

CHECKLIST FOR BUSINESS: HOW TO SURVIVE THE CRISIS



We hope that you and your family, friends and colleagues are safe and healthy. QATestLab has elaborated the checklist for businesses to help them estimate their current state and mitigate bottleneck aspects during the crisis.

Please, check the points, which are ready / organized / implemented in your company:

TECHNICAL INFRASTRUCTURE

Hardware infrastructure is ready for the remote work

- Servers
- Internet
- Telephony, if required

Software required to execute daily tasks is accessible in remote regime

- CRM / ERP / Accounting
- Online database storage
- Files and data transfer apps
- Messengers and on-line (video) calls applications

Remote working place of an employee is fully-equipped

- Enough space, comfortable
- PC / laptop
- Web-cam, headset
- Internet
- Mobile connection

COMPANY STRUCTURE

Processes are adjusted for the current work conditions to enable efficient company functioning

- Documented / fixed guidelines
- Employees are notified via e-mail, by their managers / head of departments

Working communication channels with the employees and customers are built

- E-mail for long-term questions
- Messengers for communication in real time
- Video-conferencing for quick and efficient tasks solution

Meeting culture is implemented

- Meeting / calls calendar is agreed
- Meeting plan is fixed
- During meeting web-cam is on for all the participants can see each other
- Results and next steps are documented after every meeting

Accessibility synchronization with colleagues and customers

- In case of various working schedules
- In case of different time zones

FINANCIAL SAFETY

- Financial assets are enough in case of quarantine prolongation

- Additional revenue sources, other than the current ones, are discussed / elaborated

Budget is optimized

- Suppliers are negotiated to postpone bill payments
- Non-production expenses are cut back (e.g. daily office necessities)
- Office space is cut back, or office rent is paused

BUSINESS GOALS ACHIEVEMENTS

Unified standards of work are implemented

- Results measurement and estimation
- KPI
- Tasks and terms
- Roadmaps
- Project requirements

Monitoring and control means and methods are implemented

- Monitoring software, if required
- Daily / weekly reporting, reporting on sprints, project

TEAM SUPPORT

- Team motivation system is implemented and is aimed at efficiency

- HR department communicates with the employees

Employees are open for dialogue and freely communicate on

- Mood
- Feedback on remote work
- Problem / concerns

Information interchange

- Useful data / materials
- Positive news
- Best practices exchange

New on-line practices are realized

- New meeting format
- Team rituals

DEVELOPMENT

Company is ready for

- Reformation
- Restructuring
- Renewal

Company owners have

- Development plan during crisis
- Vision of after-crisis development
- Strategic and tactic steps in case of negative scenarios