

Choosing the Right Alternative Work Strategy

methodologies and considerations

June 9, 2011

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reduce that real estate footprint

The screenshot shows a blog post from the White House website, specifically from the Office of Management and Budget. The title is "Eliminating Waste by Getting Rid of Unneeded Federal Real Estate". The post is dated June 10, 2010, and is written by Peter Driscoll, Director. The main text discusses the federal government's large real estate footprint and the need to eliminate waste. A yellow callout box highlights a list of strategies to reduce waste, including eliminating lease arrangements, streamlining processes, pursuing consolidation opportunities, increasing occupancy rates, and combining acquisition of new space with a corresponding reduction in existing space. The post also mentions that the memorandum requires more efficient use of remaining real property assets and is part of a broader effort to modernize and reform government.

Eliminating Waste by Getting Rid of Unneeded Federal Real Estate

Posted by Peter Driscoll, Director on June 10, 2010 at 10:04 AM EDT

The Federal Government is the largest property owner and energy user in the country, with an inventory that includes 1.2 million buildings, structures, and land parcels. This includes 14,000 building and structures currently designated as excess and 33,000 identified as under- and not-utilized. Currently, Federal agencies operate and maintain more real property assets than necessary, unnecessarily raising costs to the taxpayer.

That is why today the President signed a Memorandum directing agencies to accelerate efforts to remove excess and surplus property for a savings of \$5 billion by FY 2012. The Department of Defense anticipates achieving \$3 billion in real property cost savings through the Base Realignment and Closure (BRAC) process by the end of Fiscal Year 2012. In addition, government agencies will achieve \$3 billion in cost savings through reducing annual operating costs, cutting square footage through expanding telework, undertaking other space realignment efforts, such as consolidation and better use of the unused, under-utilized space.

In addition, the Memorandum requires agencies to reduce waste by:

- Eliminating lease arrangements that are not cost-effective.
- Streamlining current processes to accelerate the identification of excess assets and disposal of surplus assets.
- Pursuing consolidation opportunities within and across agencies in common asset types (such as data centers, office space, warehouses, and laboratories).
- Increasing occupancy rates in facilities through innovative approaches to space management and alternative work arrangements, such as telework, and
- Combining acquisition of new space with a corresponding reduction in existing space.

The Memorandum also requires more efficient use of remaining real property assets, through saving energy and water, and reducing greenhouse gas emissions.

The Presidential Memorandum on Real Property is part of the Administration's broader effort to modernize and reform government. Earlier this week, I spoke about this critical topic in an address at the Center for American Progress. The steps outlined in the Memorandum will help us spend taxpayer money wisely and create a more efficient and effective government.

