TECHIMPACT®

Prepare Your Nonprofit for Smooth Sailing through COVID-19

Presented by 501 Commons & Tech Impact, March 2020

KAREN GRAHAM

Managing Director of Education and Outreach, Tech Impact

Pronouns: She/Her

I oversee our education, outreach, and communications work and lead the Idealware team--researchers, presenters, and writers who create technology information resources designed to help nonprofit leaders put their vision into action. My expertise is in tech strategy, innovation, and leadership.

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GRAHAM FORD

Director of Technology & Consulting Services, 501 Commons

Pronouns: He/Him

For eight years, Graham has led technology design and implementation in mission critical business environments for 501 Commons and its clients. Graham has worked and volunteered in nonprofit and governmental institutions in technical and non-technical roles. He has an MBA in Technology Management from the UW Foster School of Business.

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LINDA WIDDOP

Managing Director of Client Solutions,
Tech Impact

Pronouns: She/Her

I manage all aspects of client relations for Tech Impact including educating nonprofits about technology solutions. I work with local, regional and national partners to provide the nonprofit community with increased knowledge of technology through speaking engagements.

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AGENDA

1. What you can do immediately to prepare for remote work
2. Changes that take longer but ultimately leave you more resilient
3. Q & A with Experts

- All attendee lines will remain muted
- Please connect to audio by dialing in (toll) or by using your computer speakers (VoIP Toll Free).
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- We are recording today's presentation and you will be sent a link to the webinar recording
- Please use the "Chat Tab" to ask us questions.

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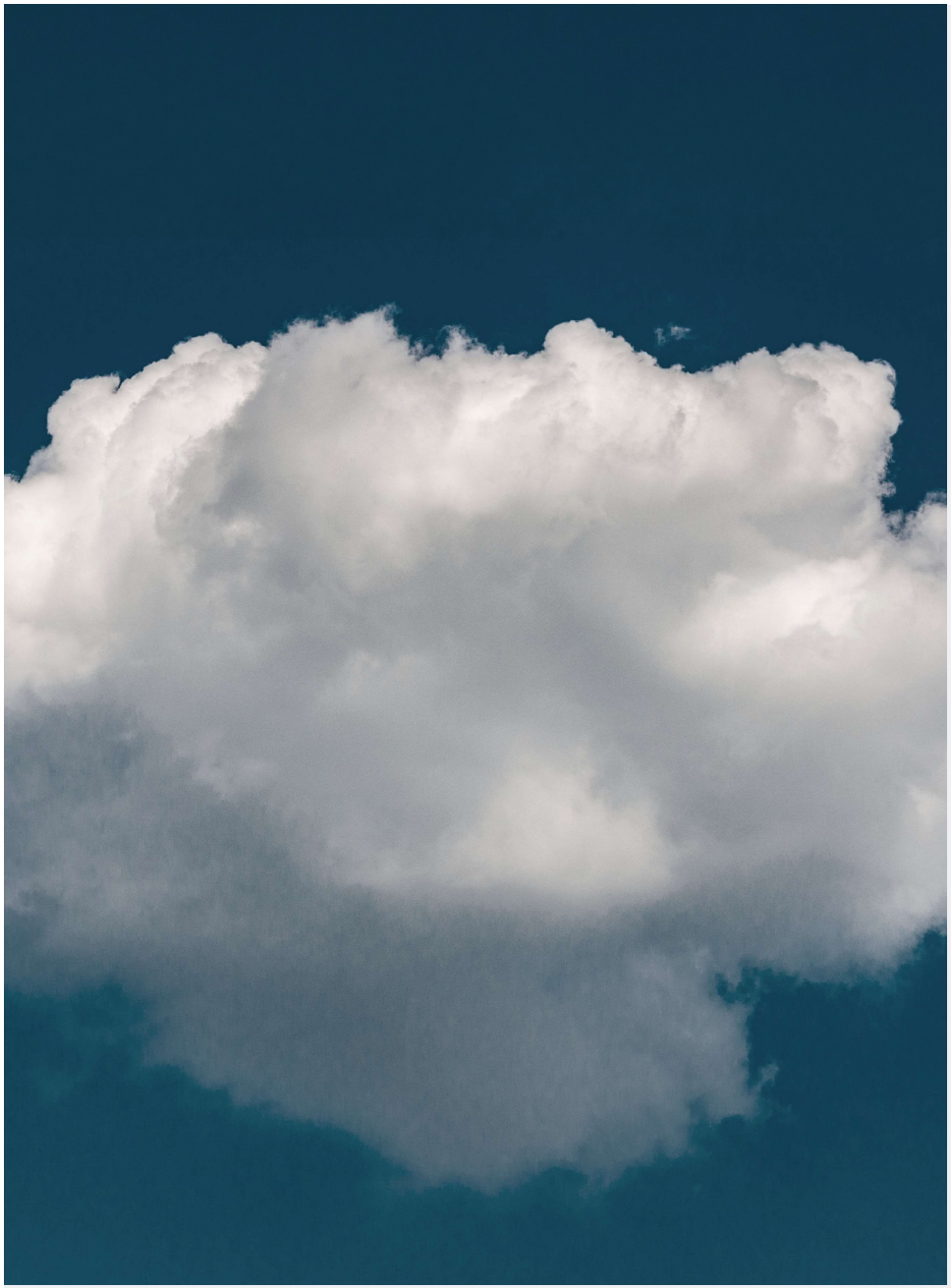
IMMEDIATE PREPARATIONS FOR REMOTE WORK

