

Collaboration While Working Remote: The Irony, the Myth, and the Solution

Presenter



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About Me

How to Communicate With Me

- *Workfront*
- *Slack/Teams/Discord*
- *Text Message*
- *Phone*
- *Calendar*
- *Email as a last resort*

How to Collaborate with Me

- *Workfront*
- *Zoom*
- *Whiteboard Working Sessions*

How do you prefer people communicate and collaborate with you?

Communicate vs. Collaboration

Collaboration implies agreement and successful outcomes together, communication implies a transmission of a message.

What is the definition of collaboration?

“To work jointly with others or together especially in an intellectual endeavor.”

-- Webster’s Dictionary

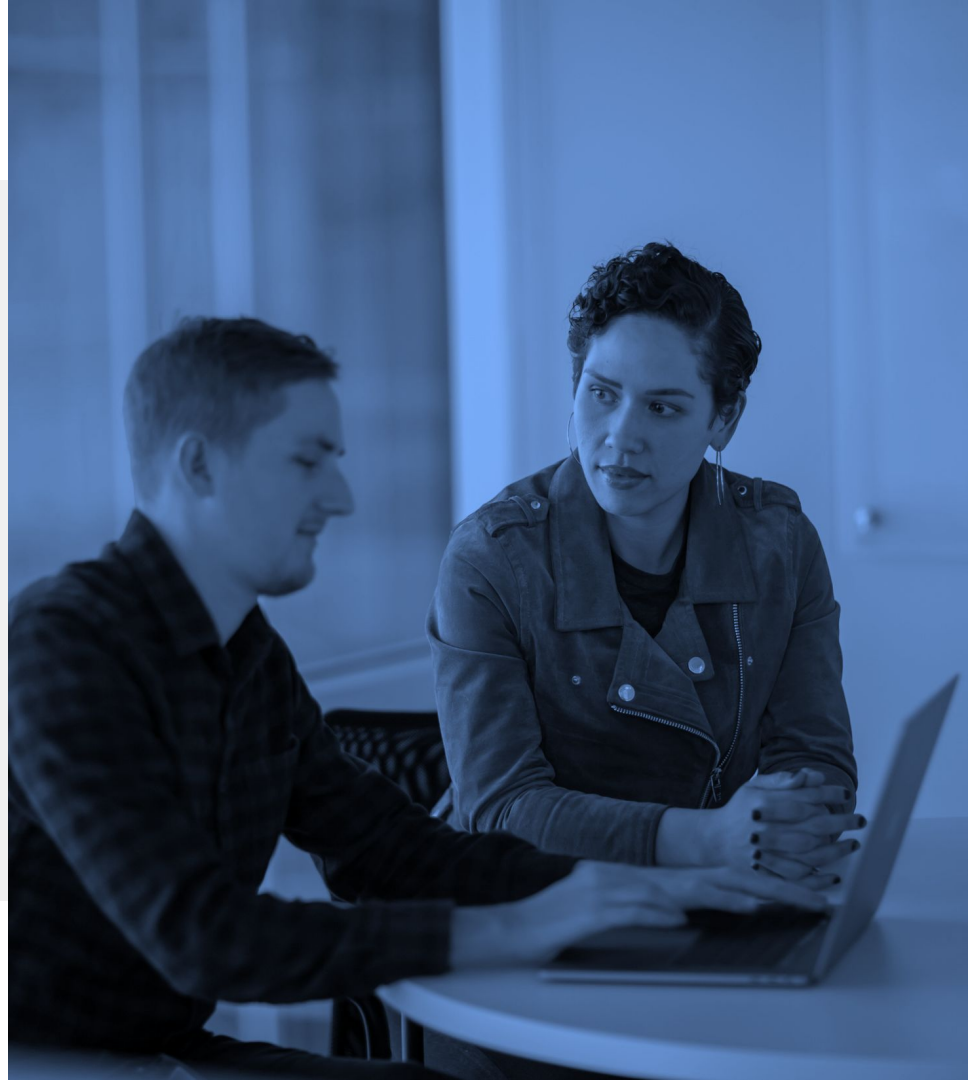
“The situation of two or more people working together to create or achieve the same thing.”

-- Cambridge Dictionary

The Irony

We are working farther from each other now than ever before, and yet we feel like we're meeting more. Perhaps we are?

