



Strategic Space Planning

Supporting Strategic Business Goals
Throughout the Enterprise

How to Balance Space Needs, Real World Budgets, and 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 respond to business needs.

Whether it's a medium- or long-term strategic business initiative, or near term initiative such as an acquisition, business initiatives can trigger space management challenges that ripple throughout the entire 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—how the physical infrastructure supports their mission—nor do they have reliable space data in their information systems today in order to develop sound plans that support their mission tomorrow.

Are you looking for answers to some of these questions?

- > How can I best support my organization's business goals with my real estate portfolio?
- > What's the best way to frame decisions about the space portfolio?
- > How do I demonstrate value – and reduce risk and uncertainty with my space allocations?
- > How can we better plan, allocate, and manage real estate CAPEX and OPEX that yields the best operational results?
- > Can I analyze and report the current state of the portfolio?
- > What are the most effective ways to educate our facilities professionals, from our operational “do-ers” to our strategic contributors?
- > How do I gain the support of support of senior management for my portfolio development plans?

ARCHIBUS Can Help You With the Answers.

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, What-If Scenario Planning

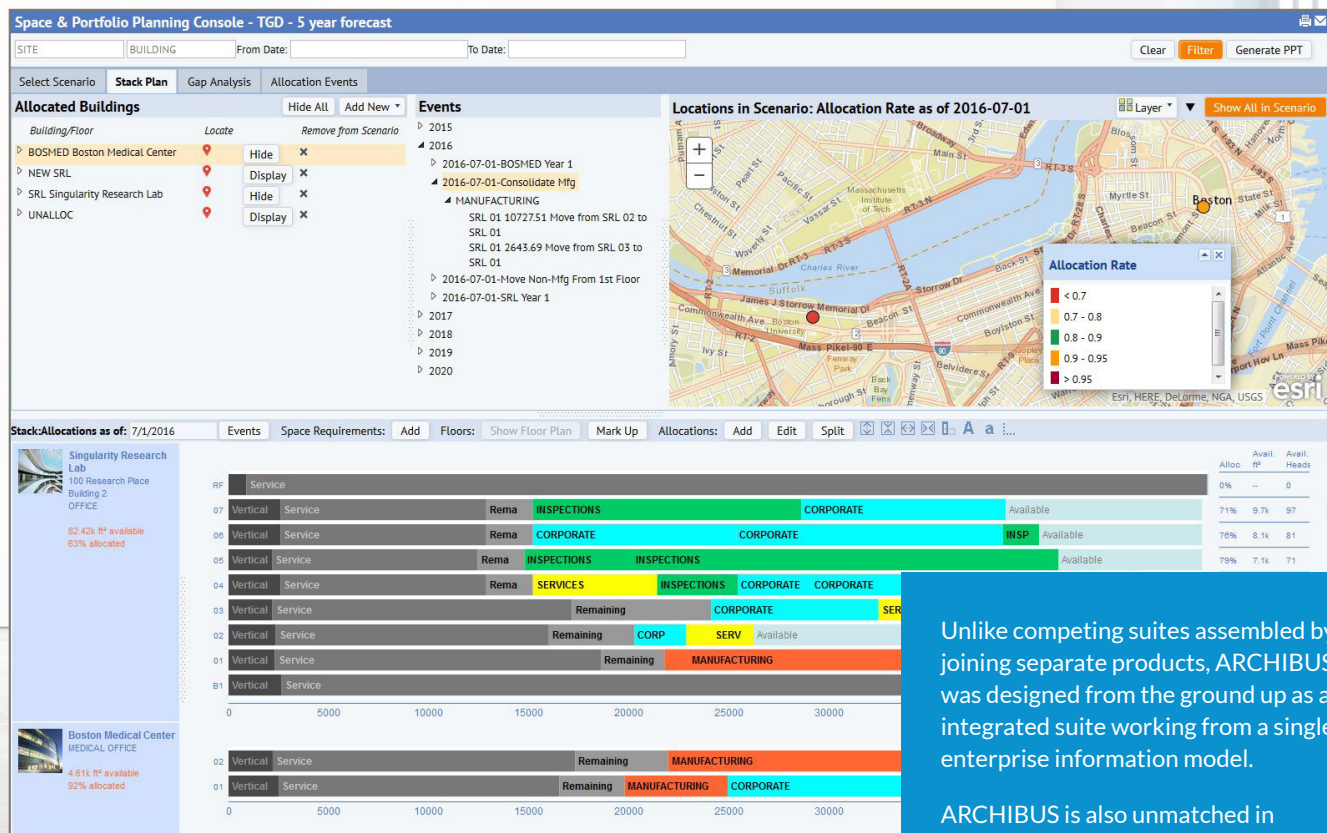
The ARCHIBUS Strategic Space Planning application aids planners in managing this complex equation of balancing space with current and future business needs. It provides capabilities to help you:

- Assess baseline conditions
- Forecast future requirements
- Deliver *what-if* scenario planning that tracks 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 hard numbers needed to justify a specific course of action.

