

# Space Management - Top Tips

Today's facilities manager no longer has to walk multiple marathons over the working week just to keep track of issues and problems across an estate or within a building. With the help of CAFM software, the role has now become strategic, pivotal in maintaining and optimising asset value, revenue sources, and sustainability.

Vigilance and foresight is now not about being on-the-spot but about having the greater vision that comes from technology. The tools now available help facility managers move seamlessly from one task to the next; from reactive problem solving to proactively identifying opportunities. The tricks are in knowing how to best utilise them.

## Tip 1 - Create strategic master plans

Developing facility and infrastructure plans against specific timeframes will enable you to align business needs to the space you have to work with:

- **Smarter vision:** You should aim to understand your space and gain a precise view of how you use it. Current usage and historical trends overlaid with business objectives will enable you to forecast future needs more accurately and align your facilities and infrastructure development with greater confidence.
- **Greater efficiencies:** Consider space as the foundation of all other efficiencies. By starting from the ground up and measuring what space you have and how it is used, you can realise efficiencies which benefit all other aspects of your property management.
- **Better cost control:** A strategic plan, incorporating best-estimate 'what if' scenarios will support your agility in meeting the benchmarks and performance measures set by the business. By planning for alternative futures you'll gain better control of costs and minimise the possibility of budget shocks.

## Tip 2 - Make your strategic space planning and forecasting simpler

Regardless of how multifaceted or seemingly complex your space planning requirements might be, spend a little time evaluating the many CAFM software tools that might help you with:

- **Optimised space planning and forecasting:** You will gain foresight and value from constant vigilance by undertaking regular reviews of your facilities, with a frequency that reflects the pace of change within your business. Such a review programme will put you in a position of being able to produce exhaustive options, whenever called upon, at all levels – portfolio, city, site/campus, down to building and room levels.
- **Easier and faster space planning:** Ease and speed are about preparedness; delivering actionable information to the business when the business needs it. Existing space inventory and usage information will assist at the planning stage.

# Space Management - Top Tips

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- Executive buy-in: Ensure that key stakeholders understand and can foresee requirements based on the information that you collate and present around detailed event-driven scenarios. These scenarios should cover space configuration/allocation, leased/owned properties, and projects. By making departments accountable for the space they occupy you can educate users on the shared responsibility towards important space assets.

## Tip 3 - Evaluate space inventory and plan space usage

Managing workspace optimisation through a variety of recording and reporting formats can often take up too much time and produce too little precision. Once you adopt a unified view of information across the estate you can bring down total occupancy costs, optimise occupancy rates, and adopt an informed approach to future expansion, consolidation, or rebalancing.

- Increased productivity: Facilities management software provides accurate benchmarking and helps increase productivity, through the use of dashboards, for example, giving you quick access to 80% of essential and ongoing tasks.
- Improved forecasting accuracy: Being proactive could have a high-level impact on the business, for example identifying a property in the overall portfolio that may not be needed, thus driving significant cost reductions.
- Clearer communications: The more intelligible the information provided by your CAFM systems, the greater its assimilation by those for whom it is intended to serve as a decision-making tool. You'll be able to communicate occupancy information easily through personalised, intuitive web-based forms, summary tables, and reports.

## Tip 4 - Increase space accountability and reduce occupancy costs

By having up-to-date views of who's where, when and for how long you can streamline the chargeback process to:

- Improve forecasting accuracy: Gain reliable insights into departmental cost reporting for greater accountability on dedicated and communal space costs.
- Plan realistically: You can base your planning more accurately on current space costs and planned future growth projections to improve critical decisions on consolidations, moves, and acquisitions.
- Keep stakeholders engaged: Reporting doesn't have to be tedious and complex. Any robust space management software tool will offer easy-to-use, web-based features and forms to modify out-of-the box reports.

## Tip 5 - Streamline enterprise move management processes

By adopting an organisation-wide view of occupancy, events and changes, you can minimise organisational disruption and reduce costs through simple streamlining of the entire move/add/change process, from single person to multi-phased moves.

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- Increase customer satisfaction: Reduce downtime and minimise/eliminate move errors by demonstrating control of the information and insight into the status quo.
- Provide better workflows for collaboration: Improve coordination between inhouse and external resources with rules-based workflow processes; generate trial layouts, move analytics, and intelligent dashboards which help enable continuous process improvement.
- Smoother inter-departmental process integration: You can assume a central role in streamlining organisation capabilities and collaboration. simply and swiftly integrating the information you collate with existing Human Resources and Financial software systems enables the timely distribution of updated personnel and cost centre information.