Strategic Space Planning

Supporting Business Goals Throughout the Enterprise

ARCHIBUS

How to Balance Space Needs, Real Estate Budgets and Corporate Business Goals with ARCHIBUS

With real estate being a key cost driver for any enterprise initiative, robust facilities portfolio planning is central to every organization's success—and strategic space planners manage a highly complex process that must meet business needs.

Whether it's a near-, medium- or long-term strategic business initiative, such as an acquisition or down-sizing, these initiatives can trigger space management challenges that ripple throughout the portfolio.

While managing the portfolio through these transformations, planners remain keenly conscious of the need to keep all lines of business operating continuously and at peak productivity; optimize capacity at each point in time; and achieve a provably high return on the significant capital investment in the portfolio.

Yet most organizations neither have enough visibility into baseline conditions (i.e. how the physical infrastrucutre supports today's business goals) nor do they have reliable space data in their real estate platform today to develop robust plans that support tomorrow's business goals.

With real estate being a key cost driver for any enterprise initiative, expert scenario planning is central to every organization's success.

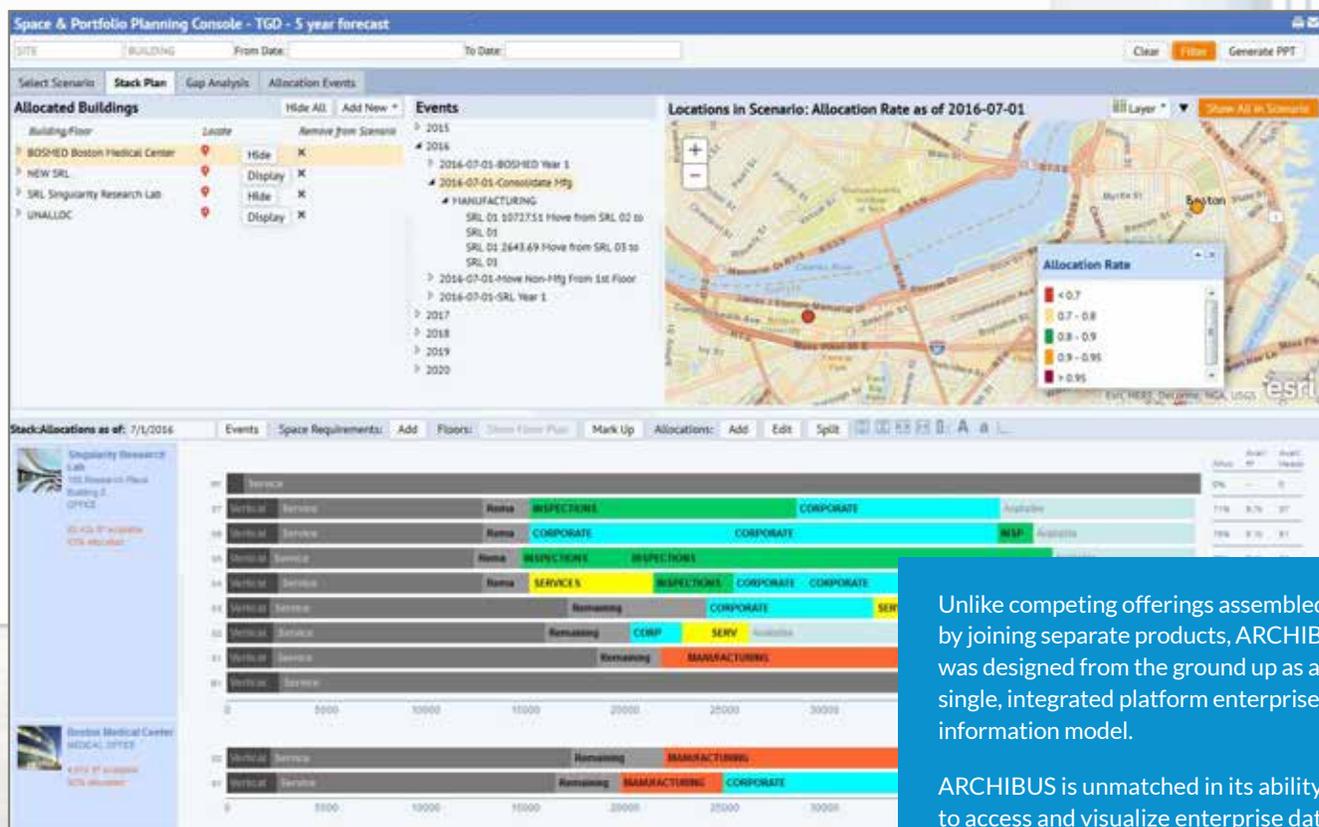# Advanced Decision Support, with What-If Scenario Planning

The ARCHIBUS Strategic Space Planning application aids planners in managing the complex equation of balancing space requirements with current and future business needs. It provides capabilities to help you:

- Assess baseline conditions

- Forecast future requirements

- Deliver *what-if* scenario planning that provides alternatives for demand by modeling different contingencies for business growth, change, acquisitions, or disposals.