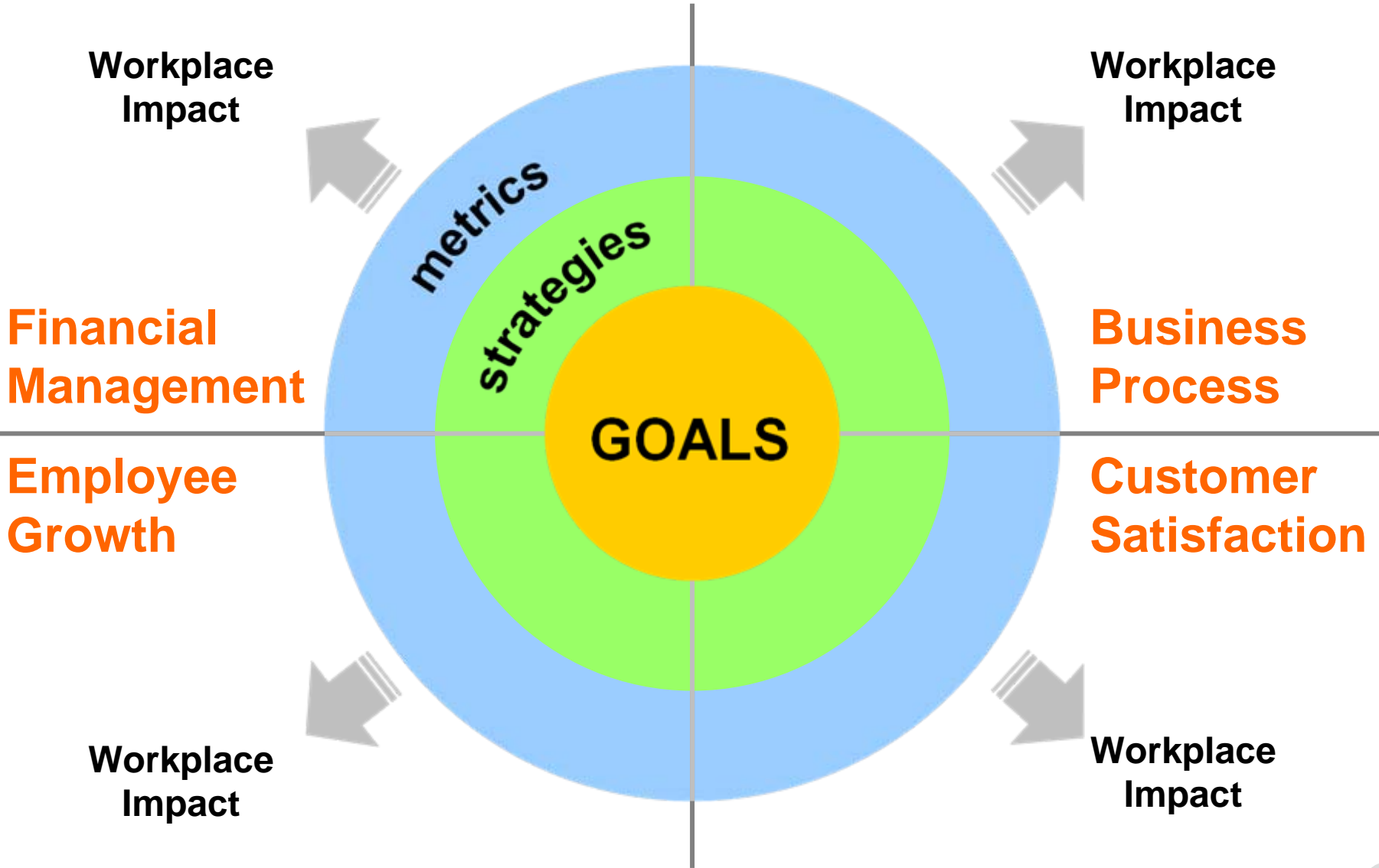
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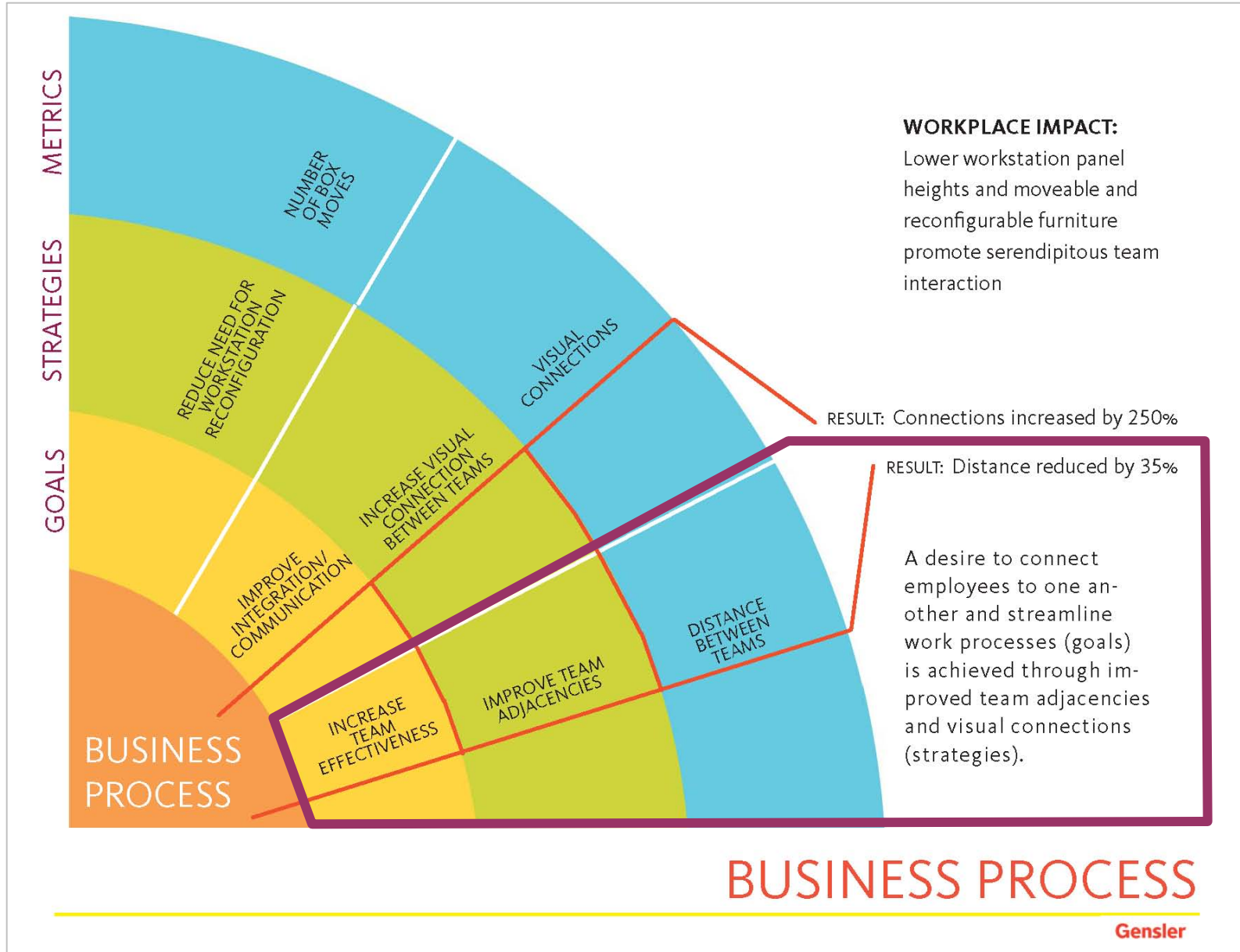
- eliminate costly leases
- pursue consolidations
- increase occupancy rates
- offset reductions in inventory when new space is acquired

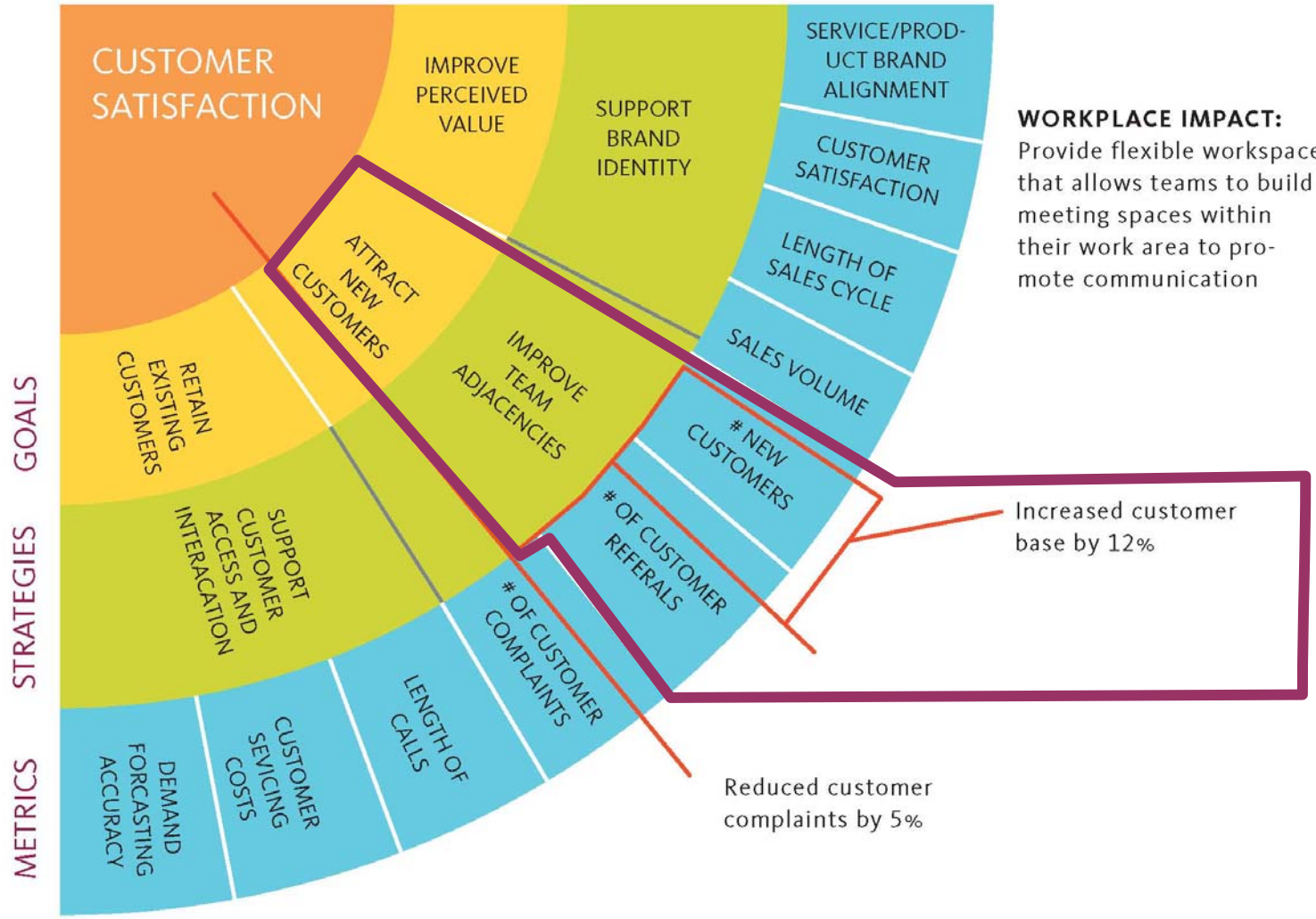
This challenge is also
an opportunity
to make a big impact.