- Zoom's daily active users have jumped from 10 million to over 200 million *
- MS Teams hit a new daily use record of 2.7 billion meeting minutes in one day**



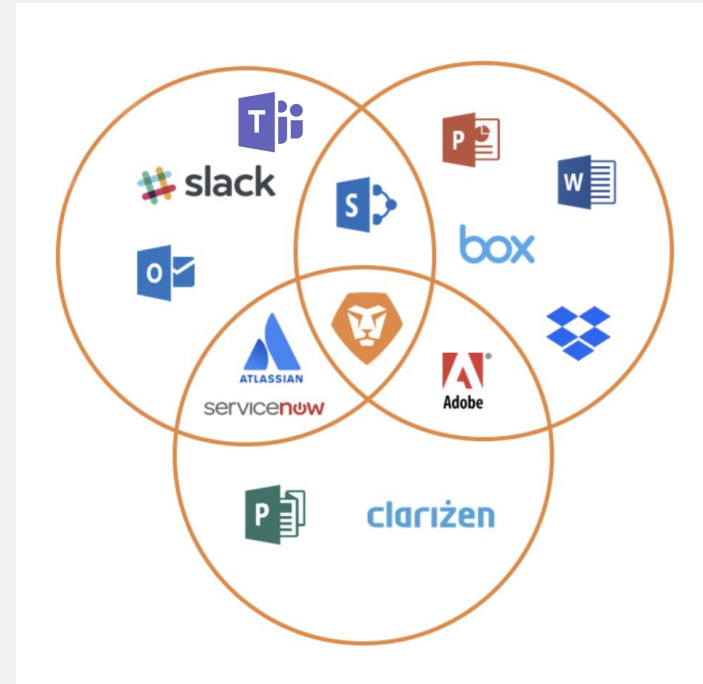
The Myth

“You can only successfully collaborate face-to-face.”

While communication comes in many forms, and you may miss some body language cues when working remote or on video calls, that does not mean you have to miss out on successful collaboration. **You just have to use different tools.**

The Solution

Build a remote collaboration plan with YOUR work management platform of choice at the core.

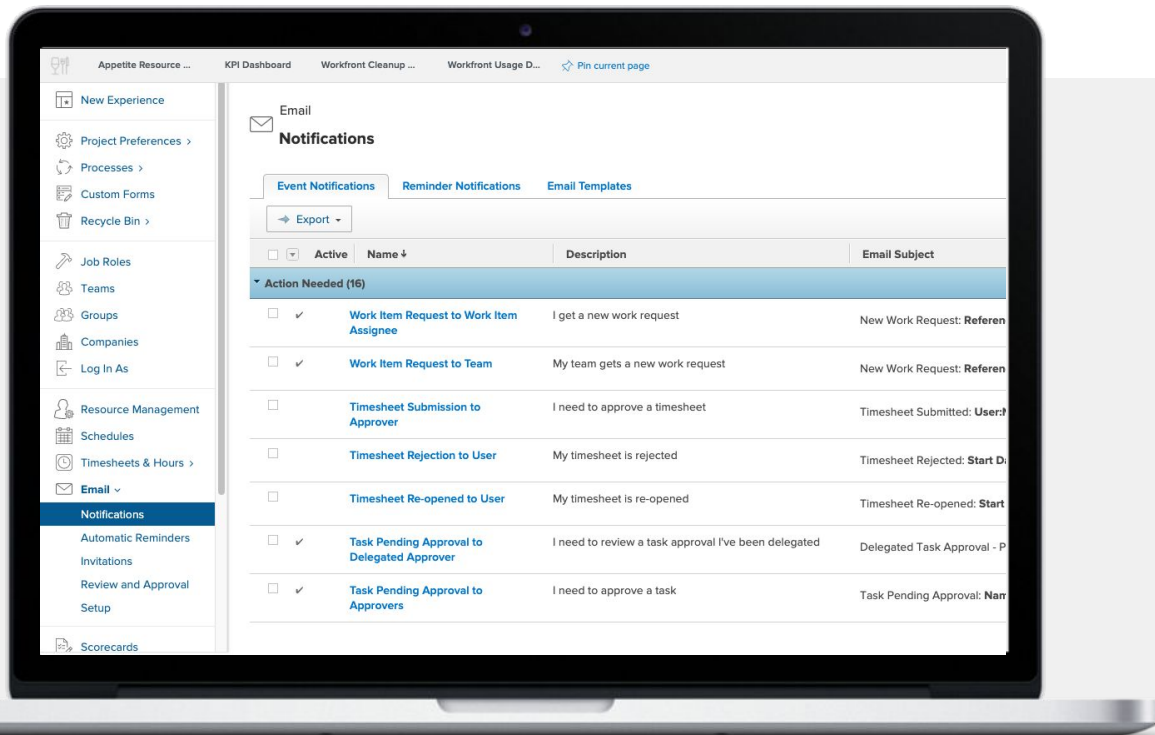


What to do First? Start Small, but Go Big!

