

THOMSON REUTERS REMOTE WORK CHECKLIST 2020

THE TECHNICAL CLIENT MANAGERS (LEGALTECH) TEAM AT THOMSON REUTERS PROVIDES A LIST OF CONSIDERATIONS FOR LAW FIRMS WHEN THEIR EMPLOYEES ARE WORKING REMOTELY.

Core Working Remotely Checklist for Technical Team to Consider:

- ☐ Do you have a remote work policy?
- ☐ How will important decisions, updates, and working guidelines be communicated to employees?
- ☐ Can all employees VPN into the office network (if applicable)?
- ☐ Have you enabled Two Factor Authentication to any sensitive applications accessed remotely?
- ☐ Do you have a service like Zoom/WebEx/Teams so that employees can collaborate more easily?
- ☐ Can all employees reach email and file shares?
- ☐ Are company files and data secure?
- ☐ Is email using encryption?
- ☐ Are the phone systems extendable to remote employees?
- ☐ Are all employees receiving phone calls to their home or cell phones?
- ☐ Can they dial out through the company phone system to mask their personal numbers?
- ☐ Are cloud based services accessible outside of the network via login without SSO/SAML?
- ☐ Do you have a printout of all your vendor names and primary contact numbers and email addresses?
- ☐ Do you have a list of all applications users will need to use and if they work remotely?
- ☐ Are you using systems that have IP restrictions to access?
- ☐ Have you enabled Microsoft Cloud 365 or other, so that users could leverage tools like MS Office from a home computer by signing into their company account?
- ☐ Have you set a schedule for updating:
 - ☐ Operating Systems
 - ☐ Anti-Virus Software
- ☐ Are your employees equipped with home office equipment?
- ☐ Are your employees equipped with the technology they need to work from home?
- ☐ Have your employees been provided with the training they need to work from home successfully?

About this Checklist: Technical Client Managers

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