AN OPPORTUNITY

For the workplace
to be a tool that
achieves business goals.













WORKPLACE IMPACT:
Provide flexible workspace that allows teams to build meeting spaces within their work area to promote communication

CUSTOMER SATISFACTION

AN OPPORTUNITY

For the workplace
to be a place where
employees thrive in their
work.

GSA's WORK PATTERN MATRIX

	Desk Bound	Internally Mobile	Externally Mobile
Concentrative	 <p>>75% time at their own desk >50% desk time working individually</p>	 <p><75% time at their own desk <25% outside the office >50% desk time working individually</p>	 <p>>25% outside the office >50% desk time working individually</p>
Interactive	 <p>>75% time at their own desk >50% desk time communicating with others</p>	 <p><75% time at their own desk <25% outside the office >50% desk time communicating with others</p>	 <p>>25% outside the office >50% desk time communicating with others</p>

DESK BOUND / CONCENTRATIVE



Profile

- >75% time at their own desk
- >50% desk time working individually

Typical Day

- Works at desk
- Uses headset for short calls
- Break room to pick up lunch
- Gets file from high-density file room
- Personal call in focus booth
- Desk work, spreads out files



INTERNALLY MOBILE / INTERACTIVE



Profile

- <75% time at their own desk
- <25% outside the office
- >50% desk time communicating with others

Typical Day

- Goes through e-mails at desk
- Meeting in conference room
- Lunch with boss in cafeteria
- Returns to desk
- Team meeting in conference room
- Private chat with employee



