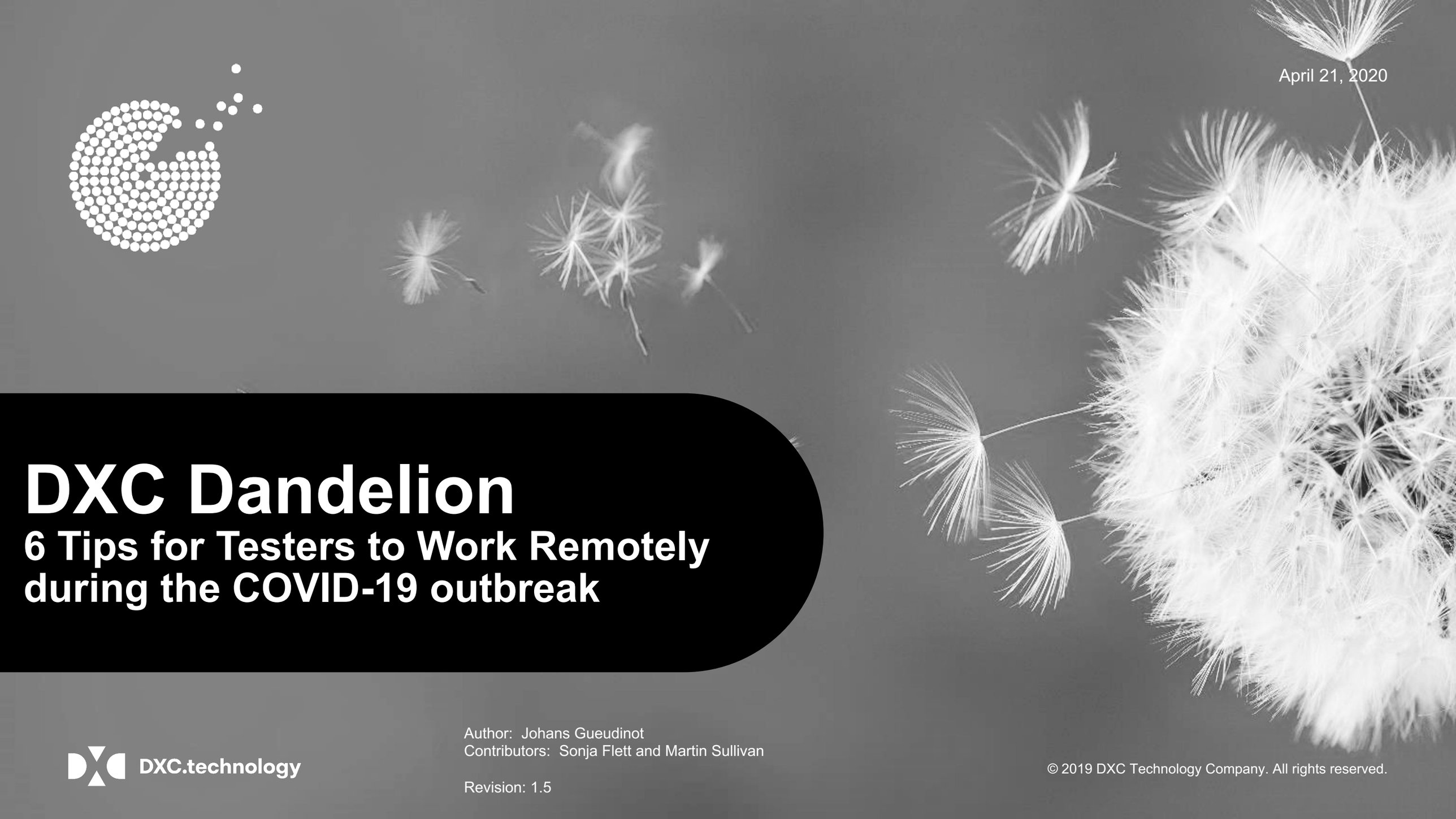

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DXC Dandelion

6 Tips for Testers to Work Remotely during the COVID-19 outbreak

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"Understand that this is a marathon. If you sprint at the beginning, you will run out of energy by the end of the month"

1. Emotionally prepare for this health crisis to continue for 6 to 12 months, followed by a slow recovery.
2. If the health crisis ends sooner, be pleasantly surprised.
3. Right now, work toward establishing serenity, productivity, and wellness under constant challenging conditions.

Tip 1: Dedicate a work space and make it your own

Tip 2: Pace yourself and Stay Positive

Tip 3: Dress as if you were going to the office

Tip 4: Secure Technology Access

Tip 5: Stay connected with colleagues

Tip 6: Avoid Distractions and Keep Up Productivity

Additional Information

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Tip 1: Dedicate a work space and make it your own

When working from an office, commuting to and from the office helps the brain shift into “work mode”.

- At home, you can create that same mental shift by dedicating a spot for working (Home-Office)
- Give the Home-Office some personality by adding framed photos, toys, plant whatever you like, be creative, make it your own.

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Tip 2: Pace yourself and Stay Positive

The work week is a marathon – not a sprint. If you sprint at the beginning, you will run out of energy by the end of the work week.

Here are some suggestions:

- Encourage gentle, regular body stretching of back, hands, shoulders, hips and neck
- Walk the dog before starting work, at lunch, early afternoon, and after work. It's a great mental break." Not to mention healthy.
- Do ten push-ups or hold yourself in plank pose. Pick up your guitar. Make your grocery list. Look after your stamina (and your team) will thank you.
- Alternatively, if possible use a Fitbit or equivalent to remind you to exercise.

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Tip 3: Dress as if you were going to the office

(almost)

Full-blown business attire isn't necessary, but do make yourself presentable. You're going to end up on a lot of video calls. More importantly, getting dressed is another important part of the mental shift into work mode.

But don't stop there. Establish a morning routine that is as close as possible to your routine when you're going into an office. Here's mine:

- ***6:30 am*** - Wake up, brush teeth, exercise (Table Tennis Practice/Gym)
- ***7:15 am*** - Brew coffee, shower, get dressed (including hair), unload the dishwasher, help family members get ready.
- ***8:00 am*** - Catch up with news and have breakfast.
- ***8:30/8:45 am*** - Start work.

Rituals allow us to make transitions with minimal mental and emotional turbulence.

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Tip 4: Ensure Secure Technology Access Wherever you work

The first and foremost part of the working-from-home plan is to make sure we all have a secure way for accessing the internal DHA Systems.

Fortunately DHA has given us Citrix Soft-tokens to access internal systems (Test Environment such as Online Account, ICSE, TRIPS).

We are expected to safeguard technology access to DHA Internal Systems at all times.

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Tip 5: Stay connected with colleagues

Use communication tools to ensure connection between colleagues.

When team members are sitting apart from their peers, effective communication can be a problem.

To maintain stable outcomes, keeping communication flows in a team is highly important, as critical details can easily be overlooked through text messaging.

There is a wide variety of tools for communication that fit perfectly to the current situation.

- For online video conference meetings (Scrum Ceremonies) we'll use Skype Personal Edition
- For daily work-related activities (Test Scripting, Reviews, Execution and general questions) we'll use DHA Skype for business edition.

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Tip 6: Avoid Distractions and Keep up Productivity

- Set goals for the day and break up the workload in smaller chunks.

  For example: In ***the morning*** I want to achieve XX and in ***the afternoon*** I want to achieve XX.

- Keep track of what you're achieving by using a Kanban Board.

My Kanban Board				
Backlog	**To-Do**	**In-Progress**	**Done**	**Comments**

- Take regular breaks.

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