



For Your Information

ARMA International

The Story of our Virtual Office Transition

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How We Began

Overview and Timeline

- Introduction of Virtual Concept
- Timeline
- Updates to Staff
- Thorough Analysis and Review



Transition Team

- Most Important Piece
- Top-Down Support
- Team Structure
- Project Management
- Strong sense of purpose and urgency
- Empowerment



Categories

- Technical
- Policies and Procedures
- Processes
- Culture
- Logistics



Solutions

- Office 365
- Paperless Office
- Fulfillment



Change Management

- Frequent Updates
- Involve All Staff
- Allow for Multiple Feedback Platforms
- In-Person Meetings
- Test Transition
- Ambassadors





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