul 15, 2019  
 9m - 2d

Full Time  
 Development Services  
 United States

**Manager**



[expensesify.com/expenses](#)

Monica S. Flores

[Inbox](#)
[Expenses](#)
[Reports](#)
[Settings](#)

**Expenses**

Hide Filters
 Reset

View:

From 2019-01-01 To

Merchant
 All Billable Reimbursable All types My expenses only

All categories All tags All policies All cards

Unreported Open Processing Approved Reimbursed Closed Deleted

DATE	MERCHANT	AMOUNT	POLICY	CATEGORY	TAG	DESCRIPTION
Apr 8	AIRBNB HMA3FRJXT	\$124.24	Lullabot	Travel & Lodging	Event & Education Budget	Monica S. Flores Expenses 2020-04...
Apr 6	Office Depot	\$105.99	Lullabot	Supplies	PEX	Monica S. Flores Expenses 2020-04...

OUR PRODUCT PRICING JOBS ABOUT US BLOG COMMUNITY STATUS PRIVACY HELP

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# #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

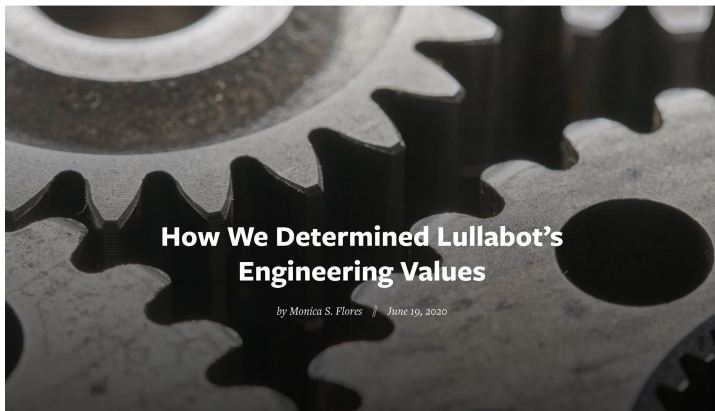
12:27pm **4** New Business

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



Lullabot

WORK SERVICES ABOUT BLOG PODCASTS CONTACT



# #6: Document Actions

JIRA Dev Site:

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

### Design QA Review:

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

### Live Demo Master Site:

- <https://master-vz0upore.s1du.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](#)

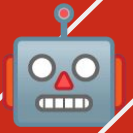
Updated 2 days ago





# #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%

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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](http://www.lullabot.com)

**Please:  
Fill out the  
evaluation form**