

Remote Work Business Case

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This tool is designed to support management in building a business case for remote work as a tool to drive business outcomes and changes to the business delivery model. [Remote Work Criteria](#) and guiding questions set the base for the discussion and the outcomes should be captured below.

Business case prepared by: _____

Name, Position, Branch, Division

Remote Work Arrangement

How would you describe the remote work arrangement this business case is for? Consider all relevant background information, rationale for developing a business case, description of the arrangement (hybrid, full-time, affected positions or work units, changes to operations, etc.).

Alignment to Strategic Priorities and Operational Needs

How does remote work support ministry strategic goals or operational needs (consider ministry Strategic Plan and Strategic Workforce Plan, Operational Plan or operational pressures)? How remote work may positively contribute to ministry culture (consider ministry Culture and Inclusion Action Plans)?

Objectives or Anticipated Benefits and Outcomes

What are the objectives of the remote work arrangement you are seeking? What benefits do you anticipate to achieve? For examples refer to the Remote Work Guidelines.

These objectives are essential to be able to measure, evaluate and demonstrate success of remote work in the future. Data, monitoring and evaluation make for a stronger business case.

Suitability of Remote Work

How would you describe suitability of this arrangement for the organization? What makes affected positions suitable for remote work? Use the [Remote Work Criteria](#), "Suitability for Organization" and "Position Suitability" questions. Consult your ministry leadership, privacy and safety resources, and HR Business Partner Team to help build this section.

Cost and Return on Investment

What are the known costs associated with the proposed arrangement (e.g. cost of additional equipment, changes to the office space, accommodation costs)? What return on investment do you anticipate?

Work with your ministry Corporate Services to build this section.

Risks and Mitigation Strategies

Remote work is associated with the following risks: required operational changes and re-tooling; culture and connection to the organization; employee engagement and connection to the team; safety and employee mental health; privacy and information security; other. What risks do you anticipate facing and what mitigation strategies do you propose?

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For example, all employees working remotely will be provided with filing cabinets with a lock; management will build and implement a Culture Sustainment Plan that reflects a hybrid team working environment.

Consultation

Parties consulted for this business case (as required):

- | | |
|---|---|
| <input type="checkbox"/> Ministry/Division Leadership | <input type="checkbox"/> Corporate Services |
| <input type="checkbox"/> HR Business Partner Team | <input type="checkbox"/> ITD |
| <input type="checkbox"/> Privacy Resources | <input type="checkbox"/> Clients |
| <input type="checkbox"/> Safety Resources | <input type="checkbox"/> Other _____ |

How would you summarize your consultation for the decision makers?

Alternatives

Are there alternatives to the proposed remote work arrangement? What other solutions help to achieve the objectives outlined above?

Additional Information

Provide any required additional information.

Next: follow ministry approval processes.