

A black and white photograph of a man in a suit and glasses, holding a sign with text about utopia and explaining problems. The man is looking upwards with a determined expression, and his hands are raised in a gesture of emphasis. The background consists of dense foliage.

UTOPIA  
COULD BE  
THE ANSWER  
TO  
SOME OF YOUR  
PROBLEMS.  
-LET ME  
EXPLAIN-

# Virtual Teams



Why bother?



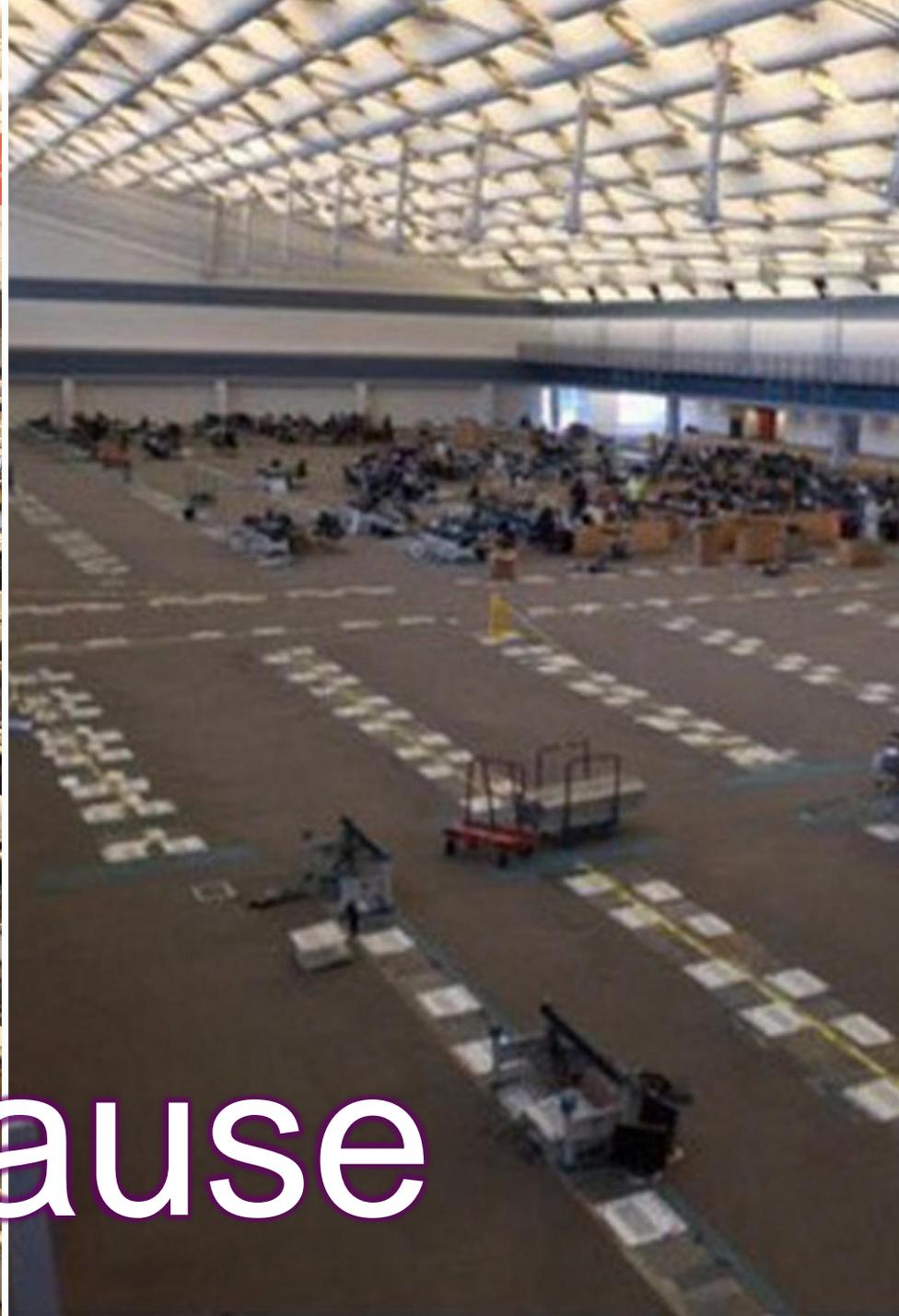
Because



Because



Because



Because

# Traditional Teams



One Team

One Purpose

One Location

One Workday

# Traditional Organization



Olympia  
Project A



Yakima  
Project B



Spokane  
Project C



Synchronicity

# Old School Lean

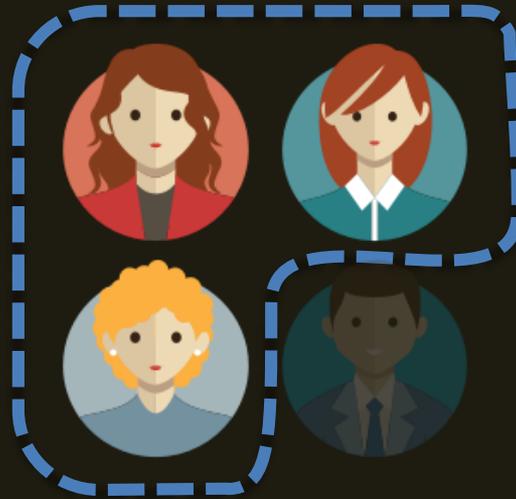


# Knowledge Work is Asynchronous

Separation by Distance

