A successful proposal should address each of the following questions as applicable.

| **Your Job** | • What are your key responsibilities and what are the tasks required for success in your job?  
|             | • Do you supervise others? How will a telecommuting arrangement impact your ability to supervise others?  
|             | • What goals did you establish through the performance assessment process? How will this work arrangement help or impede your ability to meet those goals?  
|             | • How will this arrangement sustain or enhance your ability to get your job done?  
|             | • Will you be able to adequately protect any confidential information that you handle?  
| **Your Customers** | • How will you meet or exceed the needs of the department?  
|             | • How flexible can you be to any changing needs of your department?  
|             | • Who are your key customers?  
|             | • How will the telecommuting arrangement affect your customers?  
|             | • How will you assure customer service needs are met?  
| **Your Co-Workers, Supervisor/Manager, and Supervisees** | • What will the impact be on your supervisor and co-workers?  
|             | • If you supervise others, what will the impact be on them?  
|             | • How will the telecommuting arrangement affect work volume, peak periods, projects in progress, overtime?  
|             | • What will be the impact on coverage within your department (co-workers’ illnesses/leaves/vacations)? How does your telecommuting proposal address this?  
| **Tools and Resources for Your Job** | • What are the tools, resources, and best working environments required for success in your job?  
|             | • What technology and/or equipment will you need?  
|             | • What are the cost implications?  
|             | • Are there any cost savings for UST that might result from this arrangement? |
| **Your Performance** | • How will your work/performance be reviewed and evaluated?  
| | • What means will you use to measure your success? |
| **Yourself** | • Are you self-directed and comfortable working without close supervision?  
| | • Do you manage your time well?  
| | • Are you comfortable working alone for long periods?  
| | • How do you manage the employees you supervise while telecommuting? |