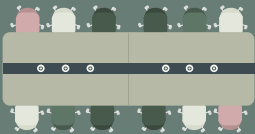
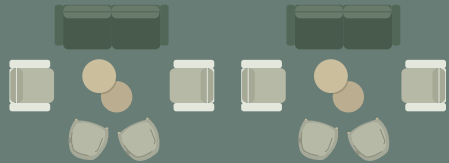
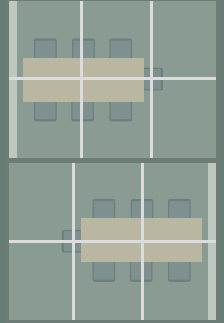
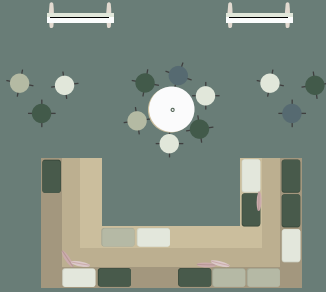


Implementing Smart Working Offices

VERSION 1



smart working principles
exploring approaches to
smart working office designs
including analysis, wellbeing,
processes & PAS 3000
parameters

flexiform

“Smart Working’ is the term used to refer to the new ways of working made possible by advances in technology and made essential by economic, environmental and social pressures”

**Work is about what you do,
not where you do it.**

Smart working has arrived from the evolution of working styles, using the latest technology and research to create a more engaging and productive working environment. Smart working encompasses a full shift in company ethos, working practices, management styles, flexibility, core hours and office design, changing the way people work and communicate.

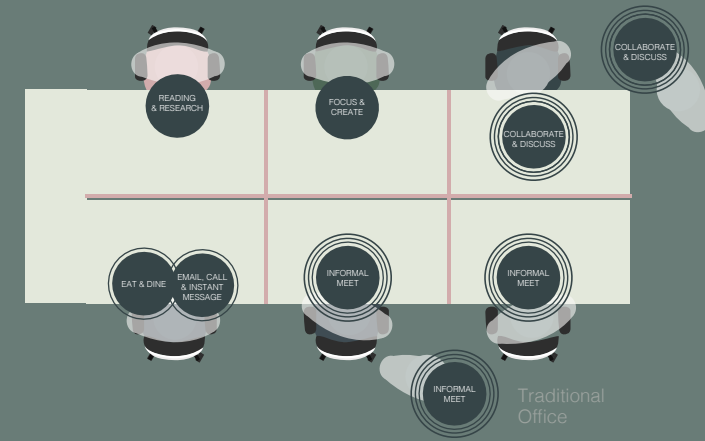
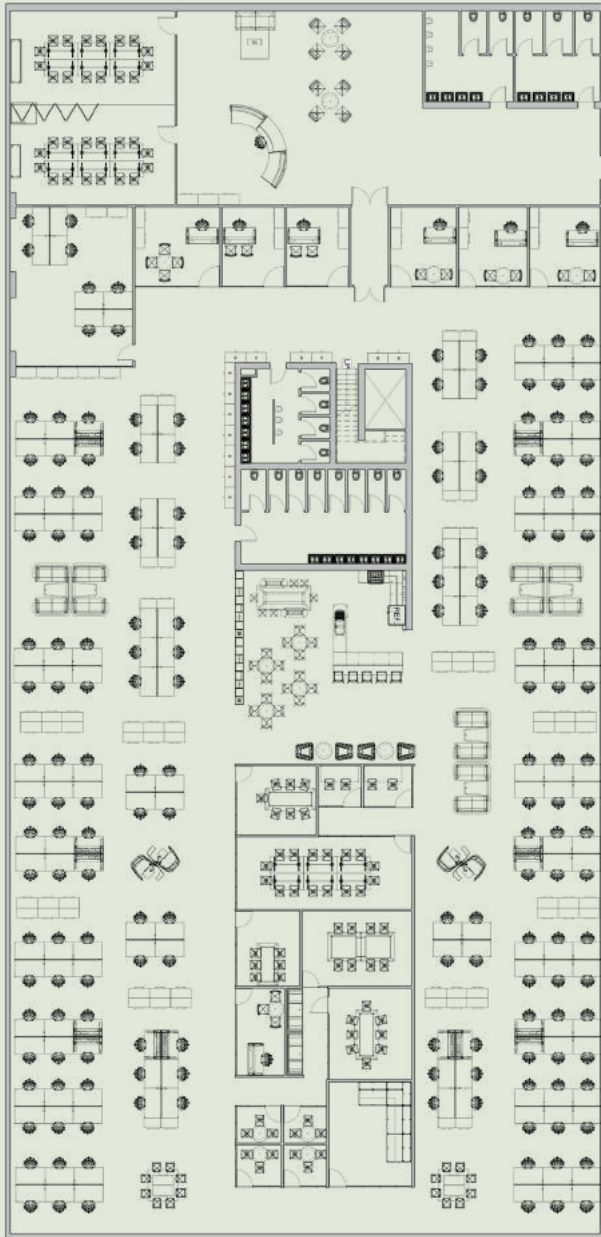
Implementing these changes across an organisation takes time, input and influence by all management and senior staff, however, the benefits are paramount:

- Increased productivity, engagement and services delivered more effectively.
- Reduced environmental impacts as spaces are shared more intensively.
- Increased choice about when, where and how the work is carried out.
- Supported and connected by the latest technologies.
- People can lead more balanced healthier lives with better job satisfaction.
- Attraction of the best talents and increased job retention.



What is 'Smart Working'? - a simplified overview of how smart working has evolved

Agile offices have pockets of collaborative areas but are still predominantly desk focused. Smart working expands on this by understanding that the work carried out in the office will no longer be a full day of desk work, and instead, being different forms of communication and collaboration carried out when it's deemed more efficient to be in the office environment.



Transitioning to smarter working

The agile office was born to correct the traditional 'open-plan' offices biggest issue - that each staff member had an assigned seat to do every task, creating a work environment where people distract each other, and productivity suffered.

A smart office is the next step with agile working, integrating technology to create a full shift not only where and how you work,

but how you communicate. The implementation of connective technology in a smart working office is imperative to its success. The ability to seamlessly connect with colleagues working in different locations allows smart working principles to be fully adopted. This could include, but is not limited to:

- Switching to mobile tech & cloud-based storage

- Powered workspaces
- Policies and training to ensure clear communication
- Company-wide communication tools including VC, IM & project management software
- Bookable meeting rooms
- Analysis of workspaces, usability, evolving tech and requirement

Feasibility study

To effectively design a smart working office it's best to take an evidence-based approach, we analyse your existing offices, understanding what you hope to achieve, taking into account the needs of the business, team requirements, working style preferences and budget. To do this we conduct;

- An in-depth space audit, measuring how space is occupied across the working day over several days.

- Circulation monitoring, identifying the high traffic areas, noise pollution areas and pinch points.

- Storage audit and assessment detailing the scope for reduction.

- Mapping of the relationships/ interactions between departments and teams.

- An analysis of the current technology and what new systems and technologies need to be implemented to create opportunities for change in the workplace.

- Consultation with staff to understand their working practices and preferences

- An analysis of how, when and where work is carried out. This could be done either through a meeting with all the stakeholder groups or during the space audit over several days.

Once all the information from the space audit has been collated and compiled into usage statistics, we start to identify the key office activities moving forward allowing the transition to Smart Working.

From our research, the key smart working activities undertaken in an office are as follows:

Individual

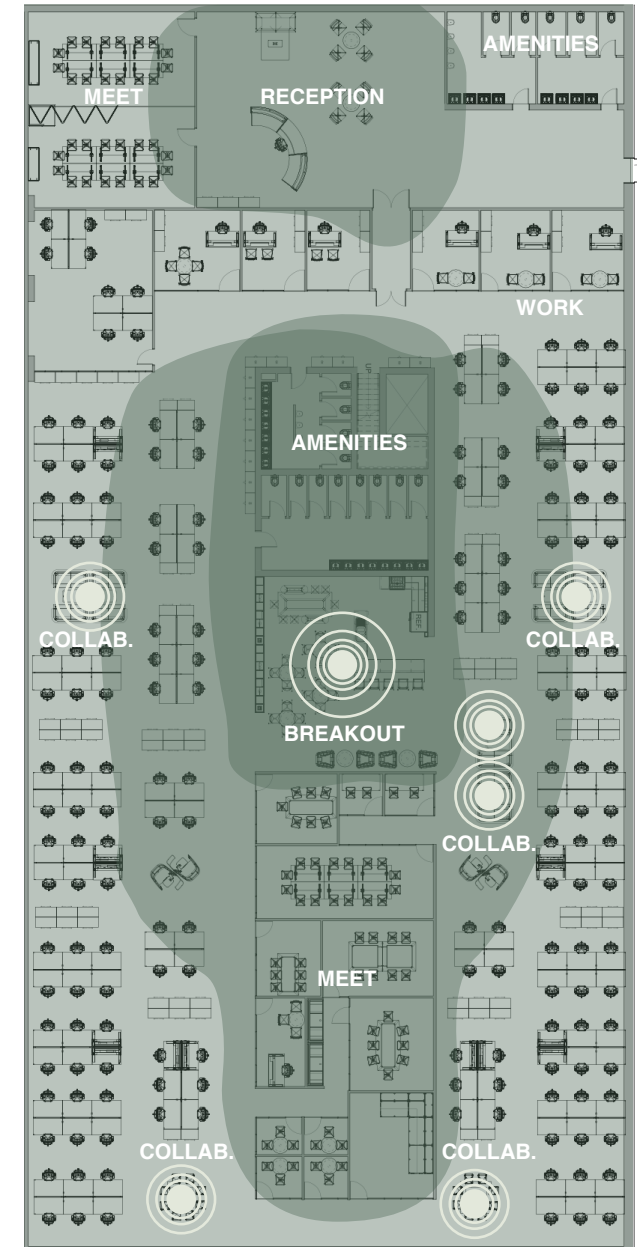
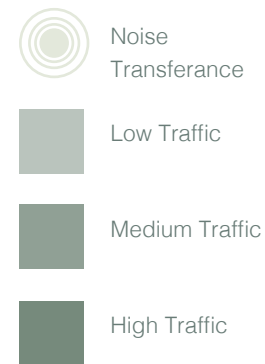
- Reading
- Take a call
- Solo computer work
- Email
- Work Alone

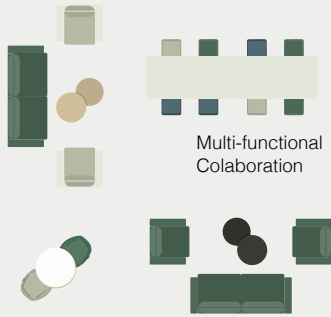
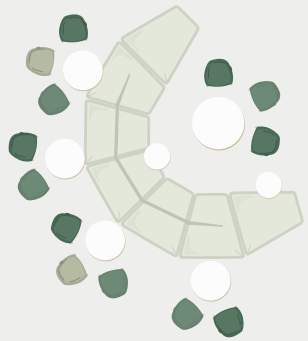
Group

- Presentations
- Formal Meetings
- Group work
- Informal team meets
- Training / Development
- Networking

Social

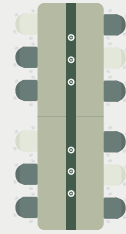
- Recharge
- Eat and Drink
- Take a break
- Socialise



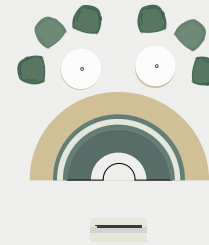


Multi-functional Collaboration

Layout Collaboration



Media Discussion



Smart Working Spaces

Most of the activities we carry out whilst in a smart working office are different forms of communication, whether this is writing an email, team meetings, networking or talking on the phone. Organisations making the transition from traditional to smart working often find that these are the spaces most lacking.