Separation by Time

# Distance



Olympia  
Project A

Yakima

Spokane

# Time

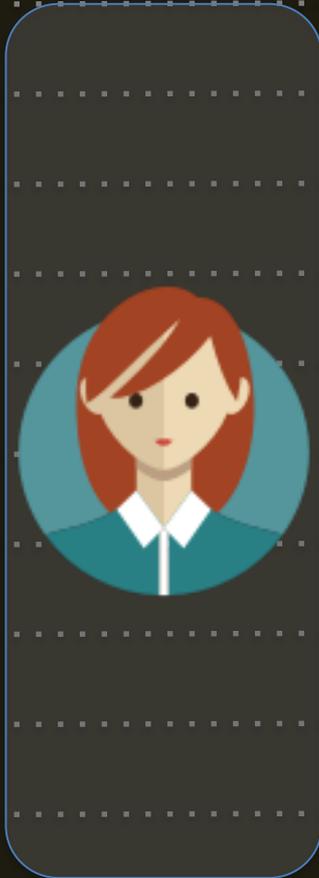
Near

Far

Field

Flex

7 AM

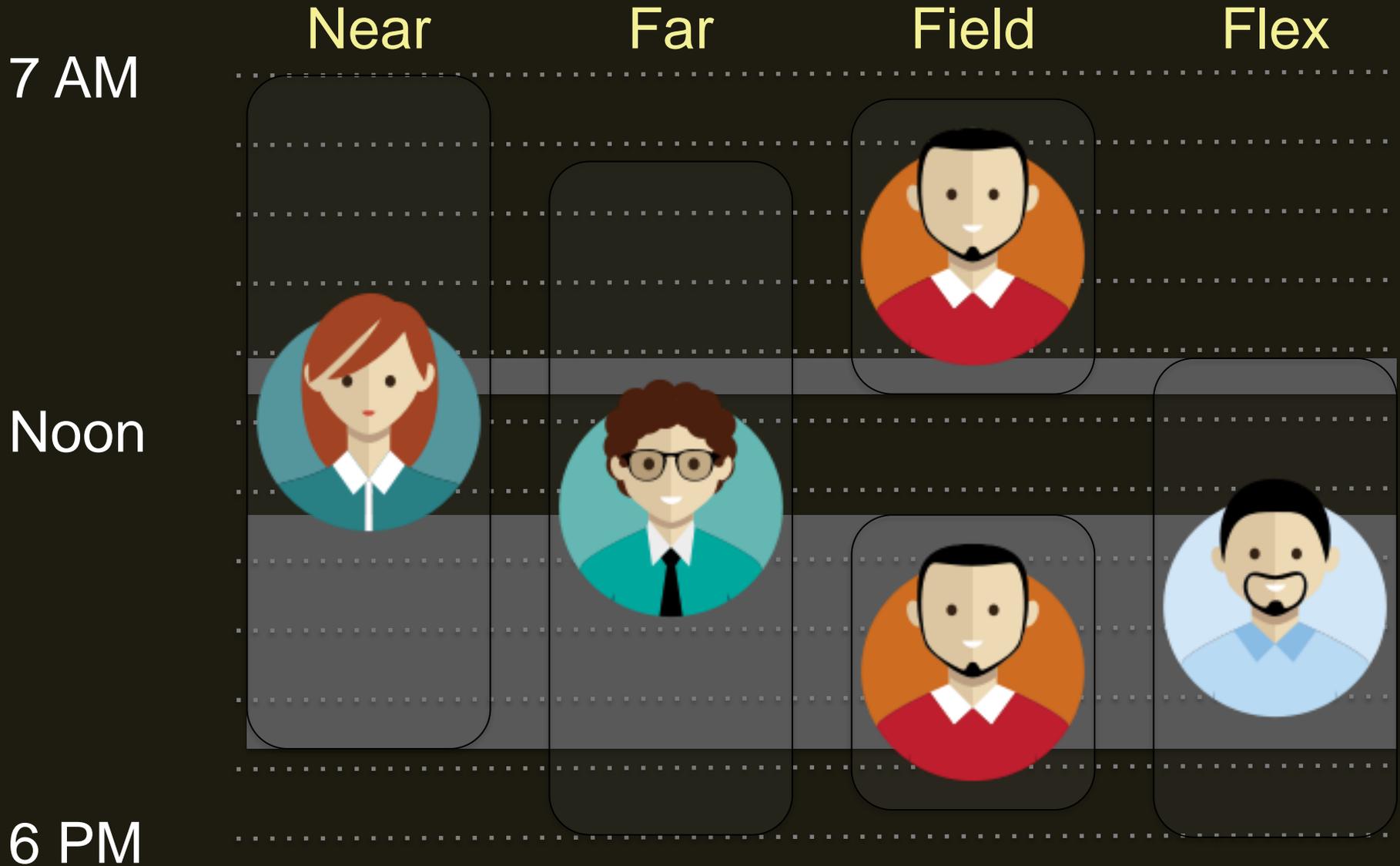


Noon



6 PM

# Synchronized Time



"DIVORCE YOUR LOVED ONE  
WITH DIGNITY," ONE

MIGUEL SANTOS  
ATTORNEY



Plan for Separation



# In Your Tools

Project	Products	Due	Status	Lead
Content Refresh	Renew tabs 2: QA	10/17	Done	Travis Gloria
Content Refresh	#4 Tabs Start Page Checklist Completed	10/10	Done	Gloria Travis
Motorcycle page changes, NW changes Motorcycle Survey	Deleted page, New Survey icon	10/31	●	Travis
WordPress Modernization	WordPress roles - new	10/31	●	Hillary
Survey Gizmo	Proficiency in Survey Gizmo <i>- waiting on Gloria - all team</i>	10/31	●	Will
Jobs info - why work at DOL	New page w/ videos <i>- waiting on Strat plan content #Batch?</i>	10/17	●	Travis
LSR MANUAL	Proof of concept LSR online manual	11/1	●	Hillary
Leg 5785 7 year plate replacement Leg 1129 Fee equalization	Updated Vehicle Fees: \$5 Sx change, Plate replacement <i>Checklist #29</i>	10/31	●	Gloria
Leg 2100 2700 Specialty plates Electric Vehicle Fee	Updated Vehicle Fees: Specialty plates, Electric vehicle	12/1	●	Gloria
Lean UX Book club	Chapter 5 and Discussion	11/14	●	Irene
New page for strategic Plan	New page for strat plan, Notify HW & Nancy Williams when done <i>- waiting on Janet zero's new content</i>	10/24	Hold	Travis
Cosmetology web changes	New info for cosmetologists <i>Travis + Hillary to finalize</i>	10/14	●	Gloria