EQUIP PEOPLE TO WORK FROM HOME

- Access to business-critical files
- Hardware
- Communications
- Security
- Quick and dirty tricks



FILE ACCESS

How much can you move to the cloud in a week?

What about accessing other systems?

BASIC
WORK-AT-HOME KIT

- Laptop with Camera
- Mouse
- Headset
- Extra Monitor? Printer?
- Remember Ergonomics
- Reliable Internet Connection
- ~~Kids Streaming Video~~

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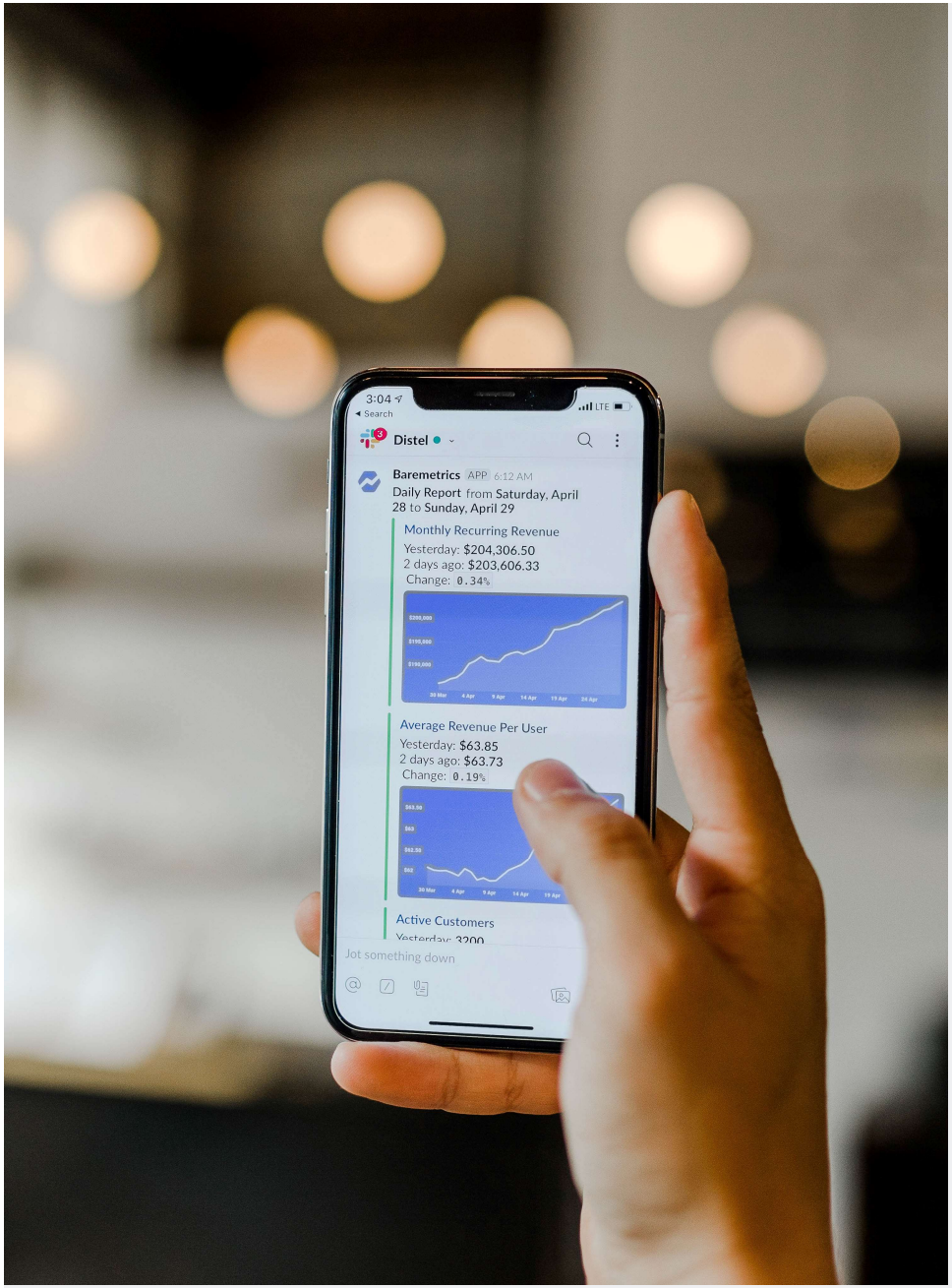

