**Remote work plan**

**NAME:**

**TEAM:**

PLANNING FOR NEXT FORTNIGHT

REPORTING ON LAST FORTNIGHT

**PEOPLE LEADER:**

**PERIOD (next fortnight):** 6-17 March

|  |  |  |
| --- | --- | --- |
| Work from home pattern(include specific days) | Days working |  |
| Hours working  |  |
| **WORK TO BE UNDERTAKEN(approval from People Leader required before commencing)** | Approximate hours per week |
| BAU administrative duties | * Email
* Phone/online meetings
* Remote work plan for People Leader
 |  |
| Training  | * (List)
 |  |
| Duty or responsibility (activities) | Hours | Status or outcome |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 6. |  |  |
| **NOTES (other arising priorities, challenges, good news stories)** |
|  |