# In Your Meetings



# Succeeding with Virtual Teams

- Access
- Awareness
- Context
- Push
- Roles
- Networks

Access

Anywhere

Any time

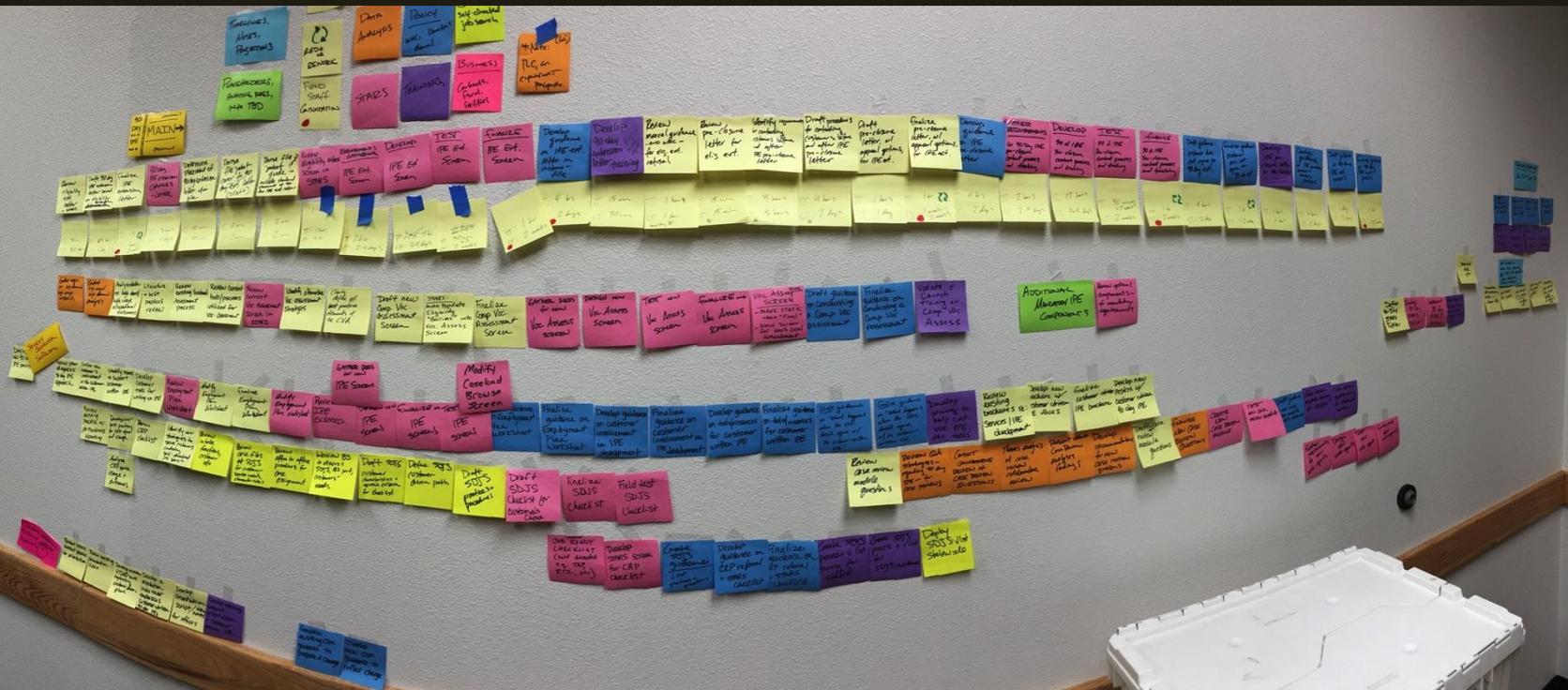
# In the browser

Any browser

Any place

Any time

# Not this



# Something like this

VIEW AS WORKFLOW ▾



## Planning & Design



## In Progress



## Quality Review



## Done

IN PROGRESS

DUE NOV 11

Creative brief



READY

DUE NOV 18

Gather assets for home page



Registration system



Competitive survey



ADD NEW CARD

Show demo to Michelle



Finalize proposal & funding



NEEDS REVIEW  
Select publishing platform



BLOCKED  
Developing styling for home page



ADD NEW CARD

NEEDS REVIEW

Site Analytics



IN PROGRESS

DUE NOV 11

Design information architecture



Tradeshow usage scenarios



ADD NEW CARD

DONE 12:16 PM

Develop styling for a



DONE OCT 09

Link checks



DONE JAN 27, 2014

Set up server



DONE OCT 02, 2014

Project kickoff meet



DONE DEC 05, 2013

City of Seattle



# Something rich



DUE NOVEMBER 28

2018-2019 Budget Summaries prep for Leg.  
reviews



# With depth

Budget Planning / In Progress ✕

## 2018-2019 Budget Summaries prep for Leg. reviews

NEEDS REVIEW DUE NOV 28 TAGS 

- DETAILS
- TASKS
- CHAT
- ATTACHMENTS
- HISTORY

### EDIT DETAILS

Prepare Budget Summaries for 2018-2019 for review by Legislative Sub-Committee. Need to cover these topics (at a minimum):

1. Actual vs. Budget for all groups in 2018.
2. Change YoY compared to 2018 (also on group-basis).
3. Summarize by strategic initiative as per Director's 2018 Plan.

**Important:**

These are hard dates; this takes priority over pretty much everything else if we get too close to the deadline.

When done, send to Sue for initial reviews.

# Awareness

Real-time

Situational

