Virtual Work Maturity Model

Agile Strides

	Description	Who	Where	When	Communication	Tools	Examples
Level 1	People are working one day from home to get work done, or ,for example, a furniture delivery	Everyone but often only project managers, product owners, managers, etc. It is often not common to work virtual.	Home. No special arrangements are made.	9-5, as in the physical office.	Communication is not required. People are often expected not to be available.	No specific tools. People often focus on work that can be done offline.	Many large/corporate organizations or smaller organizations where there is a lack of trust
Level 2	The office is moved to home. Often because the office is temporarily not available.	Everyone. People are forced into this situation. Some will like it, and some will totally not like it.	Often home. Sometimes co-work spaces, or other offices.	9-5, as in the physical office.	Communication like being in the office. No clear agreement on communication channels. Meeting after meeting.	Basic corporate tools like Skype for Business, Teams, Office365, and OneDrive. Screens are shared to work together.	Many corporate organizations in the first months of COVID-19 lock down.
Level 3	Organizations chose to work distributed, often still in one country, region, time zone.	Everyone. People chose to work for organizations in this level as they don't like to commute anymore and would like to experience more freedom.	Anywhere where people can be productive. Home office, libraries, co-workspaces, Starbucks.	Mostly 9-5 but work is sometimes distributed over the whole day, and sometimes weekend.	Optimal use of tools, and clear agreements on which tools to use. Short, and productive meetings.	Tools like Slack, Zoom, Miro, Trello, and Google Suite. Links to documents are shared to work together.	Trello, Edgar, Wirecutter
Level 4	Organizations chose to work distributed, no limitations on location or time zone.	Everyone. People chose to work for organizations because they value maximum freedom.	Anywhere in the world as long as there is a high speed internet connection.	Whenever people want. People work when they are most productive.	Communication is mostly done asynchronously. Clear agreements on how and what to communicate	Tools like in level 3 but also tools like Loom, IDoneThis.	Zapier, Management 3.0, Automattic,Buffer