COMMUNICATIONS

- Phone options
  - Call forwarding
  - Softphone apps
  - Dialpad, Teams
- Chat and messaging
  - Hangouts
  - Slack
  - Teams

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BASELINE PROTECTIONS FOR PERSONAL COMPUTERS

- Apply pending operating system updates
- Apply available updates for Firefox, Chrome, Adobe Reader, FlashPlayer, Java, and Office
- Run fully up-to-date antivirus

Now more than ever: Only get information from trusted sources!

OTHER TIPS

- Communicate to staff and clients frequently about tech plans
- Provide supplies and instructions to clean keyboards, headsets
- Check your policies, then share them with staff
- Visit www.prepareerespondserve.org for more resources

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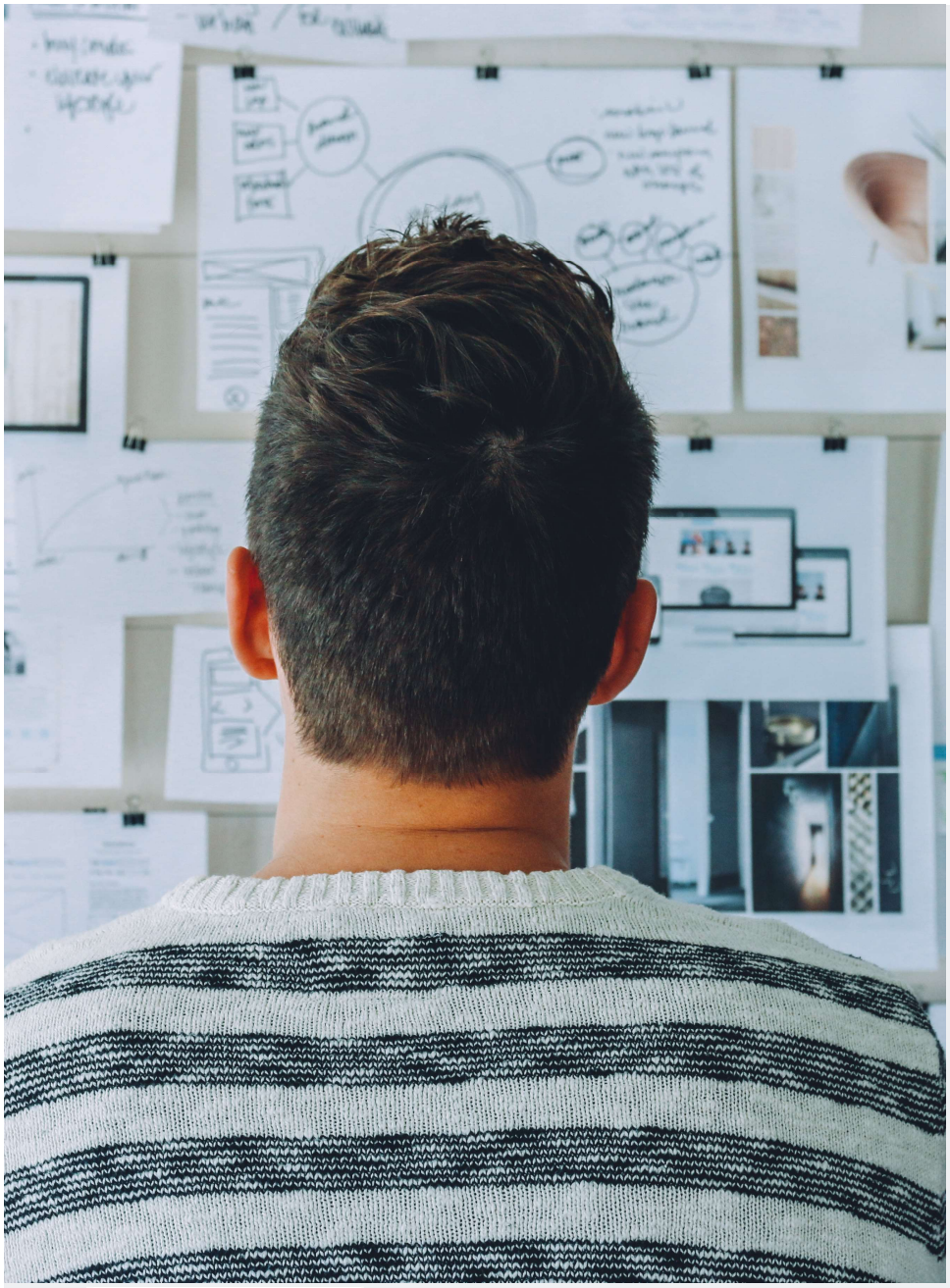

