



## Achieving Real Change with Virtual Teams: Checklist for Remote Consulting Engagement Success

The remote work environment has exploded over the last few years with 140% growth in remote engagements since 2015. The economic and global health events of 2020 have not only accelerated this trend, but also driven the need to address deep structural changes in end markets, workflows, fixed costs, and growth strategies. Engaging consultants with a track record of navigating the increasingly remote and distributed nature of the modern workforce is essential for breakthrough performance improvement. To follow are a few tips for remote project success.

### Initiative Scoping

- Specify the **desired outcomes** up front
- Identify what is in and out of **scope**, known **interdependencies**, and the **subject matter expertise** required to define and execute planning
- Conduct remote **interviews and baselining sessions**
- Employ a rigorous step-by-step **work scope development process** to ensure that the initiative is fully chartered and defined across a full range of stakeholders
- Commit to an **iterative process** to ensure results equal to or surpassing those produced through face-to-face chartering sessions

Kormac has developed a one-stop chartering, planning, and project status reporting process that ties work scope with performance targets and the plans to achieve them.

### Team Experience

- Identify **executive sponsors** and **team participants** with consideration to their collaboration and communication skills
- Select **consultant partners** experienced in remote collaboration and virtual integration of multi-site project deployments to enhance institutional knowledge and deployment planning/execution
- Employ **advanced facilitation skills** to coalesce thought, build bodies of knowledge, craft execution plans, and identify risk using client subject matter expertise that may reside in multiple sites, continents, and/or time zones

Kormac is committed to your success. Our lead consultants are former C-level and VP-level executives who bring well-honed business, functional, and team leadership acumen to our client engagements.



## Workshops and Planning Events

- ❑ Replace in-person brainstorming events and conference room gatherings with **virtual collaboration tools** such as video conferencing, virtual brainstorming or planning rooms, file sharing platforms, visual process mapping and mind mapping tools, and succinct data organization and analysis tools
- ❑ Design **thought aggregation toolset** to build knowledge, understanding, and agreement inside the workshop, avoiding homework outside of events as much as possible
- ❑ Use **customized templates** to build team knowledge over the course of several workshops, create a work product, and record knowledge as it is obtained as part of the engagement history

Kormac facilitators bring tools, customized templates, effective workshop agendas, and team coaching expertise to deliver exceptional results from project planning through to execution.

## Execution

- ❑ Articulate **Standard Work** for how each phase and/or aspect of an engagement is evaluated for progress
- ❑ Schedule **project team updates** and develop a formal update agenda
- ❑ Define **escalations and countermeasures** for when teams identify adverse or abnormal trends
- ❑ Utilize **steering committees** to expand guidance and perspective beyond the team and its sponsors
- ❑ Schedule regular **executive updates** with summarized content that focuses on status, risks, and countermeasures rather than “storytelling”
- ❑ Employ **visual cues** to pinpoint areas of weakness and the actions required to maintain progress and meet objectives

Kormac leverages proven project facilitation and management processes to rapidly escalate issues and support requests using a highly visual format. Moreover, we are always testing new tools and technologies to enhance implementation from a distance.

We hope these tips support you in achieving remote project success. While there is no shortage of consulting partners to assist you in directing corporate strategy or deploying automation solutions, many firms will fail to deliver your anticipated ROI due to flawed execution. Choosing a partner with the tools and track record to execute in an increasingly challenging remote work environment will spell the difference between incremental improvement and breakthrough performance.

The Kormac Group is an implementation-focused, results-driven consulting firm committed to helping clients achieve real improvements in profitability and shareholder value. Our Surgical Strike Methodology™ empowers us to meet client needs with exceptional speed and precision. Learn more at [www.kormacgroup.com](http://www.kormacgroup.com) or by calling +1.980.337.4200.