



THE FLORIDA STATE UNIVERSITY
COLLEGE OF SOCIAL SCIENCES & PUBLIC POLICY
DeVoe L. Moore Center

DMC Remote Work Protocols
Version 1.0

Key Contacts

- Sam Staley, Director, preferred primary: sstaley@fsu.edu, secondary: 937-409-9013
- Crystal Taylor, Director of Public Policy, preferred primary: cjtaylor@fsu.edu
- Judy Kirk, Business Manager, preferred primary: jkirk@fsu.edu

General Expectations

All faculty and staff are expected to develop, deploy, and utilize on-line tools for managing and implementing their work plan. These tools are not a substitute for face-to-face interaction, but when used appropriately and efficiently they can enhance productivity and streamline the research, publication, and editing processes.

We expect every intern, research assistant, and staff member to become knowledgeable and proficient with on-line tools. These tools are essential components of the workplace and are defining the modern work environment. Given Florida State University's capabilities and resources, our primary on-line tools have been (and will continue to be):

- FSU Zoom (for group meetings)
- Slack
- Canva
- Skype
- Canvas website
- Office 365
- Google Drive

DMC Canvas Site

The DeVoe Moore Center has established an organizational website on Canvas. All staff and students affiliated with the center are expected to use this site regularly for updates, checking protocols, and accessing resources related to their work at the DMC. Unfortunately, we can only add people with an fsu.edu email address. (Please make sure you have forwarded your email address to Sam Staley or Crystal Taylor for inclusion in the Canvas site.)

Group Meetings (via Zoom)

All remote group meetings should be conducted via zoom using the FSU Zoom app on Canvas. Managers should schedule their meeting via the DMC canvas site. This allows transparency in



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meeting scheduling and permits more effective coordination among our teams. All meetings should also be recorded.

These meetings should be structured to review progress toward objectives and goals, identify and resolve bottlenecks, and foster collaboration within the team and among other groups/individuals within the DMC.

Cloud-Based Activity

The DMC already uses cloud computing and file storage extensively. Beginning **March 20, 2020**, all DMC related documents should be created, managed, edited, and finalized via Google Drive apps -- Google Docs, Google Sheets, etc. All data analytics work should similarly be stored and created on line. (This is already done via Tableau for the transparency website.) At a minimum, these documents should be accessible by Sam Staley or Crystal Taylor but access should be expanded to include the relevant team manager and/or team members. In short, no core documents should be solely accessible or available through local hard drives on personal laptops or desktop computers.

Once text and analysis is finalized, documents may be transitioned to Office 365 formats (e.g., word, powerpoint, excel, publisher, etc.) for final editing, formatting, layout, etc.

This protocol should not inhibit our use of other Internet based platforms such as Canva or Tableau.

Managers

Managers will be expected to meet once per week with Sam Staley and/or Crystal Taylor **and** separately with their team. Right now, manager group meetings are scheduled for Mondays at 10 am ET.

The weekly managers meeting will include:

- DMC director
- DMC business manager
- DMC director of public policy
- Editorial manager
- Data Analytics manager
- Other managers as determined by senior leadership

The agenda for these meetings will focus on review progress toward established goals and objectives as well as



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- Identifying bottlenecks in the production schedule
- Reviewing new initiatives or ideas
- Fostering collaboration among groups and projects.

In addition, managers will be expected to post weekly summaries of group accomplishments posted to the DMC google drive by Friday at 3 pm ET.

Research Assistants and Interns

Generally, research assistants and interns are expected to conduct their work professionally and in a timely manner.

- Daily tasks.
 - Check your fsu email
 - Check slack
- Weekly tasks
 - Meet with your group via zoom. (This meeting should be organized and led by your manager.)
 - Enter your work plan for the remainder of the Spring 2020 semester as text in the assignments tab on the Canvas site **before Friday March 27, 2020.**
 - Enter your weekly accomplishments (in bullet form) **and** your main objectives for the following week in the assignments tab each Friday before 3 pm ET. This can be entered as an amended running list updated in subsequent weeks.
- Provide continuous real-time updates on your projects via slack.
- Communicate promptly with their managers if their projects fall behind their milestones and benchmarks.