High quality intelligence about the portfolio and the real costs of planned space scenarios gives planners a seat at the table where core strategy decisions are 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.

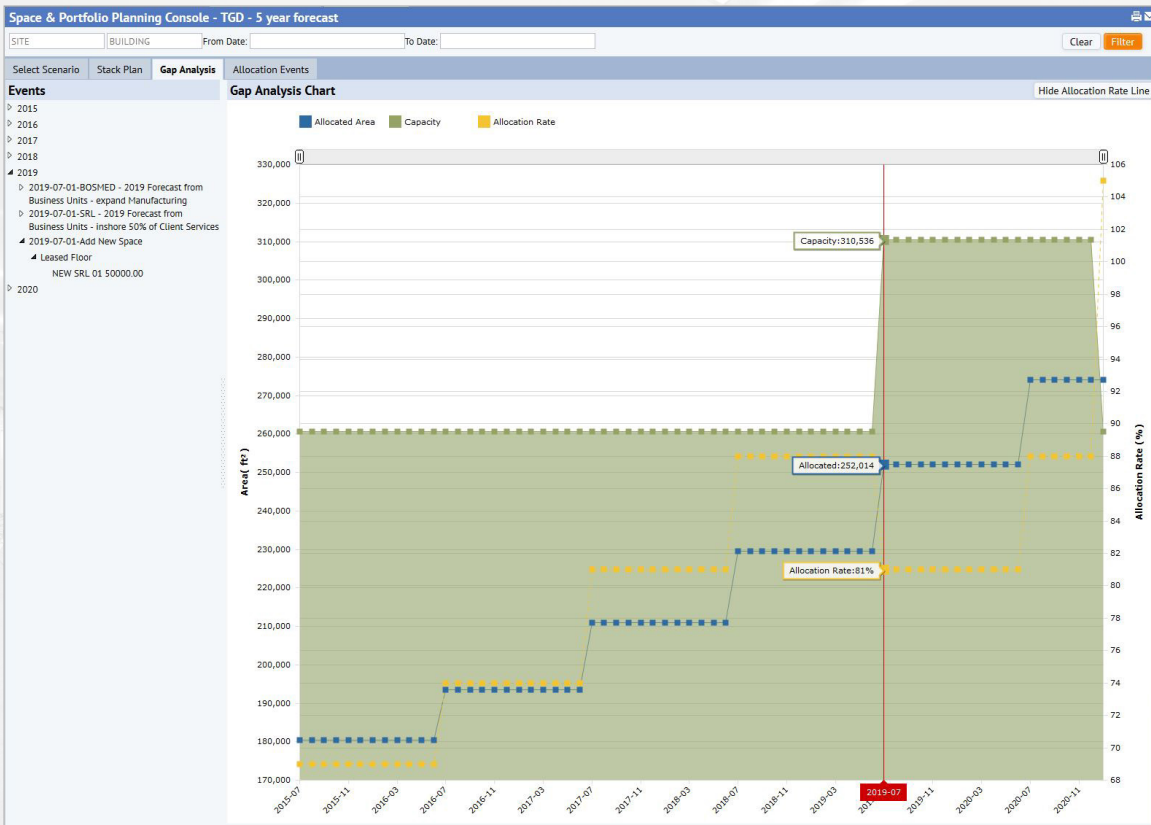
ARCHIBUS Strategic Space Planning also streamlines the implementation of the chosen plan. It gives master planners and facilities teams the ability to transform the strategic plan into execution details—define real estate transaction and renovation tasks, discuss affinities and moves with stakeholders, 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 suites assembled by joining separate products, ARCHIBUS was designed from the ground up as an integrated suite working from a single enterprise information model.

ARCHIBUS is also unmatched in access and visualization of enterprise data, unifying GIS, BIM/CAD, imagery, documents, markup and metric data in one intuitive interface over the Web.



> With the Gap Analysis, project differences between future space demand and supply in order to make informed space-related recommendations.

Automate Your Space Planning Processes

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

- **Synchronize strategic and tactical planning** – Develop top-down strategic space planning, from the portfolio-scale through the city and campus scales, all the way down to the room level
- **Generate rapid projection capability** – Provide multi-year forecasts of space allocation 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
- **Develop alternative scenarios** – Deliver a multi-year space forecast with two or more different variations and evaluate the optimum solution.
- **Improve space allocation** – Project the space allocated to groups across all buildings and compare it against the available floor space in each time period
- **Visualize space allocation plan graphically** – Easily drag-and-drop groups within a stack diagram from one floor to another to complete space allocation plans
- **Provide flexible cost allocation** – Project annual costs by building and prorate them efficiently to departments/cost centers based on the space allocation forecast (Portfolio Forecasting application only)
- **Plan costs effectively** – Allocate current facility costs accurately and easily forecast future costs (Portfolio Forecasting application only)
- **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. This allows for a quicker response to closing gaps between supply and demand.

