

PM  
—IJ

Project Management in Investigative Journalism

Working online

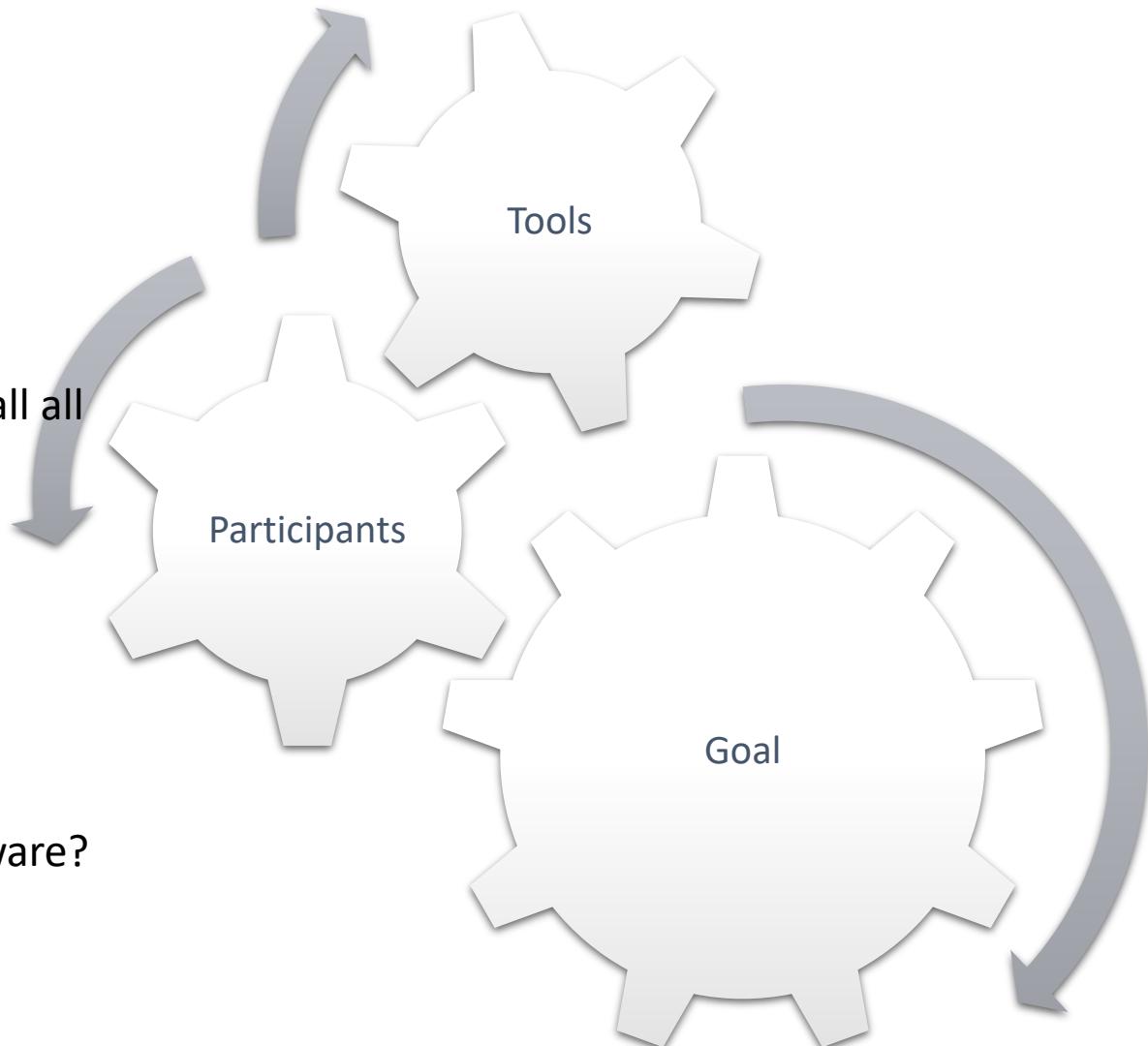
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part I:  
Preparation

# <sup>PM</sup>IJ Before you start your call

## Preparation...

- List of participants is complete?
- Who is going to be partially in the call?
- Is it necessary for everyone to be in the call all the time?
- Who is responsible for what part?
- Do we have a clear goal for this meeting?
- Is everyone aware of that goal?
- Do we have the tools in place to have the conference call?
- Does everyone have a link/code?
- Did everyone download the needed software?
- ...



What if... ? Be prepared for things that can go wrong!

# <sup>PM</sup>IJ Tools

- Work together: Slack, Office365 Teams, Google hangouts
- Chat: Whatsapp, Signal
- (video)Calls: Whereby, Skype, Office365 Teams, Zoom, Jitsi, Join.me, GoToMeeting, Google Meet/Hangout
- Planning: Trello, Office365 Planner, ClickUp, Toggl
- Document sharing: Dropbox (paper), Google Drive, Zoho Writer, Office365 (Onenote, Word, Excel, Powerpoint)



Goal: What is the exact use of this tool? Does it fit best?