EXTERNALLY MOBILE / INTERACTIVE

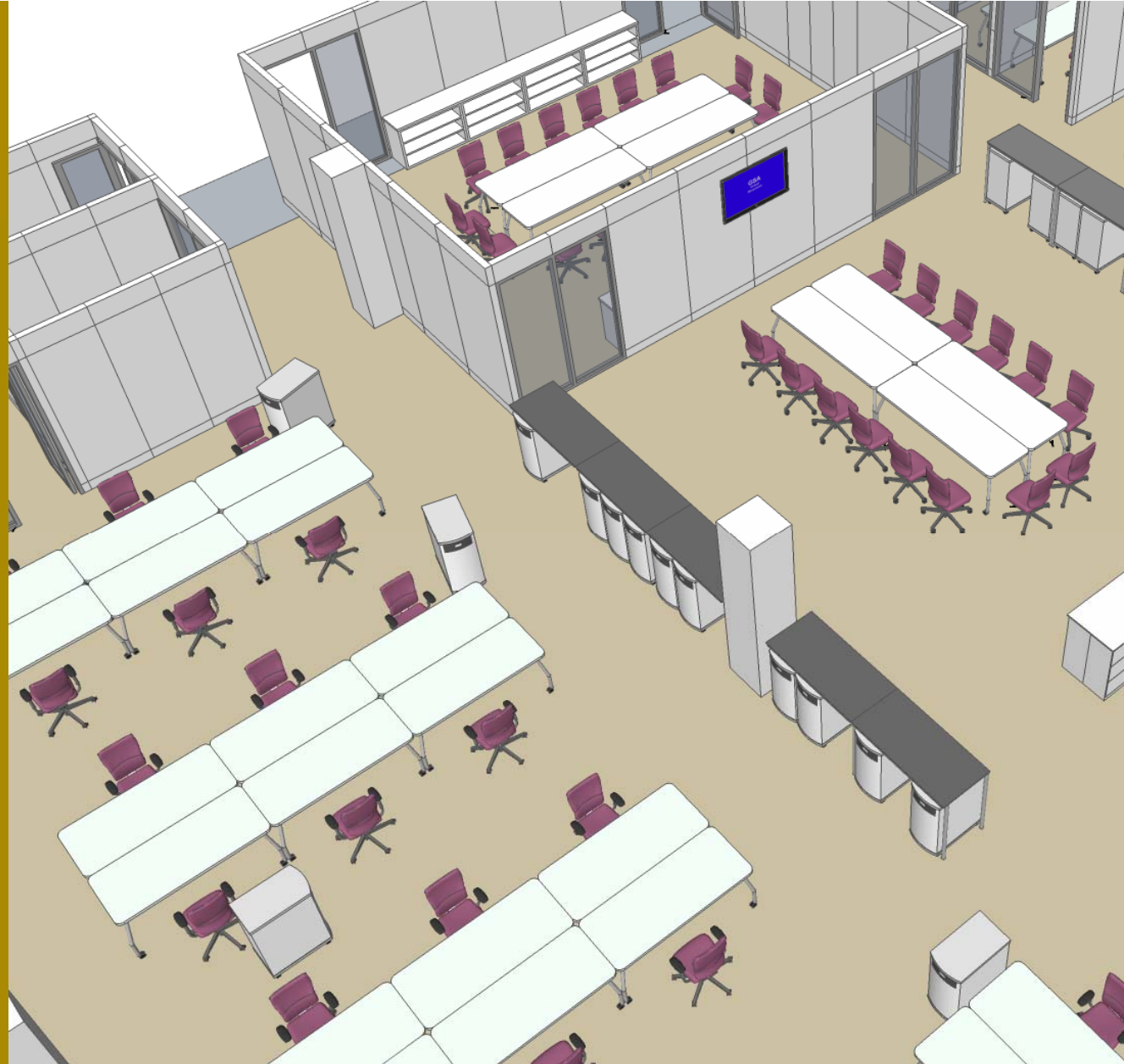


Profile

- >25% outside the office
- >50% desk time communicating with others

Typical Day

- Meeting at client's office
- Work at nearby café
- Meet coworker and client
- Return to office with coworker
- Ad hoc meetings with team
- Work on reports with coworker



AN OPPORTUNITY

For the workplace to be
at the office, at home,
and all the spaces in-between.