Making Your Job Easier is Our Job

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

Portfolio Planners

- Align the multi-year strategic plan for real estate to the overall business plan
- Achieve a high return on the capital invested in the real estate portfolio assets
- Produce the hard numbers to 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 portfolio project performance
- Use allocation statistics to find underperforming leases and buildings
- Communicate and get buy-in in from affected departments

Department Managers

- Easily access and review the current and projected space allocation and associated costs
- Enter and review the business requirements to ensure the resources needed to fulfill this role in the organizational mission

Financial Managers

- Distribute space costs to divisions and departments/ cost centers, who will be able to consider space and real estate costs in budgets and decision-making (in conjunction with our Portfolio Forecasting application)
- Validate that projects are cost-effective and deliver a definite return by speeding overall business mission goals (in conjunction with our Portfolio Forecasting application)

Program Managers

- Detail chosen planning scenarios into actionable execution plans
- Tie forecasting scenarios to the ARCHIBUS Project Management application, where pre-existing templates for projects 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 scenarios with different conditions and actions. The user can clone one scenario to quickly try another alternative. The scenario planning allows the team to analyze, score and recommend the best-fit scenarios.
- > **Portfolio Scale Scenario Planning:** The application allows any number of multi-year planning scenarios to be carried out at different levels of detail and on the whole portfolio or any portion. Scenarios can make use of existing inventory or propose new buildings as leases come on line in specific timeframes. This scenario modeling provides the portfolio planner the hard numbers they need—in terms of space, cost, and time—to argue for or against specific courses of action.
- > **Campus- and Building-Scale Scenario Planning:** Planners must evaluate if their plans work on the detailed level. The Space & Portfolio Planning Console can import inventory data—at the business unit, division, department, or functional group level.
- > **Direct Connection to Real Estate and Space Inventories:** Space scenarios can be directly generated from an existing inventory 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 business unit, division, department or functional group level. Available space is tracked over time and reflects commencing and expiring lease areas as well as owned areas.
- > **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 to see results over time as well as allow planners to work interactively with building stack plans.

Just as important at a time of cost sensitivity, ARCHIBUS enables the creation of alternate workplace scenarios to use space more efficiently while improving worker job satisfaction with the option of telecommuting to save commuting time and money as well as improve productivity.

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.



About ARCHIBUS, Inc. and the ARCHIBUS Federated Eco-System

ARCHIBUS is the #1 Real Estate, Infrastructure & Facilities Management Solution in the World with the total annual expenditures for ARCHIBUS-related products and services at over \$2.7 billion (USD). There are over 8,000,000 ARCHIBUS Users within the ARCHIBUS Federated Eco-System worldwide at over 44,000 deployment sites, which are supported by over 1,700 ARCHIBUS Solution Centers and Certified Business Partners. ARCHIBUS Users manage over 22 million buildings and properties, saving their organizations over \$100 billion annually. For nearly four decades, ARCHIBUS innovations have fostered institutional, business and government transformations.

Since 1968, ARCHIBUS has been a pioneer in “Smart” technologies for properties, buildings, campuses and cities. Since 1980, ARCHIBUS has been involved in the evolution of “Smart Cities” into “Intelligent Cities”. Currently active in over 190 countries, ARCHIBUS is now the #1 global advisor and “smart city technologies integrator” for Intelligent Cities and Communities Transformation™ (ICCT™) Programs and Initiatives. Through their use of ARCHIBUS, we expect organizations to realize annual savings of over \$240 billion (USD) which can be utilized to enable best-of-class environments for their staff and consultants, and result in better productivity and increase in Gross Domestic Production Levels.

The comprehensive ARCHIBUS solution suite addresses the most challenging business issues in: Real Estate Portfolio Management; Capital Project Management; Space Planning & Management; Move Management; Asset Management; Environmental & Risk Management; Building Operations; Intelligent Workplace Services and Service Level Agreement Management™; and Extensions & Frameworks for “Smart Cities”; “Intelligent Cities” and “Intelligent Individuals & Communities”; Quad-Directional Connectivity™ [A/N | CAD | BIM | GIS]; Intelligent-Performance Metrics™; Intelligent-Mobile Apps Frameworks; Intelligent-Crowd Sourcing™ and Intelligent-Social Media™; Intelligent-Enterprise Information Modeling™; Intelligent Enterprise Asset Management™; Intelligent-Enterprise Resource Planning™ (i-ERP™); Ubiquitous Big Data™; Ubiquitous Infrastructure & Facilities Management™; and more.

ARCHIBUS, Inc. is headquartered in Boston, Massachusetts. Visit www.archibus.com, or call +1 617 227 2508



The #1 Solution for Real Estate, Infrastructure,
and Facilities Management in the World

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