# What changed?



DUE NOVEMBER 28

2018-2019 Budget Summaries prep for Leg.  
reviews



# Across all your boards

ARUN'S ACCOUNT > What's Due

Overdue (12 items)

DUE OCT 16

Evaluate & select hosting platform  
Building a Website In Development



DUE 3 DAYS AGO

Any additional collateral we need?  
Building a Website Backlog



DUE 3 DAYS AGO

Client OK with git? Do they care?  
Building a Website In Development



DUE 3 DAYS AGO

Competitive survey  
Building a Website Planning & Design



Today (3 items)

DUE TODAY

Branding strategy for site  
Building a Website Backlog

DUE TODAY

Client login with HTTPS  
Building a Website In Development



DUE TODAY

Make sure all images have verbose alt tags  
Building a Website Backlog



This Week Nov 05 - Nov 10 (2 items)

IN PROGRESS

DUE TOMORROW

ERROR com.kerika.server.base.EntityBase Error occurred during parse user style for account: [Account 17758513]

Kerika main board Development



READY

DUE TOMORROW

ERROR com.kerika.subtasks.service.CardCopiedEventListener - onCardCopied :: Error occurred during copy subtasks from srcId: 18259434 sourceCardId: 18451601 to destId: 18672488 and destinationCardId: 18672728 feign.FeignException: status 400 reading TeamMembersMappingService#getMemberMapping(long,long); content: { "message" : "Invalid input found." }

Kerika main board Planning



# Context

For Content

For Conversations

# Not this



# Conversation in Context

Budget Planning / In Progress ✕

## 2018-2019 Budget Summaries prep for Leg. review

**NEEDS REVIEW** DUE NOV 28 TAGS 

- DETAILS
- TASKS
- CHAT
- ATTACHMENTS
- HISTORY

 Did you hear back from the committee yet on format changes?  
12:00 PM

Not yet. I will give them a call soon.  
12:15 PM

 Let me know if you need me or Jessie to join you in a conference call.  
12:16 PM