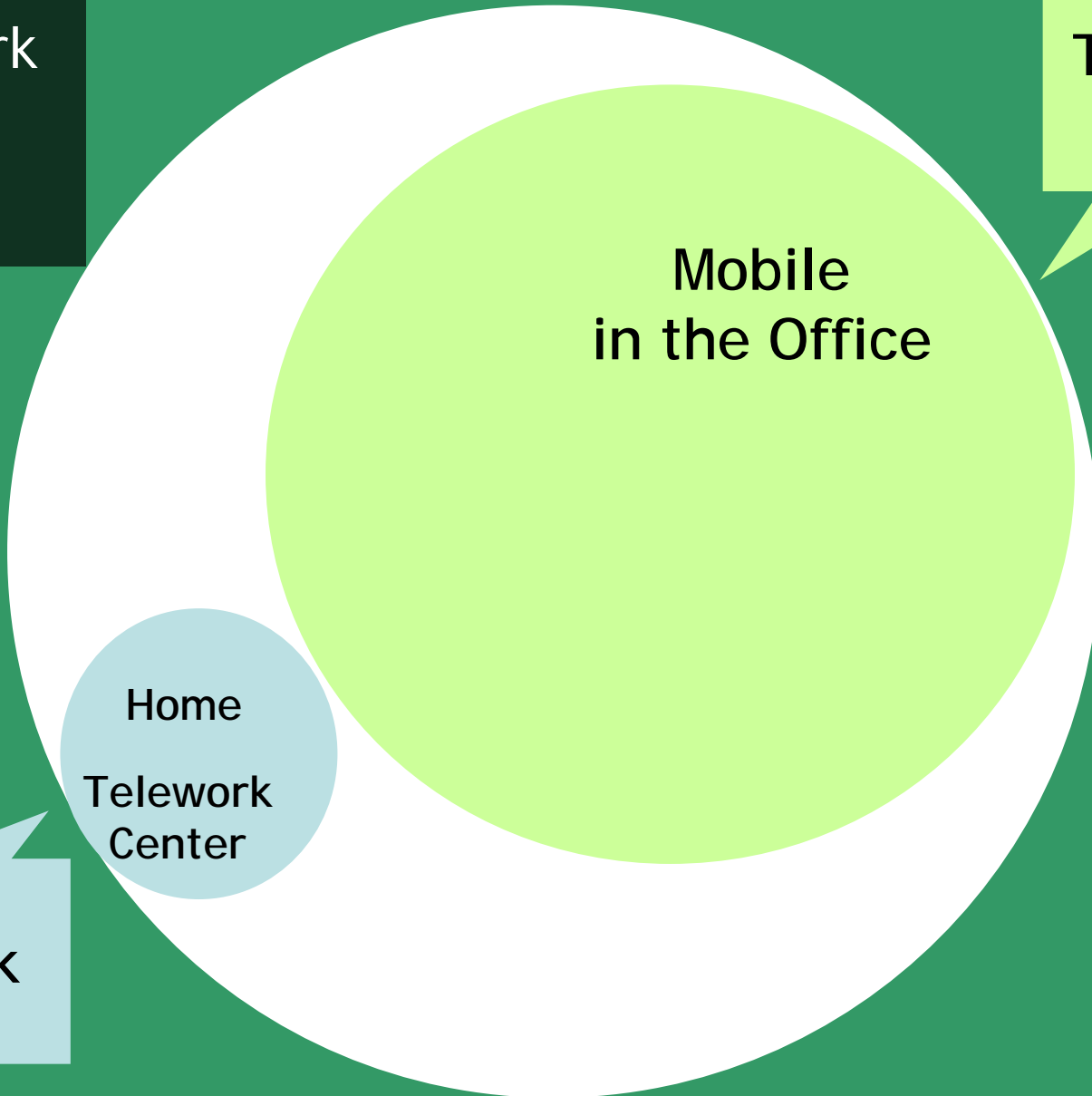
Where work
used to
happen

The Office
Space

Mobile
in the Office

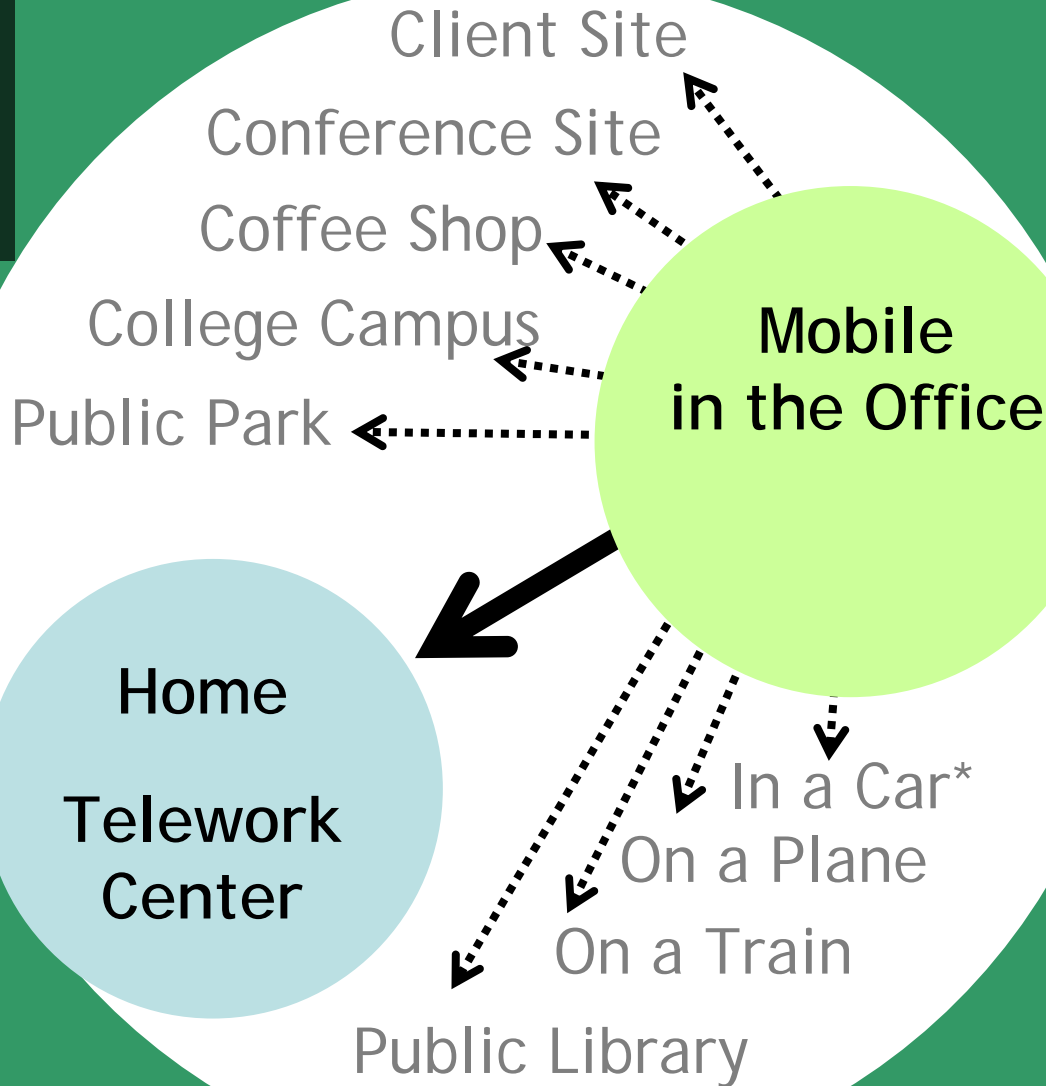
Home
Telework
Center

Telework



Technology
created new
places to
work

The Office
Space

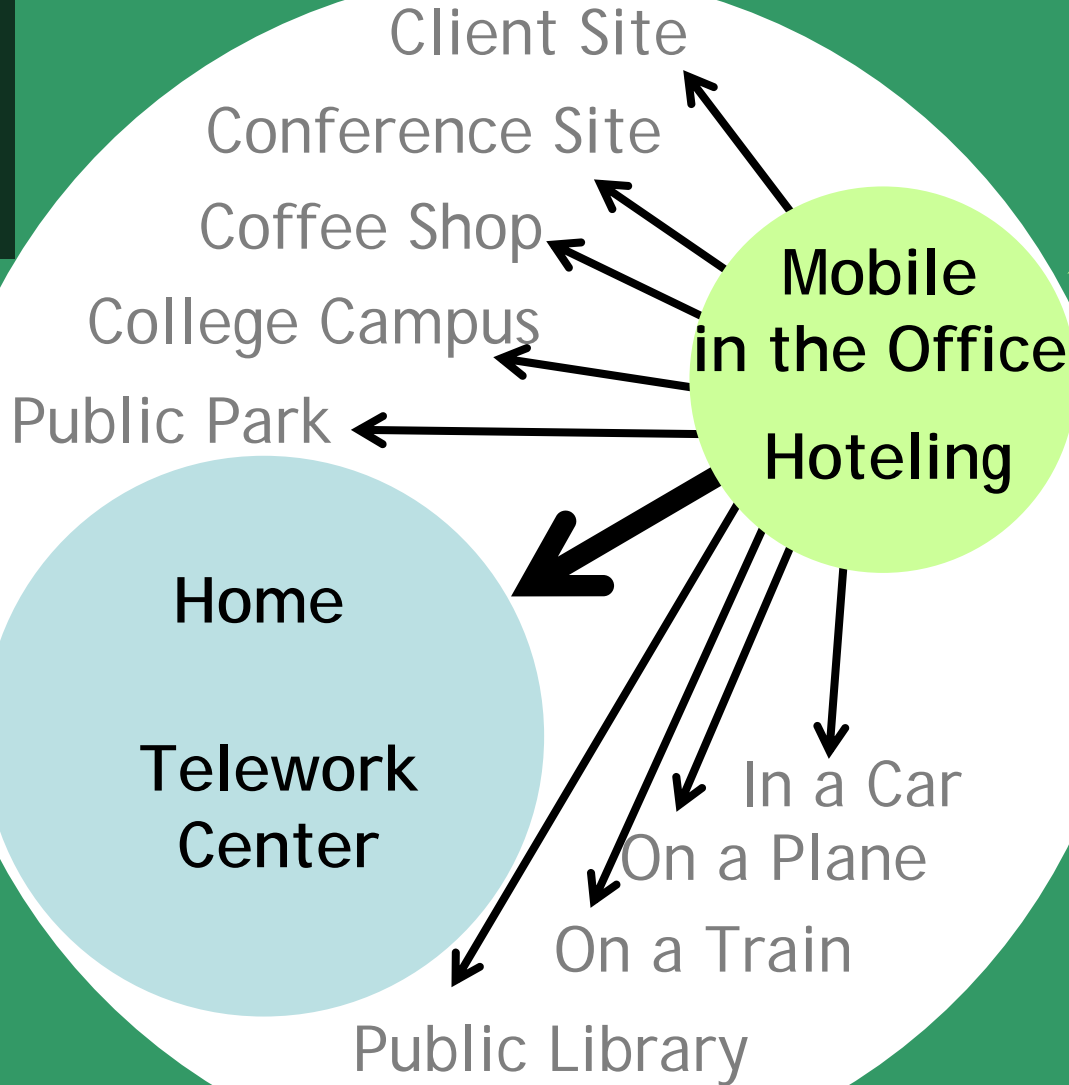


Telework

*while not driving

Leveraging mobility to reduce real estate

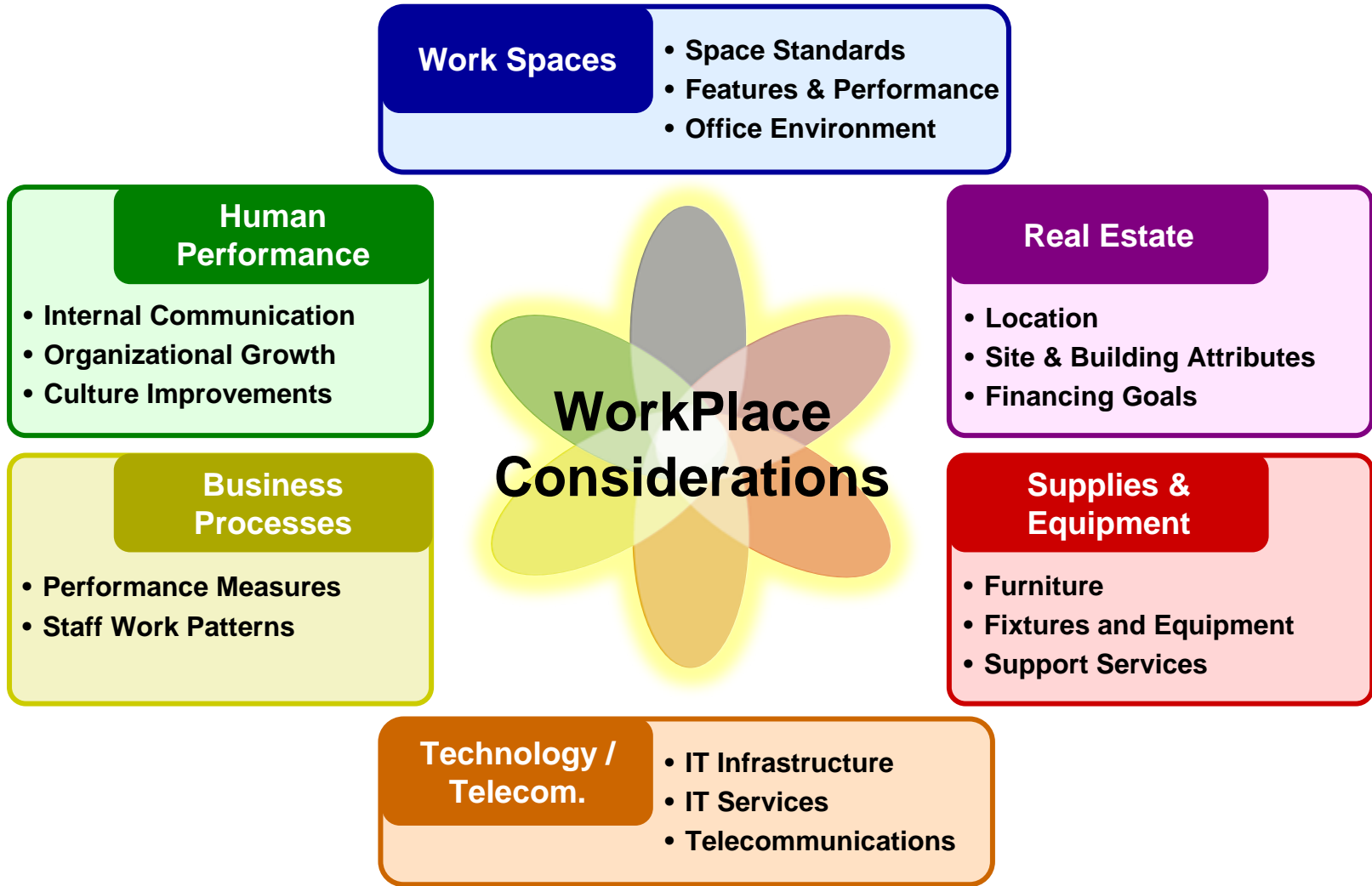
The Office Space



Telework

AN OPPORTUNITY

For employees to shape
their workplace and
achieve positive change.



CM Project Leaders



Customer Change Management Core Team (CM Core Team):

Directs the work provided by GSA and the Consultant.



Customer Change Management Trainers (CM Trainers):

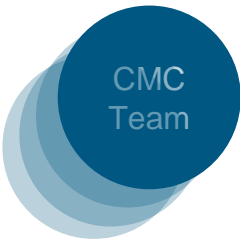
Trained by GSA / Consultant to deliver the Change Management Program.



Consultants:

Develop the Change Management training curriculum. Guides initial efforts.