- Evaluate the complex tradeoffs involved over different time periods.

- Provide the numbers needed to justify a specific course of action.

High quality intelligence about the portfolio and forecast costs of planned space scenarios gives planners a seat at the strategy table when key decisions are being made.

With this intelligence, planners can influence strategic plans so that the space portfolio can be managed in a proactive rather than reactive fashion, can deliver end-to-end quality of service to the mission, and can reduce both costs and execution risks.
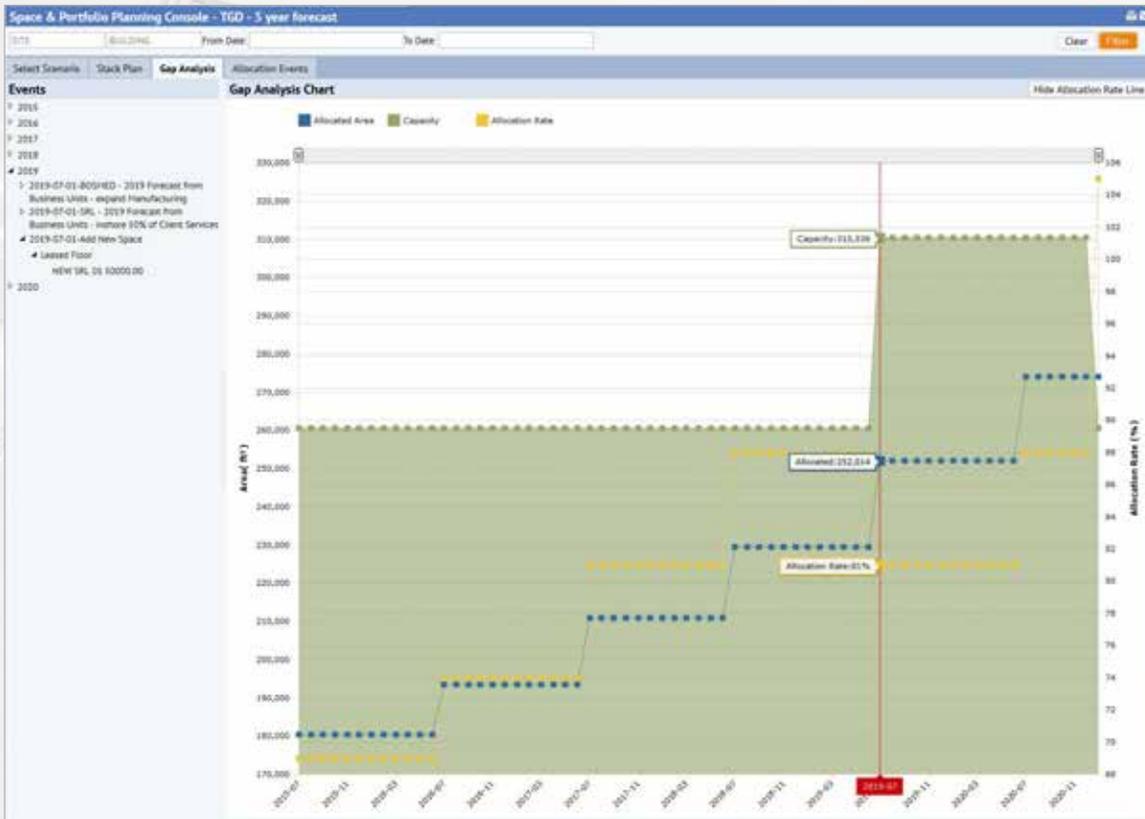
ARCHIBUS Strategic Space Planning also streamlines the implementation of the chosen plan. It gives master planners and facilities teams the ability to transform the strategic plan into execution details—define real estate transaction and renovation tasks, discuss affinities and moves with stakeholders, and flow the results to ARCHIBUS Project Management, Move Management, and Space Inventory & Performance.

