MANAGING DISPERSED TEAMS - A CHECKLIST	
What	Why
Goals / purpose	Reinforce the team's goals. They may be exactly the same as pre home working, but it serves as a good reminder that home working is different, but equally important and valued. It will help the transition to this new normal if your people feel a sense of continuity and purpose.
Meetings	Agree the platform, format, frequency and timings of team meetings. It's important for people to feel connected and supported during disruptive times. Varying the type of meeting can help too. Remember there may be extra demands on team members as, for example, schools temporarily close.
Ground rules & norms	Set out how the team will work, where documents can be stored, accessed and reviewed. It can reassure people about what hasn't changed.
Communication	Across dispersed teams, there is an extra emphasis / requirement on using your voice and choosing your words in the messages and documents you share. How often you speak with the team and the team members is also an important consideration. Too much can feel like micro managing; too little can appear remote / disinterested.
Leadership	Leading doesn't mean you have to know all of the answers, but you do need to create an effective, supportive and practical environment. Your people will observe, respond and to an extent copy the way you react to situations. Authenticity, openness and engagement are as important as they always have been.
Workload / Resource Adequacy	Managing workload / resource has always been key to good operational performance as well as helping team members feel in control and capable of doing a good job. Home working is no different. Unexpected tasks, requests from left field, people being unable to work (through sickness or domestic emergencies for example) will still happen and you will need to continue to watch over workloads and respond when needed.
Energy / commitment level	Change can be draining (for you and your people). Rapid, disruptive change can sap even the most engaged and committed people. All of the good practices around wellness of your self and the team really matter. Replicating the caring community environment that we're starting to see outside of work is a good model for keeping people up for the challenge.
Management of stress	Life is very different and people will react in different ways. Ensure you have sufficient 121 and group time to identify, understand and support team members exposed to increased levels of stress.
Decision making	You're probably used to making decisions without all of the facts you'd ideally like, so that much won't change. You will still be making choices (at speed) and it's worth remembering all of the good decisions you've made before, how they were shared and recorded and how people responded because you should be confident in your ability. Circumstances might have changed, but you still have the skills and experience that have worked to date.
Respect for differences	In the same way as people will learn, work and respond differently in a face to face environment, the same applies to dispersed / home working. Take the time to understand, recognise and encourage everyone's contribution. However they make it.
Management of conflict	It's relatively easy to spot workplace conflicts when they are face to face. Conflict can arise just as easily in dispersed teams, but it's much harder to spot (unless it's an argument on a phone call for example). Stay aware of what's being said / not said, the tone of messages and even work submissions as a means of sensing when it's worth investigating a bit further.

Level of participation / inclusion	Through the various interactions (phone, video conference, work submissions) keep an eye on how engaged and involved people are. These are good markers for any emerging signs of stress or the need for extra support.