



CONSULTING IT



Working from Home in 2020



CONSULTING IT

IT is hitting the fan!!

IT is scary uncharted territory

IT is under control with Consulting IT

Let's be honest, these are uncertain times for us all, but Consulting IT has a cure ... for quick enablement of your staff to work from home at least. We are saying 48 hours from the point of receiving contractual approval*. Extremely cost effective and in most cases Consulting IT can set this up remotely without any person to person contact.

Every business owner and management team across Australia are keen to ensure that we carry on driving our businesses forward in these trying times. Now is the time to embrace remote working and data sharing, on a scale that has never been done before.

Consulting IT have created a 4-step checklist, to ensure that it is business as usual for you and your team.

1) Protecting your business from cyber-crime should always be your biggest priority:

You probably have security/ anti-virus software/ a secure VPN and your data stored away safely at work correct? Working from home you widen your exposure to potential threats so you may need to provide your employees with equipment and infrastructure for them to complete their duties from home.

What should be considered:

- Ensure employees are using secured devices especially if you use a VPN
- Education on device use while at home (not using work devices for game downloads etc)
- Ensure all devices have anti-virus software
- Change wi-fi passwords before using home wi-fi for business purposes
- Set up multi factor authentication

2) Access to data:

When employees need to work from home, they can access everything they need to fulfil their responsibilities. It is essential to ensure all data is in a location that is accessible to begin with.

Consulting IT advise ensuring all data and files are kept in one secure location that is regularly backed up like SharePoint, part of Office 365 which is easily used to save files and access them from different locations and devices. Also think about how your employees can access business applications and how your IT support company can access your server remotely.



3) Home office set up:

When working from home the obvious question to ask is: does your team have the equipment they need to work remotely? It is important to consider what they will need to enact this, if you need to provide access to shared networks and if your business uses a VPN. From a hardware prospective the world is already seeing increased demand for devices; some supply restrictions are reality so this needs to look at prioritising this should it be required. You must also consider telephony systems if your team requires access to an internal phone system, Microsoft Teams (in Office 365) is a better way to minimise costs if you are already using Office 365.

Here's a quick overview of what should be thought about:

- Do your employees have the right internet access at home?
- What telephony systems do your employees require?
- Hardware requirements?

Some may find working from home difficult so establishing with your employees what their home working environment looks to ensure that they remain as focused at home, as they are in the office.

4) Communication, collaboration and management:

For management there is always the worry of productivity when working from home, Consulting IT recommends clear communication, collaboration and management channels be implemented to ensure your employees stay focused. Far from being "big brother" this is a great opportunity to look at your current processes, with the view to improve and standardise these. Being part of the Office 365 ecosystem there are numerous applications here that could be utilised with ease.

Here's a quick overview of what should be considered:

- Project management software
- Video conferencing
- Instant messaging/ chat
- Reporting and time management
- Office 365 applications including:
 - Teams
 - SharePoint
 - OneNote
 - Planner

Not using Office 365 yet ... don't stress, Consulting IT can certainly help here too.



CONSULTING IT

Things have hit the fan, you may feel daunted, you may see this much preparation is too much considering the current threat levels ... WRONG!! Consulting IT suggests that it is so crucially important to ensure your business can continue operating in the wake of any outcome and it is NEVER too late.

Clearly the earlier you plan for such an eventuality, the more prepared and protected your business is of course. For many of our clients, this type of planning has been quite overwhelming in the beginning but are now reaping the rewards of a streamlined IT infrastructure that is benefitting all staff and we have supported a majority of our clients over the past month when they, like Consulting IT, enacted the “work from home” policy.

Consulting IT will work with you to ensure your business and employees have everything required to continue working safely and securely but please, don't leave this too long ... we need to ensure the fan is kept as clean as possible so let's talk now and get your business prepared.

Our experience in crisis management, disaster recovery and time critical project work has proven to be the major point of difference as has our open and transparent communication.

To discuss successful partnerships and how engaging Consulting IT to maintain your IT infrastructure will:

- Reduce your Staff downtime/ Expenditure/ Stress/ Exposure and Risk
- Increase your Awareness/ Business Continuity Plans/ Backup and Disaster Recovery Systems/ Auditing and Compliance

Simply contact Corey Hill (chill@consultingit.com.au), National Sales and Marketing Manager.

*Dependent on your current server infrastructure and historic data storage requirements.