> With the Space and Portfolio Planning Console, managers can plan what-if scenarios of future space requirements for multiple building locations

Unlike competing offerings assembled by joining separate products, ARCHIBUS was designed from the ground up as a single, integrated platform enterprise information model.

ARCHIBUS is unmatched in its ability to access and visualize enterprise data. Our platform unifies GIS, BIM/CAD, imagery, documents, markup and metric data in one intuitive interface over the Web.

Automate Your Space Planning Processes

There are many reasons to automate the space planning process to support governance, business continuity, and productivity enhancement. ARCHIBUS Strategic Space Planning lets you:

- *Synchronize strategic and tactical planning* – Plan top-down strategic space planning from city, campus and portfolios, to floors, zones and rooms

- *Generate rapid projection capability* – Provide multi-year space allocation forecasts in a single, consistent graphical format without having to rely on CAD tools

- *Support informed decision making* – Project differences between future space demand and supply in order to make informed space-related recommendations. Each space allocation scenario automatically calculates and graphically represents the space gap between supply inventory and space demand, allowing for a quicker response to closing gaps

- *Improve space allocation* - Project the space allocated to groups across all buildings and compare it against the available floor space in each time period

- *Develop alternative scenarios* - Deliver a multi-year space forecast with two or more different variations and evaluate the optimum solution.

- *Graphically visualize space allocation plans* – Easily drag-and-drop groups within a stack diagram from one floor to another to complete space allocation plans

- *Respond quickly to gaps between demand and supply space inventory* – Each space allocation scenario automatically calculates and graphically represents the space gap between supply space inventory and space demand (as shown above), allowing for quicker response to closing gaps between them.

Making Your Job Easier is Our Job

Specific to your job title, managers must address the aspects of strategic space planning that affect your specific job responsibilities. ARCHIBUS capabilities provide the tools needed to succeed for:

Portfolio Planners

- Align the multi-year real estate strategic plan for with the overall business plan

- Achieve a high return on the capital invested in the real estate portfolio assets

- Produce hard numbers that defend specific courses of action

Space Planners

- Automate planning on hundreds of buildings and thousands of departments to reduce manual effort and errors

- Achieve high project performance for the portfolio

- Use allocation statistics to find underperforming leases and buildings

- Communicate and get buy-in in from affected departments

Department Managers

- Easily access and review current and projected space allocation and associated costs

- Enter, review and present all relevant strategic and operational business requirements so that the right management and execution resources are always available

Finance Managers

- More accurately ascertain space-related costs by distributing the responsibility of gathering space requirements to those closest to the need: division and department managers

- Aid in portfolio scenario decisions by comparing and analyzing space, moving and furniture costs associated with various scenarios

Program Managers

- Translate approved planning scenarios into actionable execution plans

- Tie forecasting scenarios to the ARCHIBUS Project Management application, where pre-existing project templates can be used for property and lease acquisition, disposal, build-out or construction

Key Features Streamline Planning and Forecasting

The latest release of ARCHIBUS incorporates new features and functionality that improve physical and financial control over an organization's space planning and allocation.

> *Space & Portfolio Planning Console:* This console provides scenario-based navigation and keeps organized any number of proposed actions to quickly develop a new scenario. The Scenario Planning applications allow the team to analyze, score and then recommend the one that best fits the company's business needs.

> *Portfolio Scale Scenario Planning:* The application allows any number of multi-year planning scenarios to be carried out This can done at different levels of detail and applied to a portion or the total portfolio. Scenarios can make use of existing inventory or propose new buildings as leases allow. This scenario modeling provides the portfolio planner with the hard numbers they need—in terms of space, cost, and time—to recommend specific courses of action.

> *Campus- and Building-Scale Scenario Planning:* Planners must evaluate whether their plans work at the detailed level. The Space & Portfolio Planning Console relies on accurate space inventory, allocation and occupancy data to develop a baseline for future planning purposes.

> *Direct Connection to Real Estate and Space Inventories:* Space scenarios can be automatically generated from part or all of the existing inventory database with no manual entry of any date and from all or part of the space inventory. All existing organizational allocations are read directly into the scenario. The user can choose to summarize at the division, business unit, department or functional group level. Available space is tracked over time and covers both commencing and expiring lease space and company-owned space.

