



What Should I Do?

Considering outsourcing your project management? Follow these best practices to collaborate effectively with contractors.



Evaluate Contractors On Their Collaboration Qualities

- Desirable qualities include:
 - Technical literacy
 - Problem solving and critical thinking skills
 - Ability to enhance and cultivate a team environment, even when remote

Invest in Collaboration Tools

- Collaboration capabilities to look for include:
 - File sharing and document storage (ensure tools offer version control and change tracking)
 - Real-time communication. I.e., chat/messaging, video conferencing and activity feeds
 - Workflow management and task tracking, so users can see task status at a glance

Coordinate Tools, People and Processes Effectively

- Establish a communication plan and hierarchy to address:
 - Frequency of communication
 - Escalation measures for critical issues
 - Which medium should be used for which type of communication
- Set up a centralized location to house all project documentation
 - Choose one tool to act as document management and store system
 - Ensure in-house employees and subcontractors follow rules of use
- Ensure contractors are granted appropriate access to information and collaboration tools
 - Set user permissions and invite contractors to collaborate by providing guest access
 - Consider purchasing an additional user license for your collaboration tool(s)
 - If needs change over duration of the contract, update access levels as required