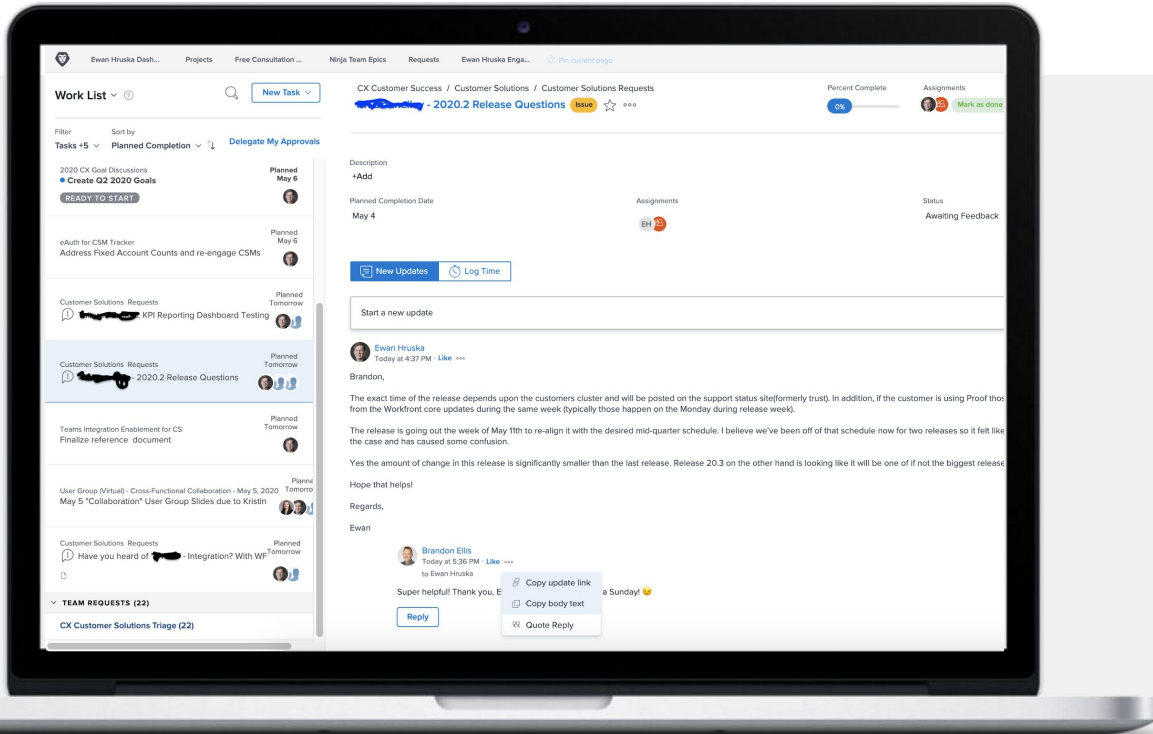
1. Understand Workfront collaboration capabilities as well as your other Enterprise tools' capabilities
2. Understand how those other tools can connect to Workfront so you can track and deliver that work, manage content, and report on it.
3. Get executive support and ownership on a Remote Collaboration Strategy