CHANGES YOU WISH YOU WOULD HAVE MADE LAST YEAR (BUT IT'S NEVER TOO LATE)

- Cloud productivity options
- Move database and financial software to the cloud
- Move phone system to the cloud
- Build out your policies

QUESTIONS

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Our mission is to boost the capacity of nonprofit organizations to thrive over the long term and effectively serve the community.

- Management Consulting
- Technology Services
- Financial Services
- Human Resource Services
- Leadership Development
- Learning Resources
- Volunteer Management & Planning Programs
- Resource Directory

www.501Commons.org

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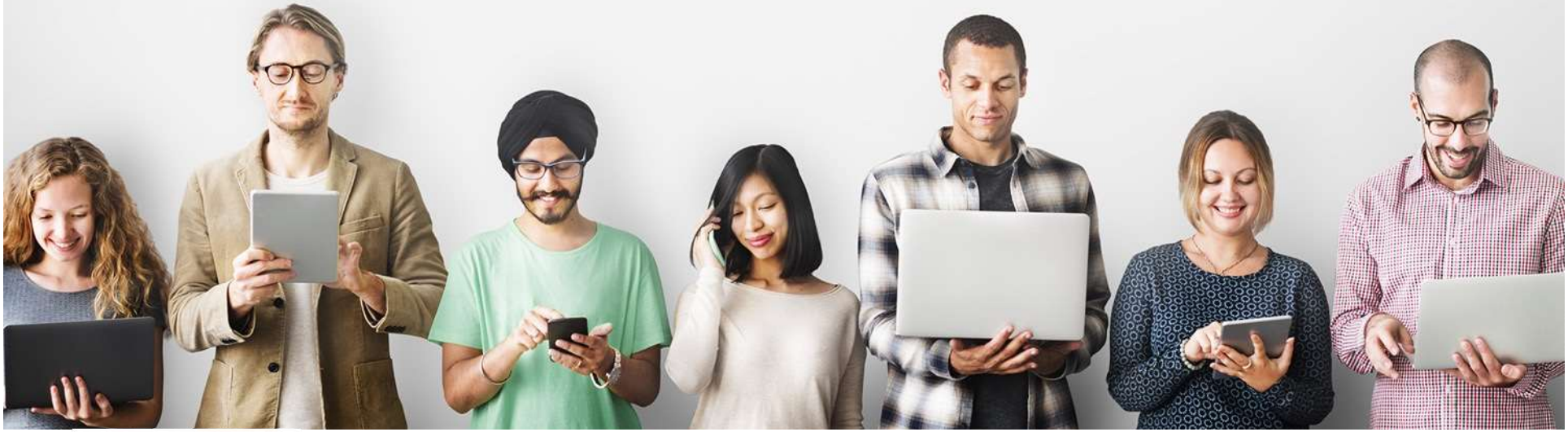