 Sure, glad to help, although I think having all of us there will be overkill.  
12:00 PM

No need, I can take care of this. Thx  
12:15 PM

# Content in Context

Budget Planning / In Progress ✕

## 2018-2019 Budget Summaries prep for Leg. review

NEEDS REVIEW DUE NOV 28 TAGS 

-  DETAILS
-  TASKS
-  CHAT
-  ATTACHMENTS
-  HISTORY

 **UPLOAD**  **CREATE**  **LINK**  **GOOGLE**

---

-  SharePoint site for Agency Budgets Arun Kumar updated 10 mins ago
-  Template for Budget Presentations Jason Klein added Yesterday
-  2018 Approved Budget Pam Johnson updated 2 days ago
-  2019-2010 Forecasts Jason Klein updated 3 hours ago
-  3Q 2018 Executive Review Arun Kumar added Oct 15

# Tasks in Context

Budget Planning / In Progress 🔗 ✕

## 2018-2019 Budget Summaries prep for Leg. review

NEEDS REVIEW DUE NOV 28 TAGS    

- Finalize format for presentation DUE NOVEMBER 8 
- Schedule presentation DUE NOVEMBER 10 
- Gather first draft of all team budgets DUE NOVEMBER 8 
- YoY comparisons 2017-2018 DUE NOVEMBER 20 

+ | Enter a task

 [DETAILS](#)

 [CHAT](#)

 [ATTACHMENTS](#)

 **TASKS**

 [HISTORY](#)

Pull

Not Push

# Push come to Shove



# Use WIP Limits

**In Progress (WIP Limit: 5)**

- BLOCKED** DUE NOV 18  
Show demo to Michelle
- NEEDS REVIEW** DUE DEC 02  
Finalize proposal & funding
- BLOCKED** DUE OCT 28  
Select publishing platform
- BLOCKED**  
Developing styling for home page

ADD NEW CARD

**Quality Check (WIP Limit: 2)**

- NEEDS REVIEW**  
Site Analytics
- IN PROGRESS** DUE NOV 11  
Design information architecture
- DUE DEC 02  
Tradeshow usage scenarios

ADD NEW CARD

**Management Review (WIP Limit: 5)**

- READY**  
Gather testimonials & user success stories
- Create video for home page
- READY** DUE JAN 03  
Understand key business processes

