

Project Proposal: Implementing Remote Work Policy

Background

Over the past year, the company has gradually expanded its recruitment pool to include candidates from multiple regions. With the global shift towards flexible working schedules, our current on-site-only work policy has presented logistical and operational challenges.

Context

Recent surveys indicate that 70% of employees see remote work as an important factor in job satisfaction. Furthermore, multiple departments have reported increased productivity during previous short-term remote work pilots, suggesting that a formal policy could have positive outcomes.

Introduction

This document outlines the rationale and approach for developing and implementing a comprehensive remote work policy. It describes the motivation, the persistent operational issues with the current system, and proposes a solution that addresses employee needs while maintaining organizational performance.

Important Notes on the Background Context Introduction Format

- Clearly separates background, context, and introduction to provide a logical flow of information.
- Helps the reader understand prior events (background), current challenges or environment (context), and the purpose of the document (introduction).
- Ideal for proposals, reports, and documentation where clarity of origin, situation, and intent is crucial.
- Ensure each section is concise and directly relevant to the main topic.