



OVERVIEW of FACILITY PRE-PLANNING PROJECT

Why Do a Facility Pre-Planning Project?

Moving or major facility renovations are a major disruption for any organization. Since these are infrequent events (every 5 to 10 years), there is usually a steep learning curve making strategic facility decisions a challenge. Facilities are a major cost and strongly influence employee productivity and morale. Once the lease for the new space is set in motion, it is often difficult and costly to make changes. In the facility pre-planning project, Strategic Modularity, Inc. helps the client achieve its mission by applying proven, effective processes to help make office and facility moves/renovations both efficient and strategic, turning a potential liability into an asset.

Review Present and Future Requirements

A facility move/renovation is a major opportunity to continue what's going well and to enhance the effectiveness of the facility in support of the organization's mission. This includes a review of present space utilization, future goals and required flexibility. Key success factors are developed for the new facility.

Teamwork and Decision Making Process

A critical success factor for the successful building/renovation project is that management is prepared to make the tough decisions that have long-term operational and financial impacts. Facility decisions are usually influenced by many internal and external stakeholders. To facilitate teamwork and crisp decision making, it is important to map the key decision authorities, query the stakeholders and establish the sequence of potential decisions. An internal project manager is designated, developed, and coached for success.

Requisition for the New/Renovated Facility

Management, select employees, and other stakeholders are queried about their needs and are enrolled in the process. Once requirements are understood, they are integrated into an iteratively developed requisition that has management's firm support, works financially, and will be embraced by employees and key stakeholders. This requisition guides the search for space, lease reviews, and potential for

adequacy of tenant improvements. In addition to the space requirements, the requisition covers locality, access, key utilities, and other needs of the organization.

Evaluate the Available New Facilities

Working with the organization's legal counsel and commercial real estate broker, the external requisition is issued as a Request-For-Quote to prospective building owners and landlords. Each facility is evaluated in terms of cost, fit to the physical space, required tenant improvements, and terms of the lease

Plan Utilization of New Space

Working with the architect and interior designers, space is programmed and developed to optimize fit and function with the facility requirements. Furniture and communication systems are developed along with facility security plans.

Facilitate the Tenant Improvements

Clear specifications are developed for general space and specific operational tenant improvements. Working with the tenant, general contractors and specialty contractors are identified and qualified to accomplish the work.

Move Planning Minimizes Disruptions

The move is planned to minimize disruption to employees, programs and customers.

Benefits

- Create great places to work enhancing employee morale and productivity
- Save costs through improved space utilization and reduced transaction costs
- Align capital and expenses with company financials
- Minimize the disruption to core operations
- Create built-in options for expansion and space reduction

Find Out More, Contact Strategic Modularity

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