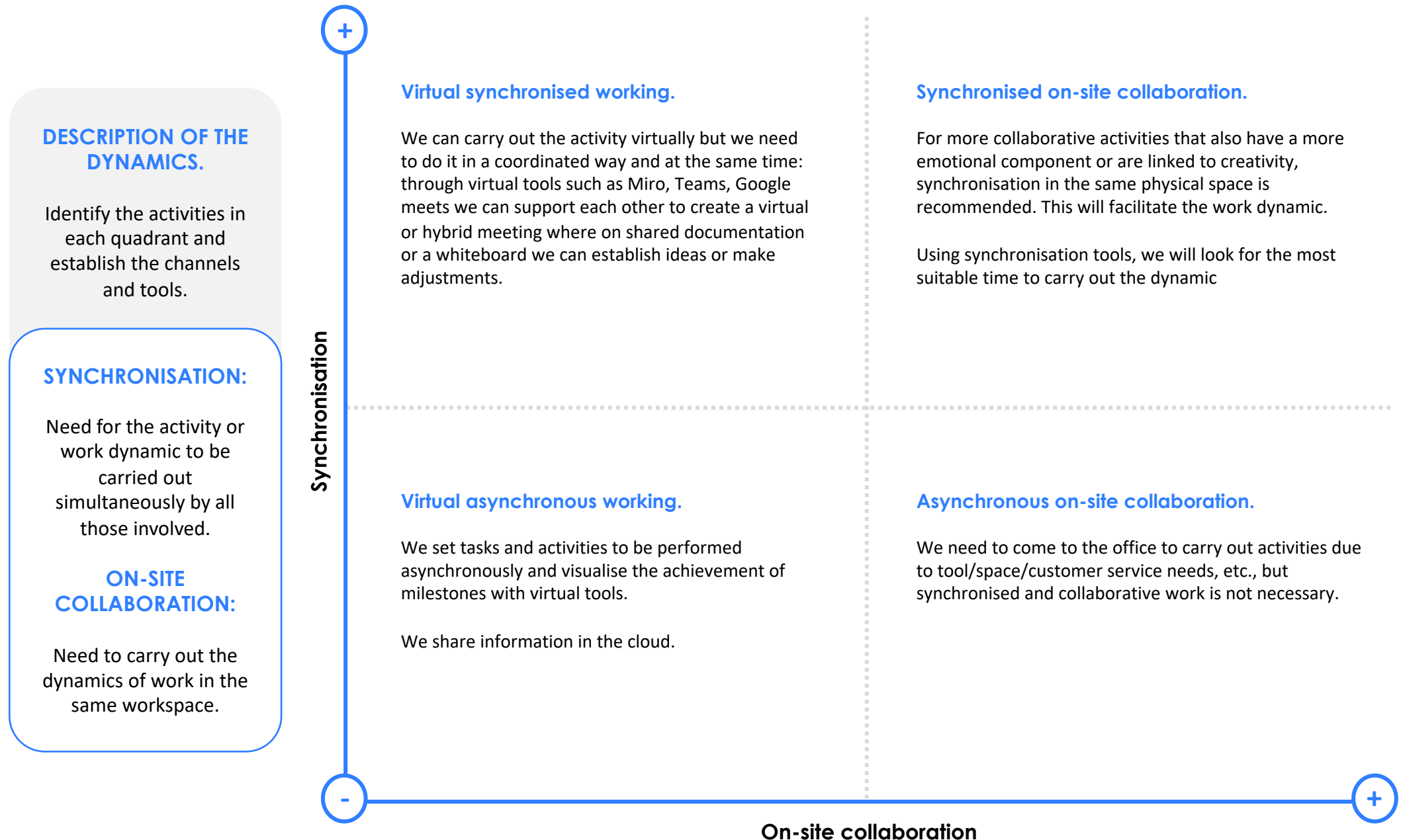


In order to carry out hybrid work, it is necessary to organise the activities in a consensual way with the teams based on synchronisation and on-site collaboration.



Hybrid work: synchronisation and on-site collaboration

Indicate for each activity the level of synchronisation and presence required and agree with your team the channel and/or support tool to be used to ensure collaboration and completion of the task. Finish by placing the different activities in the quadrant to visualise the categories.

	Synchronisation		On-site collaboration		
Activity 1:	-	+	-	+	Channel: Support tools:
Activity 2:	-	+	-	+	Channel: Support tools:
Activity 3:	-	+	-	+	Channel: Support tools:
Activity 4:	-	+	-	+	Channel: Support tools:
Activity 5:	-	+	-	+	Channel: Support tools:
Activity 6:	-	+	-	+	Channel: Support tools:
Activity 7:	-	+	-	+	Channel: Support tools:
Activity 8:	-	+	-	+	Channel: Support tools:

Virtual synchronised working.

We can carry out the activity virtually but we need to do it in a coordinated way and at the same time: through virtual tools such as Miro, Teams, Google meets we can support each other to create a virtual or hybrid meeting where on shared documentation or a whiteboard we can establish ideas or make adjustments.

Synchronised on-site collaboration.

For more collaborative activities that also have a more emotional component or are linked to creativity, synchronisation in the same physical space is recommended. This will facilitate the work dynamic.

Using synchronisation tools, we will look for the most suitable time to carry out the dynamic

Virtual asynchronous working.

We set tasks and activities to be performed asynchronously and visualise the achievement of milestones with virtual tools.

We share information in the cloud.

Asynchronous on-site collaboration.

We need to come to the office to carry out activities due to tool/space/customer service needs, etc., but synchronised and collaborative work is not necessary.