**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 |
|  | |  | |  |
|  | |  | |  |
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| 6. | |  | |  |
| **NOTES (other arising priorities, challenges, good news stories)** | | | | |
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