

# UCOP Strategic Workspace Planning Initiative

## Frequently Asked Questions

### What is UCOP's Strategic Space Planning Initiative?

Space is a growing challenge in UCOP's downtown Oakland locations. We are encountering shortages, inefficient configurations and loss of productivity due to how various functions are distributed between our four existing locations. We also face increasing pressure to bring down our space costs due to continuing UCOP budget constraints. By exploring new approaches to how we use our work spaces, UCOP has an opportunity to update the work environment, make better use of space, reduce costs and improve the work experience for all UCOP employees. We also hope to reduce overall space costs by 30 percent over the next five years.

### How will the space initiative be conducted?

UCOP has retained San Francisco-based Gensler, an architecture, design, planning and consulting firm, to assess how we're using space in our current office locations and identify possible improvements. A steering committee with representatives of all UCOP departments and divisions has been formed to coordinate Gensler's activities and evaluate recommendations.

### What will Gensler be doing during their study?

Over the next three months, Gensler will conduct surveys, interviews, focus groups and a space utilization study.

### What exactly is the space utilization study?

The space utilization study is an objective observation process to measure current space use efficiency. For one week, representatives from Gensler will walk through our offices at regular intervals to observe and measure how our workspace is utilized. This will not involve going into staff offices and cubicles or conference rooms. But the observation team will want a view of any given room to see how many people and types of technologies are involved. Observers will not record specific work you may be doing; rather, the focus is on how spaces are utilized.

### What if I am ill or on vacation during the space utilization study walk through?

The space utilization study takes into consideration normal vacancies due to illness and vacation. There is no action required on your part.

### In consideration of Gensler's recommendations, what is the process for determining where departments/units will be located, and what is the expected timeline?

Following Gensler's three-month study, a presentation of possible options will be made to the President's Advisory Group, which will make the final decision about locating departments and units. Full implementation could take up to 3 years.

### Where can I learn more about the project and track its progress?

A website is in progress; when it is complete the URL will be widely publicized.

### What are the expected outcomes, and what might our future workspaces look like?

Although we know we need to look for new and better ways to use our space, we won't know what kinds of specific changes we'll be looking at until Gensler completes its analysis and presents its recommendations. Decisions on future workspace configurations will depend on the outcome of the space utilization study, the survey, interviews, focus groups and steering committee deliberations. Key goals and possible changes include:

- Space designs that improve collaborative work between and within departments;
- Designs that support increased employee mobility within and outside the office (e.g., telecommuting);
- Reevaluation of our standards for and use of offices and cubicles to more effectively utilize space;

- Better use of storage and filing space through shared and consolidated areas, and exploration of digital storage solutions;
- Clustering of departments and teams that interact regularly with each other to improve interdepartmental work processes.

### **Will I lose my cubicle or office?**

Since this effort involves exploring alternative strategies to more effectively and efficiently utilize space, it is possible that Gensler will recommend fewer (or smaller) cubicles and/or offices. Again, recommendations will be carefully reviewed and discussed by the steering committee.

### **Will my group move to another building?**

A primary goal is to help departments and teams work more efficiently, either by locating them in space that enhances their activities or co-locates them near the resources and groups they regularly interact with to get their job done. This may necessarily result in some relocations.

### **We store a lot of documents in filing cabinets, which require a fair amount of space. Will we be getting rid of filing cabinets?**

Relocation of storage and filing space may be one potential recommendation. We will also be looking at digitization of files and best practices regarding IT solutions.