

AGILQUEST'S SMART OCCUPANCY

Efficiency, Productivity and Sustainability

Freedom and Flexibility with Measurement and Control

SMART OCCUPANCY DEFINITION

Smart Occupancy is a workplace strategy that maximizes workplace efficiency, workforce productivity and organizational sustainability by implementing process and technology to balance freedom and flexibility with measurement and control.

Smart Occupancy delivers focused, measureable results, it is implemented through specific steps and processes, and Smart Occupancy answers key operational and strategic questions asked by world-class organizations and industry leaders.

SMART OCCUPANCY RESULTS

A well-executed Smart Occupancy strategy delivers results for the organization, for the individual workers in that organization, and for the surrounding community.

The real world, achievable results include:

- Eliminates 40% to 50% of real estate (the un-used and under-used office space)
- Eliminates the energy costs of the associated office space
- Eliminates the carbon footprint of the associated office space
- Reduces overall space-per-person (from over 200 sq ft to under 100 sq ft)
- Creates a network of office space for the workforce to choose a place to work on demand
- Increases organizational resiliency and sustainability
- Evolves organizational culture to results-based management
- Attracts and retains top talent
- Improves communication and collaboration for a distributed workforce
- Leverages the latest technologies (E.g. Location-based services)

SMART OCCUPANCY IMPLEMENTATION

Successful implementation of Smart Occupancy requires a holistic approach:

- Commitment from executives and leadership
- A written business case including goals and metrics
- Measurement of the actual use of space everywhere (continuously, consistently, and systematically)
- Create a network of places for people to work and publish its availability
- Support mobile workers with on demand space



AGILQUEST'S SMART OCCUPANCY (CONTINUED)

- Train managers and workers how to work in mobile, distributed workplace
- Evolve the culture from place-centric to goal-centric (through training and change management)
- Change the mindset about office space from “abundant and free” to “scarce and expensive”
- Leverage technology to:
 - Enable workforce communication wherever they are
 - Move the work to the worker (rather than people to work)
 - Deliver workplace and collaboration choices and guarantee availability
 - Secure the data, information and communication
- Sublet, shutter, vacate or consolidate unused office space
- Extend the network of space to include home and 3rd party workspaces

SMART OCCUPANCY ANSWERS

Outstanding organizations rely on innovation, creativity and vision to continuously grow and remain ahead of competitors. Leading government agencies apply the same in order to balance new mandates and constraints with achieving their mission.

Asking difficult questions and seeking actionable answers are the hallmark of both these groups. Smart Occupancy answers key questions at the core of many of their significant organizational changes.

SPACE PLANNER / CORPORATE REAL ESTATE

- What is the Average, Minimum, and Peak actual use of space?
- What buildings can I dispose of/consolidate?
- Which leases should be renewed? How much space will we need?
- What is the actual utilization of my space by geolocation: portfolio, region, facility, floor, location on floor?
- What is the utilization of space by owner organization, level, job class, space type?
- What is the utilization of space by Year, Quarter, Month, Week, and Day of Week?

WORKPLACE STRATEGIST

- What is my Worker to Workspace ratio?
- What is our current space per person? What would be our optimal space per person?
- What spaces do people like to use most?
- How many more people can I house in this space?
- Who are my new candidates for mobility based on actual use?
- How much of my space should be hoteling space?

AGILQUEST'S SMART OCCUPANCY (CONTINUED)

FINANCIAL MANAGEMENT

- How can I more accurately forecast my budget?
- What will be the impact of space consolidations on my P&L/Balance Sheet/Cash Flow?

OPERATIONAL / FACILITY MANAGEMENT

- Where can visiting employees find space?
- Where are my colleagues today?
- Business Continuity/Disaster Recovery
- Who was in the building?
- Where are available spaces to work in other buildings?
- Where can I go to work...immediately?
- Where can displaced people go to work for days, weeks, or even months?
- How do I maintain voice communications when I move without notice?
- How can I find available rooms or equipment in an unfamiliar facility
- How do I maintain accurate seat assignment data?

SUSTAINABILITY MANAGEMENT

- How much have we reduced our carbon footprint through new workplace practices?
- How much have we reduced our energy consumption?
- What effect has telecommuting had on our personnel carbon footprint?
- How do I measure the total amount of telework in my organization?

WORKER

- Where can I find a place to work close to my current location?
- Where can locate my colleague and find a place to work nearby?
- How can I personally improve the sustainability of my organization?
- How can I find the right kind of workspace to match my task at hand?
- How can I be sure that I secure the right kind of workspace before I commit to a commute?