ADD NEW CARD

# Functional Roles

Organizers

Participants

Observers

Tourists

# Organizers



# Participants



# Observers



# Tourists



# Fluid Networks

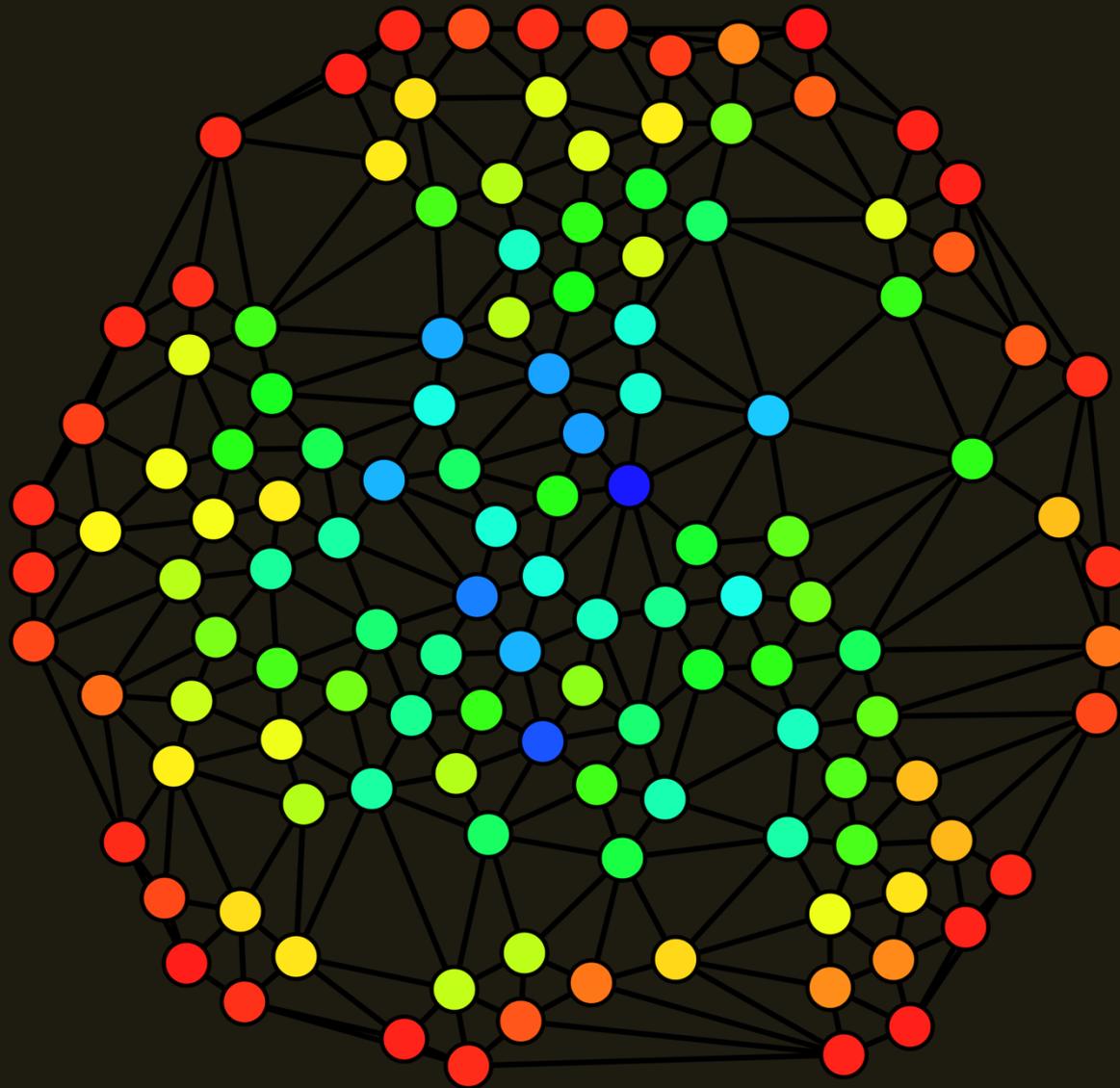
Size changes

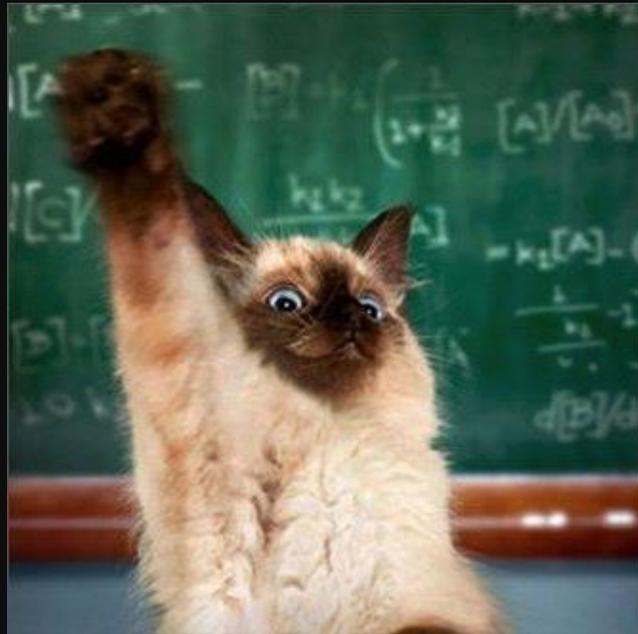
Shape changes

Don't plan for this



# Deal with this





Questions?



[Arun@Kerika.com](mailto:Arun@Kerika.com)