

# 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.