By Agency



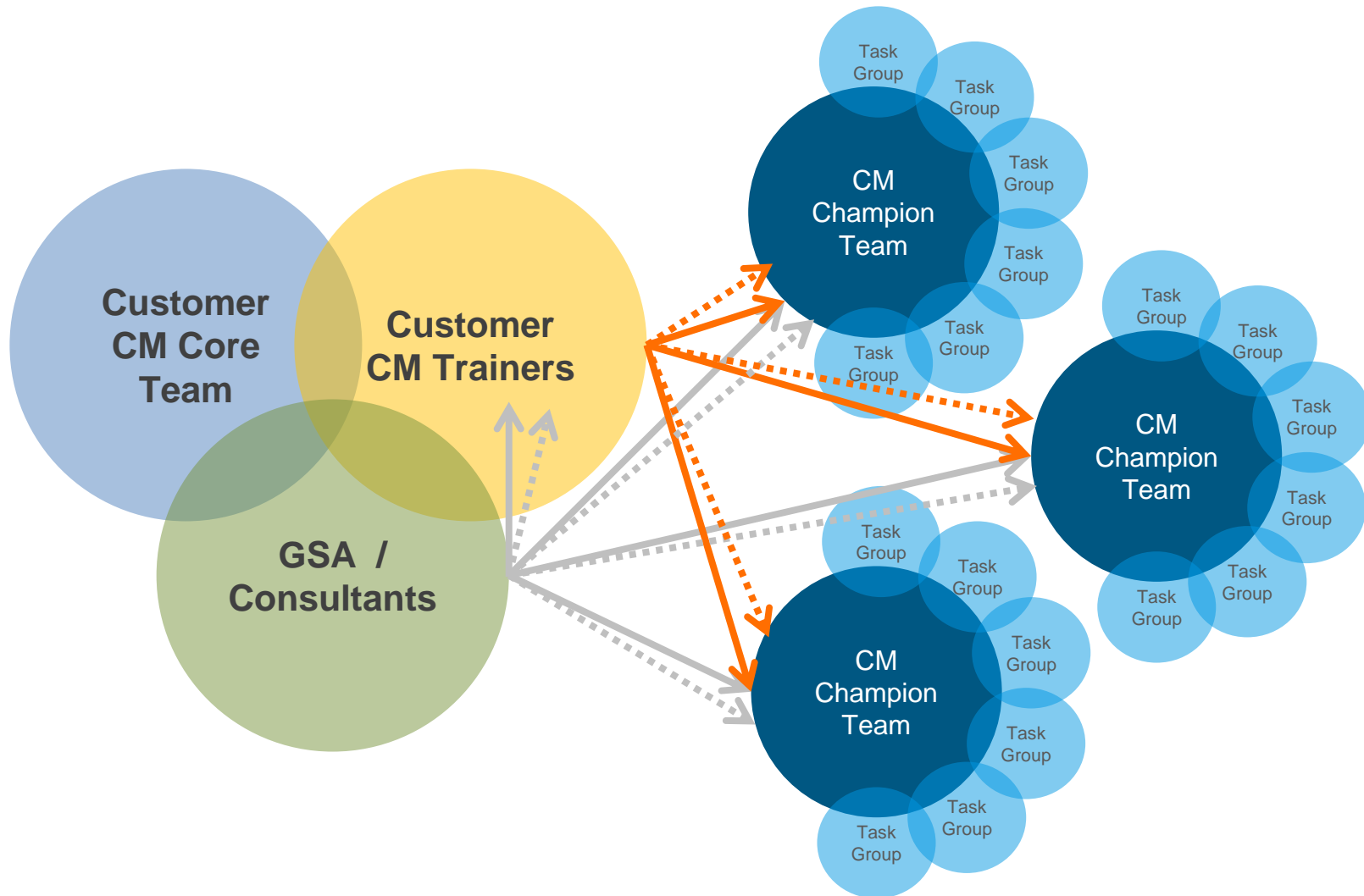
Change Management Champion Teams (CMC Teams):

The team of customer representatives responsible for guiding the Agency through the Workplace Transition.



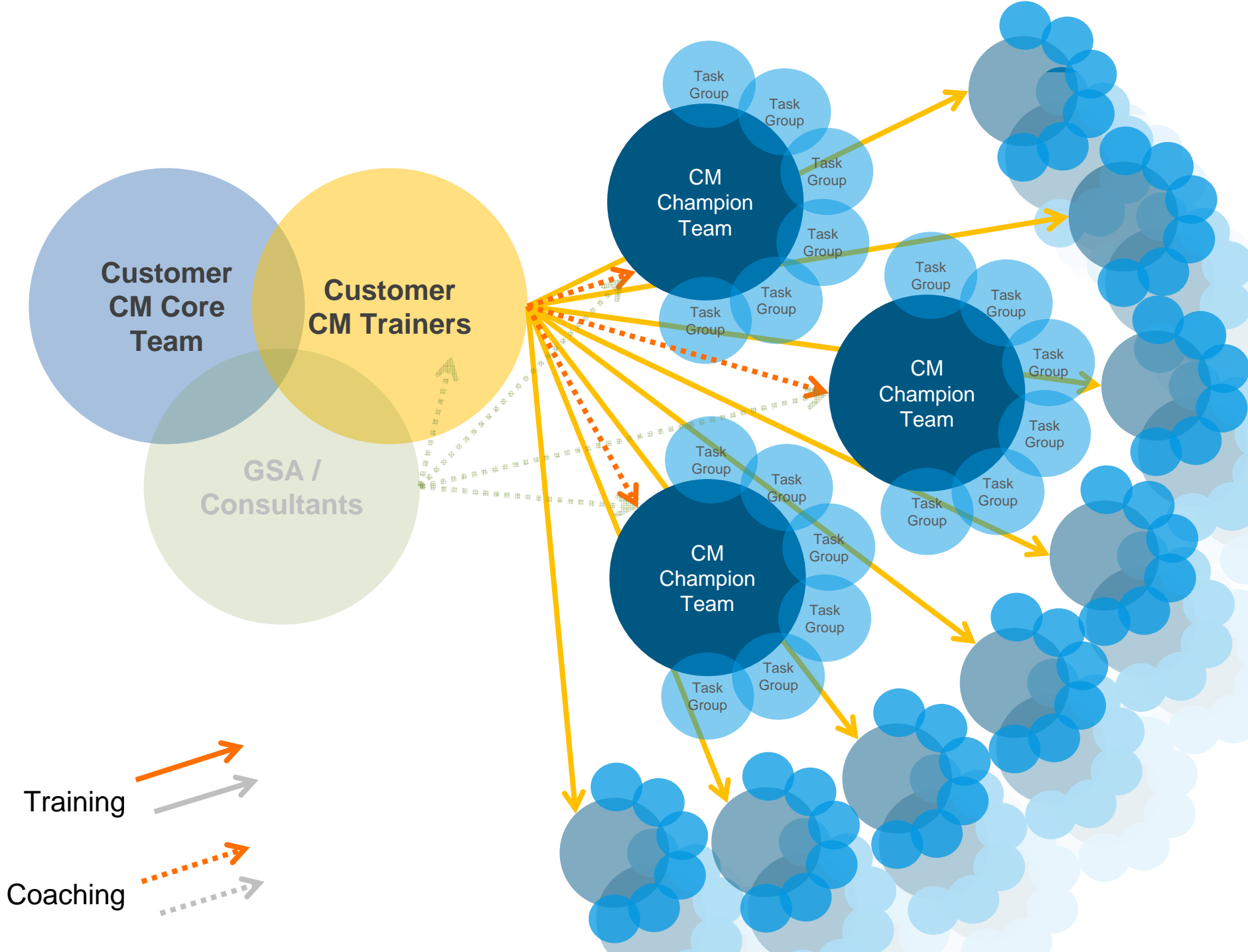
Task Groups (TG):

Address specific areas as Policies, Operations, Occupancy Protocols, Communications, IT, Culture, Brand, etc.