Determine your Collaboration Channels

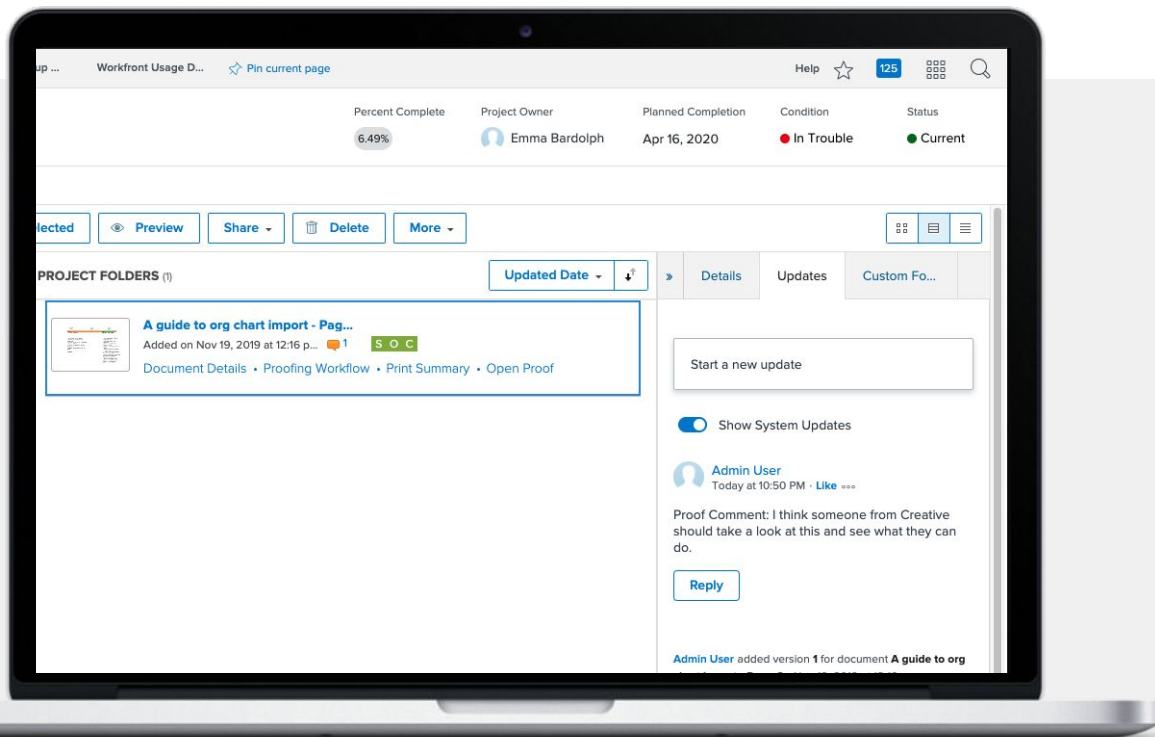
- Are there standards of how communication/collaboration should work on those platforms?
- How do those other communication tools tie to your Workfront environment currently? How about in the future?



Email Settings in Workfront



Update Stream - Now with greater functionality!



*Proof - Now more
integrated with
Workfront*



Native Integrations

Usually found as apps or add-ons in other software app stores or within the Workfront application. These integrations support common use cases with limited configuration or customization.



Workfront Fusion

New Workfront product which is a cloud-based integration platform that connects to over 100 applications with unique business rules and workflows to support very specific use cases



Custom Integrations

Customers use REST API and/or event subscriptions to develop custom solutions wherein the code is hosted and maintained by the customer.

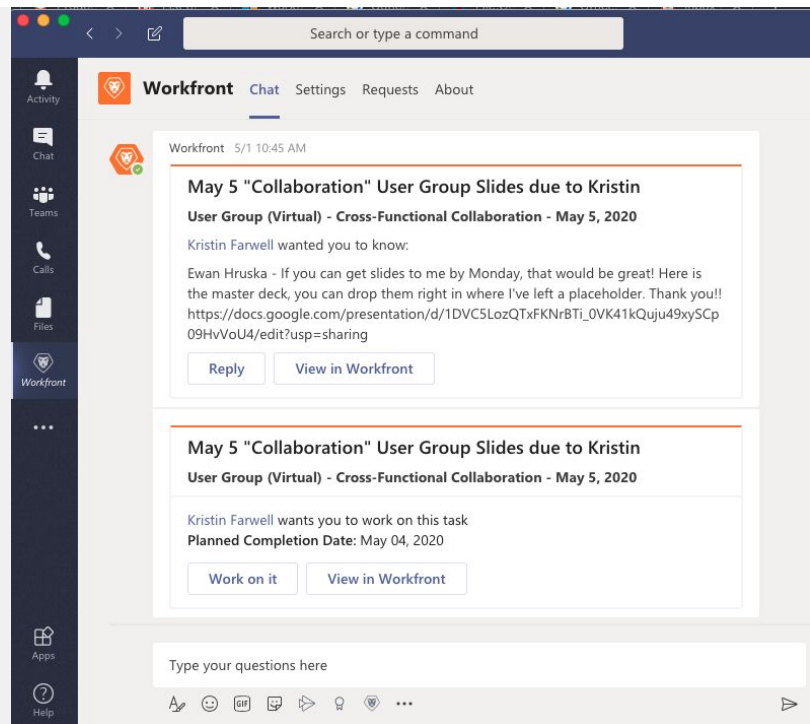
Native Integrations

Communications Tools

- MS Teams
- Slack
- G-Suite
- Outlook
- Office 365 Calendars
- More coming soon!!