Participants: Does everyone have access? Everyone is familiar with the application(s) you chose?

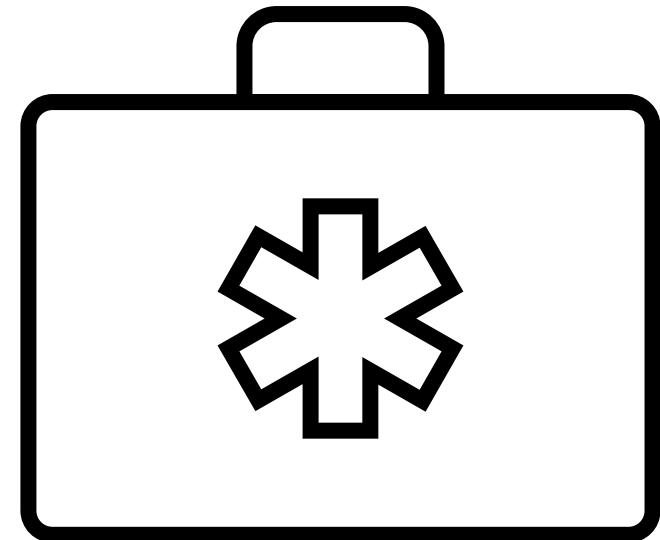
# <sup>PM</sup> IJ Security

- Use the paid version (add to budget)
- If you record a conference call, make sure **everyone agrees**
- Make sure your data are well protected!
- Check after call if your camera is off



# <sup>PM</sup>IJ What if...

- Share agenda, documents, links and or codes of the call well on time to all participants
- If speaker, make sure you are familiar with the software/application
- Open the documents that you are going to use or even might need before the call starts
- Test video and sound
- Think about what you will do if:
  - A guest does not appear in the call
  - Someone is interrupting the call
  - Connection fails
  - Video or sound fails
  - Conversations last too long or go off-topic
  - Back-up if the application fails
  - etcetera



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Part II:  
(video)call

A Video Conference Call in Real Life  
Tripp and Tyler

<https://youtu.be/JMOOG7rWTPg>

# <sup>PM</sup>-IJ Be on time!

- Respect
- No stress
- Leave the previous call in time
- Time for coffee/cat/children/toilet



# <sup>PM</sup>IJ Necessary documents at hand

- Especially if you want to show / share something
- Keep the layout simple
- Open it already or put a link on your desktop
- Open application for taking notes
- Are there people who dial in by phone?



# <sup>PM</sup>IJ Master applications

- Download
- Create account
- Check link
- Telephone number(s)
- Mute and unmute (shortcut)
- Video on and off (shortcut)
- Chat
- Participant list
- Choose background



# <sup>PM</sup>IJ Introduce yourself

- Especially if you don't know everyone or if they don't know you
- Many participants
- The application often indicates which participant speaks or uses a microphone
- Agree on a way of working during the call



# <sup>PM</sup>IJ Let people talk

- Agree on how to interrupt/ask questions
- Use chat
- Having no eye contact makes it difficult
- No non-verbal communication



# <sup>PM</sup>IJ Good connection

- Faltering (Internet) connection is disturbing
- Poor quality video? Turn off all video except the speaker's



# <sup>PM</sup>IJ (Un)Mute

- They don't hear you ... Really, they don't
- Know the shortcut to turn on sound
- Sometimes being muted means you loose an opportunity
- Check the sound in advance
- Headphones on / in



# <sup>PM</sup>IJ Avoid background noise

- Choose a quiet place
- Agreements with housemates
- Manage calendar (animals, children, visitors, deliveries)
- Inform in advance if malfunction is unavoidable
- Blur background
- Close other applications
- Phone on soft or off



# <sup>PM</sup>IJ Lighting

- Choose a light spot
- Turn on light on desk

Looking into a black hole? Put a light on your face!



# <sup>PM</sup>IJ Frame

- At the same height as your face
- Quiet environment
- Turn to camera
- Phone: put it down or off
- Turn off notifications
  
- Dress yourself, think about color
- Do not eat
- Don't be too much on your face
- Don't do other things



# <sup>PM</sup>-IJ And?

Also keep in touch with each other 'outside' the office...



Keep formal and informal conversations seperated.  
Call for small talk with your phone without video and tak a walk while on the phone to catch up...

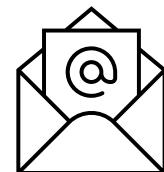
# <sup>PM</sup>IJ Taking care of yourself

- Keep the same timeframe as usual, make a day and a week agenda
- Eat healthy, keep moving
- Open and close workspace
- Take lunch time
- Make arrangements with housemates
- Have a varied agenda: call, prepare and take a break
- Discuss efficiently, catch up with colleagues
- Long online meeting is tiring



I hope that with this information I have been able to make your life a little easier during the COVID-19 period.

Would you like to know more about working online, collaborating or facilitating online meetings?  
Contact me.



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