Training 


Coaching 

**Customer
CM Core
Team**

**Customer
CM Trainers**

**GSA /
Consultants**

**CM
Champion
Team**

**CM
Champion
Team**

**CM
Champion
Team**

Task
Group

Task
Group

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Group

Task
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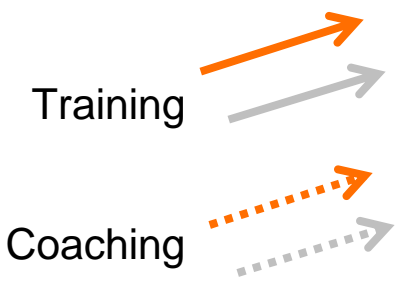
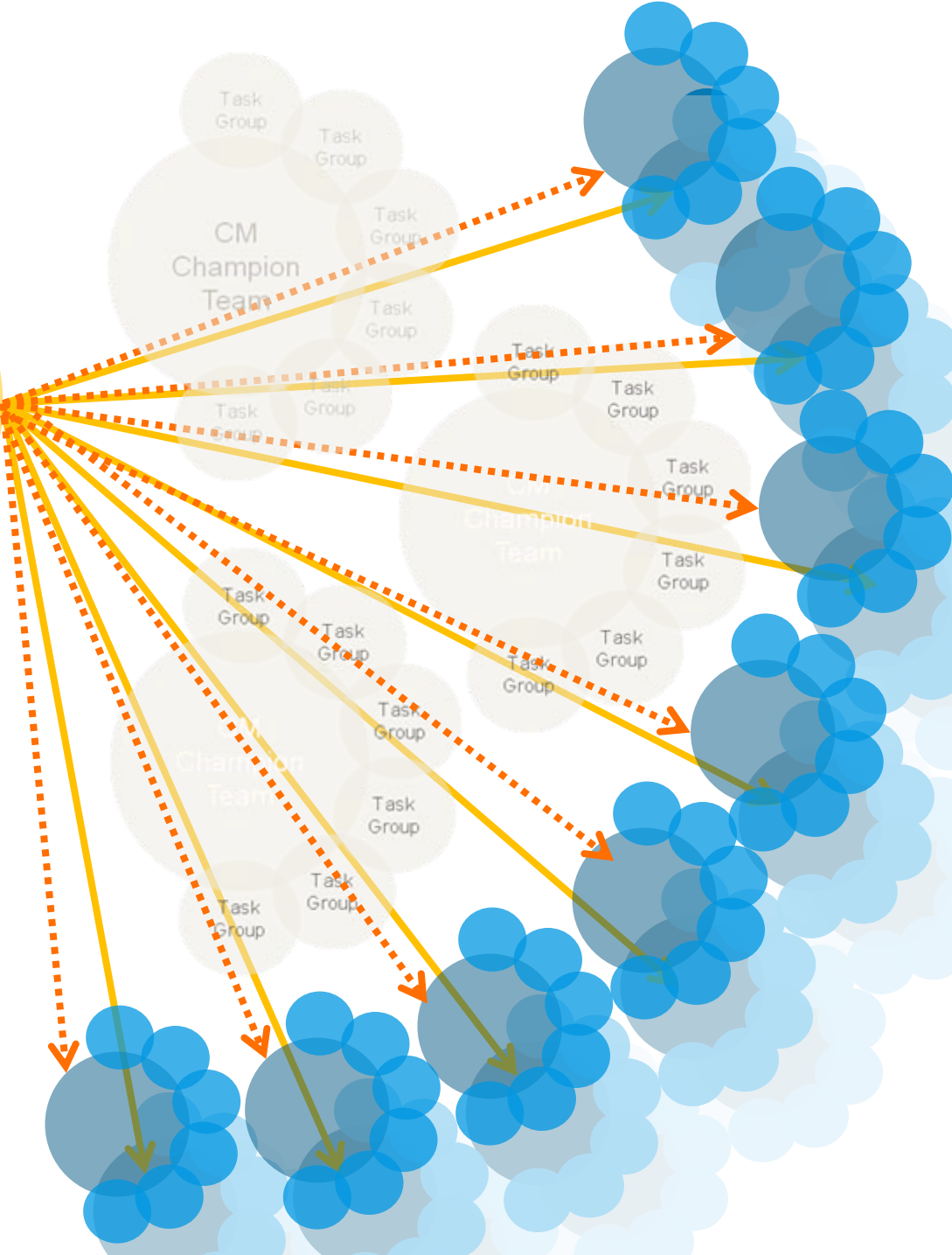
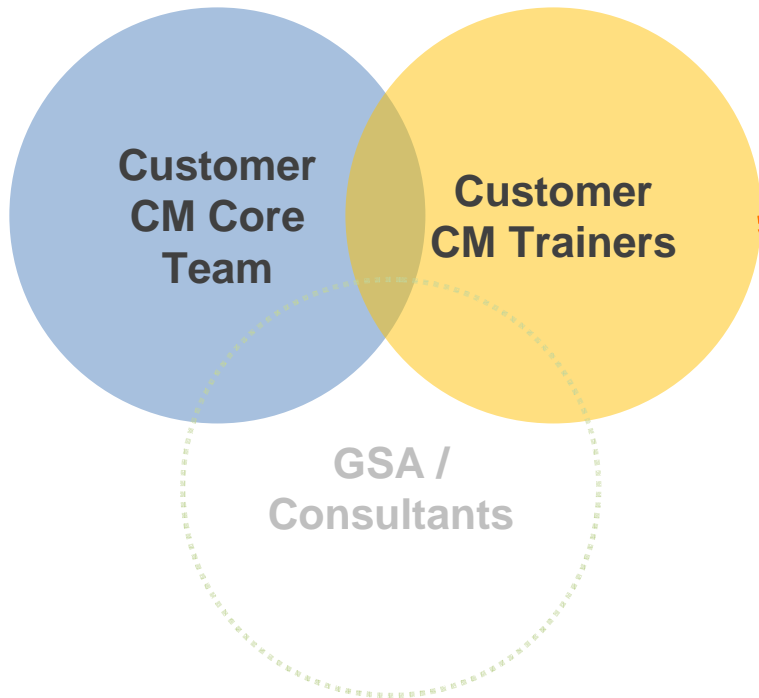
Task
Group

Training



Coaching





AN OPPORTUNITY

For GSA to collaboratively
identify and create
these workplaces for its
customers.

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