Other Integrations

- JIRA
- Salesforce
- Box
- DropBox



The screenshot displays the Workfront web application interface. At the top, there is a search bar with the text "Search or type a command". Below this, the navigation menu includes "Workfront", "Chat", "Settings", "Requests", and "About". On the left side, a vertical sidebar contains icons for "Activity", "Chat", "Teams", "Calls", "Files", "Workfront", and "Help". The main content area shows a chat message from "Workfront" dated "5/1 10:45 AM". The message content is as follows:

May 5 "Collaboration" User Group Slides due to Kristin
User Group (Virtual) - Cross-Functional Collaboration - May 5, 2020

Kristin Farwell wanted you to know:

Ewan Hruska - If you can get slides to me by Monday, that would be great! Here is the master deck, you can drop them right in where I've left a placeholder. Thank you!!
https://docs.google.com/presentation/d/1DVCSLozQTxFKNrBTi_0VK41kQuju49xy5Cp09HvVoU4/edit?usp=sharing

Buttons: Reply, View in Workfront

May 5 "Collaboration" User Group Slides due to Kristin
User Group (Virtual) - Cross-Functional Collaboration - May 5, 2020

Kristin Farwell wants you to work on this task
Planned Completion Date: May 04, 2020

Buttons: Work on it, View in Workfront

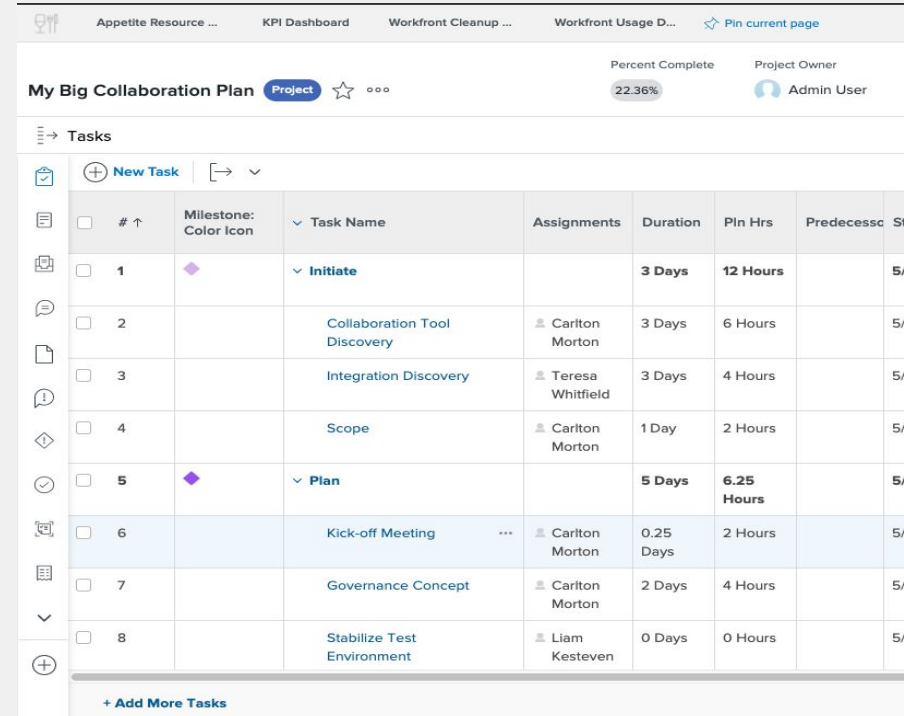
At the bottom of the chat window, there is a text input field with the placeholder "Type your questions here" and a row of icons for emojis, attachments, and other chat functions.

What's next?

Build a proof-of-concept collaboration plan and create a value-oriented demo to an executive leader.