Direct Communication

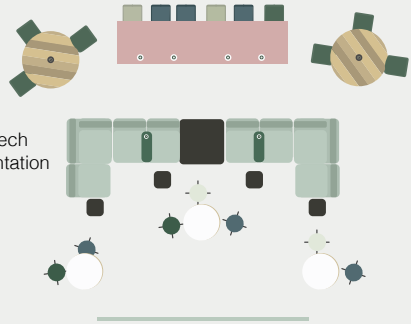
- Private Meet
- Training / Development
- Private call
- 1 to 1 / appraisals
- Present
- Conference call
- Ad-hoc meetings
- Collaborate
- Networking
- Chat

Indirect Communication

- Formal email
- Computer based work
- Reading reports
- Digest Info
- Study
- E- Learning
- Email
- Telephone, texts, social networking

A mix of the following spaces encompassing both direct and indirect communication allows for smarter working activities to be undertaken:

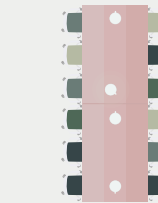
High-tech Presentation



Meeting Spaces



Quiet Concentration



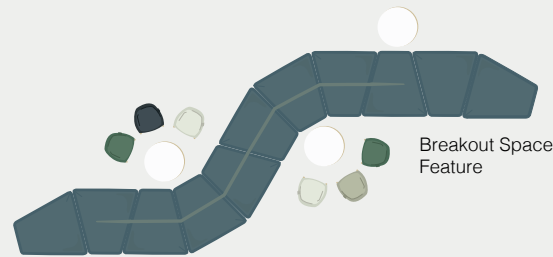
Informal Flexible Meeting Space



Informal Meeting Space



Semi-Enclosed Formal Meeting Space

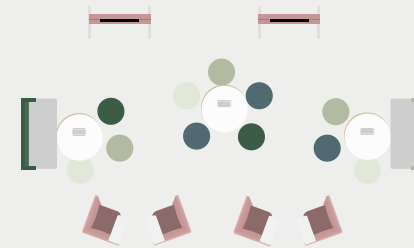
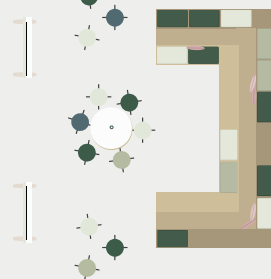


Breakout Space Feature

High-tech Presentation



High-tech Presentation

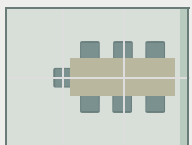


Flexible Media/ Whiteboard

Semi-Enclosed Informal Meeting Space



Enclosed Formal Meeting Space



Smart Working Office Design

All spaces are accessible to all staff

Large workspaces have integrated technology for charging and connecting to staff working from home

Personal storage allows staff to move throughout the office without excessive bags, coats etc.



Senior staff are within the office layout, working with their team

Quiet working areas are away from high-flow areas

Incorporates the analysis results to tailor workspaces to departments

Interacting Departments

All information from the feasibility study and analysis has fed into the office design. For example, Sales, Research and Development and Marketing share the floor as they interact the most. R&D and marketing take the quieter side of the office, sharing central resources for seamless collaboration.

Both teams roles were analysed and cross-referenced to understand their space and storage requirements, where they would interact and/or share spaces.



MARKETING

Presentation Space
Ad-Hoc Meetings
Training/ Development
Group Working
Informal Team Meetings
1-1/ Appraisals
Formal Email

Shared material storage
Layout space
Networking Space
Communication Space
Collaboration Sapce



RESEARCH & DEVELOPMENT

Presentation Space
Ad-Hoc Meetings
Training/ Development
Group Working
Informal Team Meetings
1-1/ Appraisals
Formal Email

Book & journal storage
Reading reports
Digest info
Think Space
Computer based work
Reading





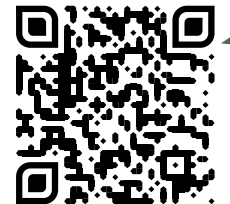
Visualising the space

As the design develops, we will be able to show you it in 2D plan views, 3D plans and 3D rendered visuals, 360 degrees hotspots, walkthrough videos and eventually a virtual reality experience for you to explore the space.

Within VR, you can view the workspace at different heights (i.e. eyelines) and different times of the day and seasons. This will be particularly important to see the space on dull and sunny days.



Take a tour around this smart working office





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