> *Gap Analysis:* The Gap Analysis connects the business events and decisions with their numeric impact on the portfolio. For instance, when disposing of a building or creating a new lease, the Gap Analysis visually shows the net effect on the facility in terms of capacity, allocations, and allocation rate. If the allocations climb above the shaded capacity area, the scenario does not have enough space in that timeframe to accommodate the business, and the organization must make a change.

ARCHIBUS applications also support scenario comparisons that visualize results over time as well as allow planners to work interactively with building stack plans.
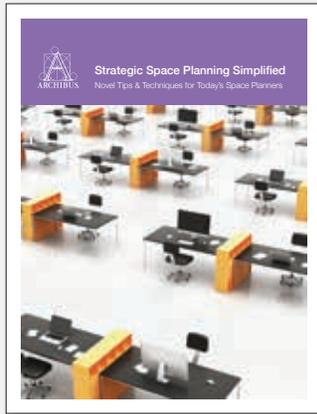
ARCHIBUS incorporates available telecommuting options that aims to lower costs, improve commuting time, enhance productivity and increase job satisfaction.

The Space and Portfolio Planning Console also streamlines block plan presentation, move integration, cost forecasting (in association with the ARCHIBUS Portfolio Forecasting application) and more.

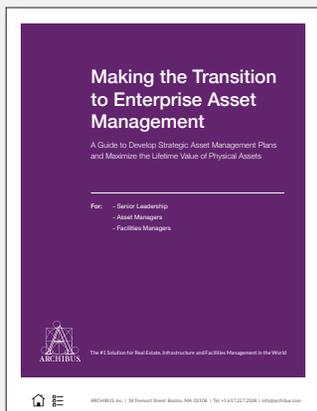For more information and a demonstration, talk to an ARCHIBUS representative at +1 617.227.2508.

Still in the Dark About Managing Your Built-Environment? Start Here ...

STRATEGIC SPACE PLANNING SIMPLIFIED: NOVEL TIPS AND TECHNIQUES FOR TODAY'S SPACE PLANNERS

Organizations worldwide face the challenge of balancing real estate costs with the selection and utilization of facilities in a manner that best contributes to their mission. Often unpredictable macro- and microeconomic factors exacerbate this challenge.
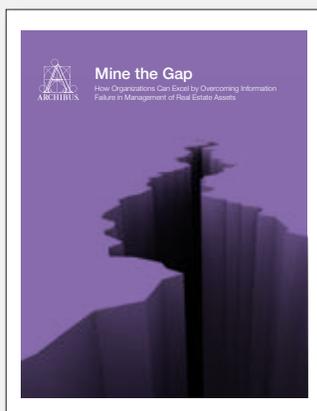
Download at:

MAKING THE TRANSITION TO ENTERPRISE ASSET MANAGEMENT

The task of maximizing and sustaining the value of physical assets to the organization poses challenges to all stakeholders responsible for planning, deploying, using, and managing those assets across the enterprise.

Download at:

MINE THE GAP

Organizations are realizing to an extent never before that information failure in real estate creates significant and often hidden costs. Solutions have been elusive, but advances in technology offer new potential.

Download at:

About ARCHIBUS and its Federated Ecosystem

With over 35 years of continuous innovation, ARCHIBUS leads the global marketplace in applying comprehensive technology solutions and services to managing your built-environment, ARCHIBUS and the its worldwide Federated Ecosystem enable organizations across the globe to consolidate their systems onto a single integrated platform for all the data, planning and operations of real estate, infrastructure and facilities. Through effective improvement and business transformation, ARCHIBUS helps users manage extensive portfolios of buildings and properties across the world.

Our industry-leading enterprise software, ARCHIBUS®, provides unique intelligence on your built environment through Enterprise Information Modeling (EIM™), and expresses its value to the overall business mission through:

- A flexible and scalable platform that enables users to easily phase-in high value/low risk rapid deployments of either specific applications or the full range of applications for organizations of all sizes.

- A highly efficient collaboration platform using homepages to personalize business analytics and data-driven results for the various roles in an organization.

- Insight and actionable intelligence from a common operating picture of results to enable operational & strategic stakeholders to achieve their organization's long-term strategy.

Our worldwide Federated Ecosystem of ARCHIBUS Solution Centers and Business Partners provides local, regional and global support in most countries around the world. Headquartered in Boston, Massachusetts, ARCHIBUS, Inc. has pioneered real estate, infrastructure and facilities management technologies since 1982. For more information, please visit www.archibus.com.