

Is Bigger Really Better?

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Should you stay where you are, or look for somewhere new? Before you renew your current lease or sign a new one, consider testing your existing workplace environment to determine if space is being wasted and whether your workers are in fact using the workspace assigned to them.

How MOBILE is your existing workforce?

We call it a “bed check.” When assessing how an organization is using its existing space, one of the first things we look for is how many workstations are empty. How many employees work from home and how often? How many offices and meeting rooms are occupied? Where is knowledge being shared and is the organization in need of silo busting?

Many of our clients are surprised to learn that although they *think* their building is at full capacity, as much as 30%, 40%, 50% or more of dedicated workstations are underused or sitting empty. If this is the case, it’s far more practical and affordable to adapt your current space rather than consider an actual move.

Make KNOWLEDGEABLE LOCATION DECISIONS for your business

After you test your existing workplace and if it’s determined you still need more space, finding the right location requires a great deal of research and planning. Here’s a checklist of action items:

Determine Space Requirements

- Meet with key stakeholders to understand business priorities
- Document the size of your organization and project that data into the future
- Create a profile of your needs, such as space requirements, connections among groups and teams, and key amenities to retain and attract talented people
- Show the amount of space dedicated to ‘me’ space and to ‘we’ space in each model
- Provide information to real estate brokers or agents to help them focus their search

Perform Fit Test Scenarios

- How much space will you need if you are transitioning and transforming your future workplace to make it more agile, responsive and collaborative?
- Test your future space requirements in potential workspaces (to be built, purchased or leased)
- Develop detailed layouts of shortlisted properties to test against your priorities

Create Decision Materials

- Complete macro-level analysis of each option, including risk assessment, cost assessment, and overall fit with your business goals
- Conduct site visits to help you visualize the possibilities and understand the constraints
- Present detailed findings and recommendations to senior management, including detailed discussions of advantages, disadvantages, rough cost and timeline projections

When you eventually begin to prepare the new workspace for your people, make sure you are also preparing your people for the new workplace. A major reason why projects are not successful is because change management was improperly or inadequately correlated with the workplace strategy. If you want your work, workers and workplace to be aligned for the future, you also need to manage the “people side of change.”

From assessing your existing workspace to developing comprehensive workplace and change management strategies, do you have the right kind of talent in your organization or network to ask the right questions, deliver the right answers and produce bottom-line results? If you don’t or you’re not sure, consider talking to an expert.

Meredith Thatcher is a workplace and change management strategist, consultant, professional speaker and certified trainer with over 30 years of experience. As President of Thatcher Workplace Consulting, Meredith works with businesses and organizations across North America and overseas to transition and transform “yesterday’s” work cultures and workspaces into “tomorrow’s” agile, responsive and collaborative workplaces—in essence, successfully aligning the work, worker and workplace of the future. For more information, please visit www.spaceneedsanalysis.com.