Think about, and be prepared to discuss, the following:

- Governance/Controls
- Roll out plan
- Training
- What to include/exclude
- Reporting

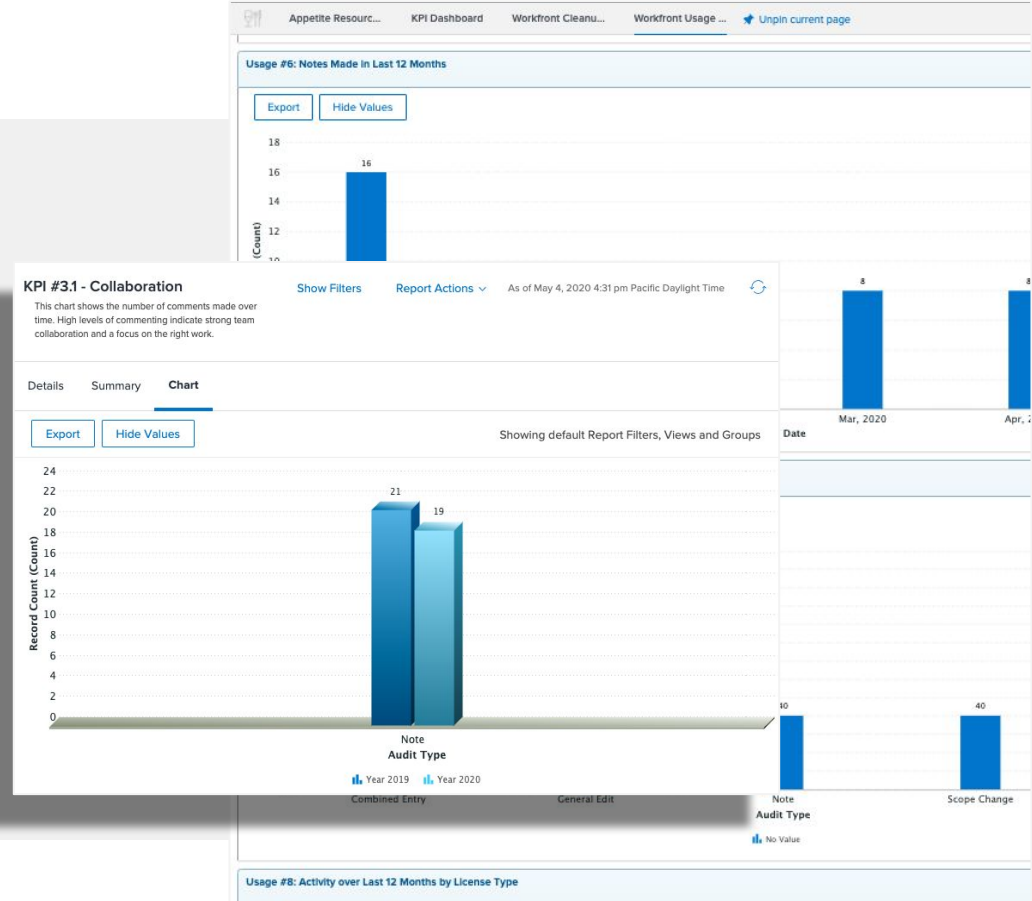


The screenshot shows a project management interface for a project named "My Big Collaboration Plan". The project is 22.36% complete and is managed by Admin User. The task list is as follows:

#	Milestone: Color Icon	Task Name	Assignments	Duration	Pin Hrs	Predecessors
1	◆	Initiate		3 Days	12 Hours	
2		Collaboration Tool Discovery	Carlton Morton	3 Days	6 Hours	
3		Integration Discovery	Teresa Whitfield	3 Days	4 Hours	
4		Scope	Carlton Morton	1 Day	2 Hours	
5	◆	Plan		5 Days	6.25 Hours	
6		Kick-off Meeting	Carlton Morton	0.25 Days	2 Hours	
7		Governance Concept	Carlton Morton	2 Days	4 Hours	
8		Stabilize Test Environment	Liam Kesteven	0 Days	0 Hours	

Reporting

Use Workfront's pre-built reports and dashboards, or build your own to measure collaboration success



Takeaways...

- Encouraging and facilitating collaboration is more important now than ever before
- Use **Workfront** to capture that collaboration
- Making full use of Workfront's capabilities but also other communication tools integrated with Workfront so you can measure the success of your collaboration plan

Questions?