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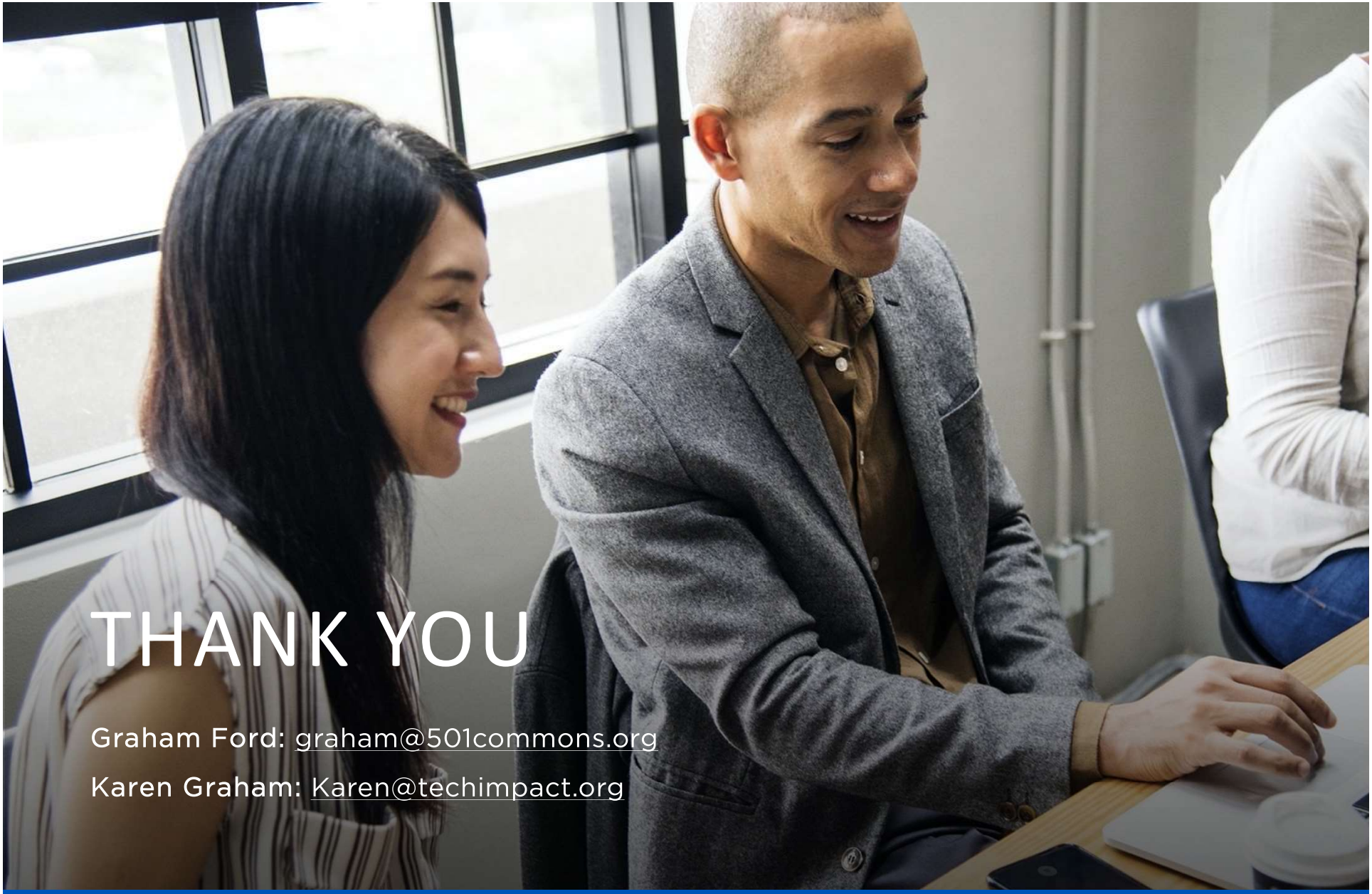

THANK YOU

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