



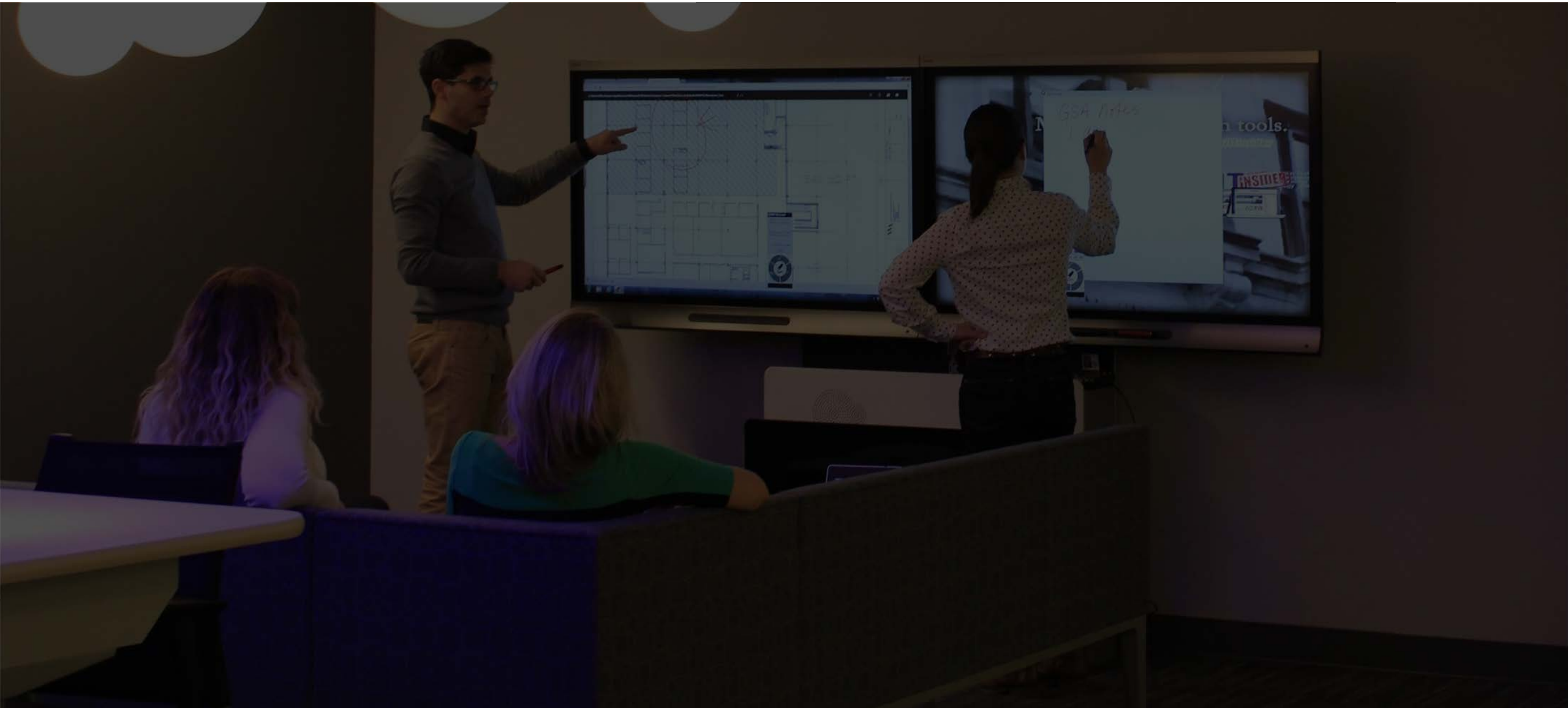
Client Enrichment Series

Welcome to today's presentation:

Workplace Feasibility Modeling Made Easy With WIFM 2.0

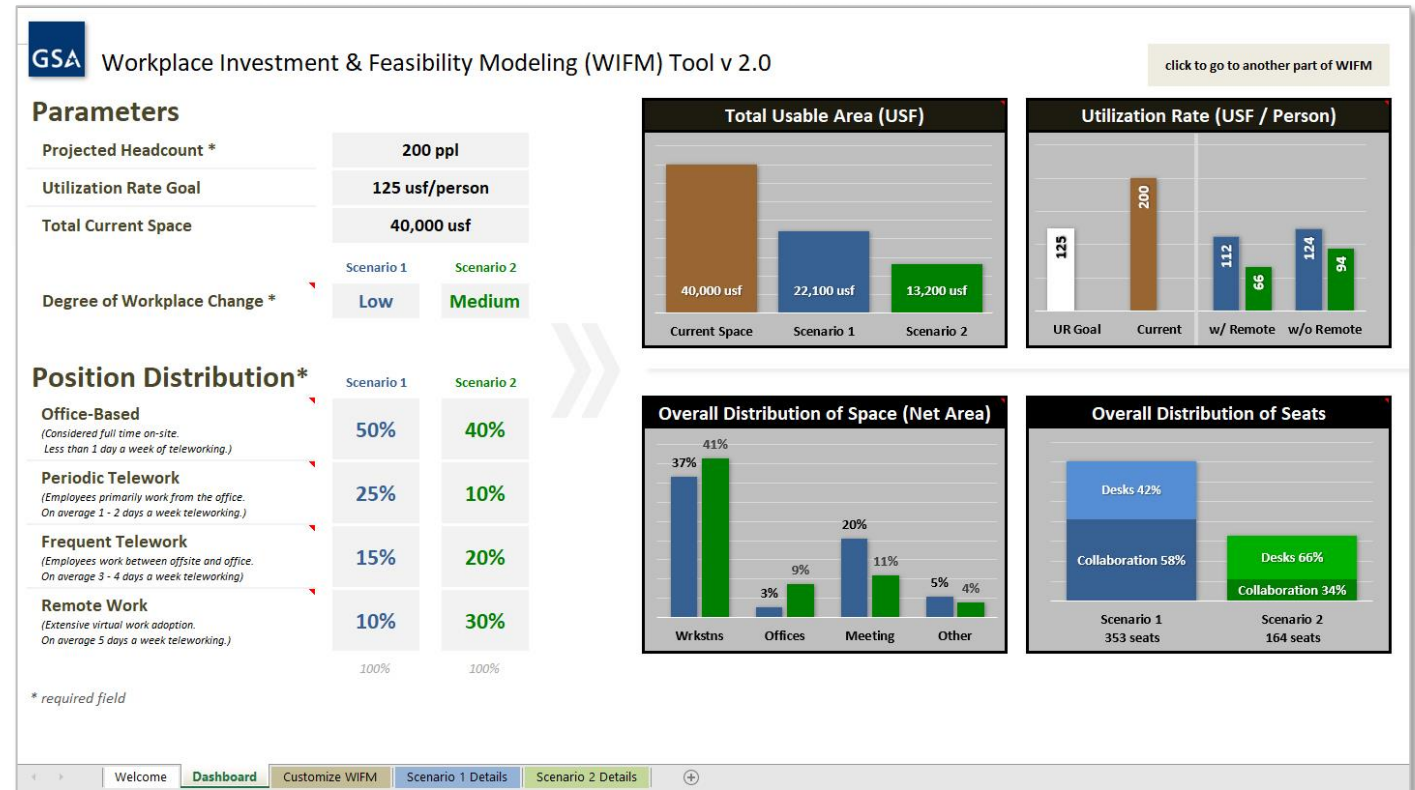
July 27, 2022

Note: Phones are automatically muted during the presentation. You can send questions to our presentation team via your **Q&A pane** and team will answer as many questions as possible during the presentation. All questions will be responded to in writing in a formal Q&A document, posted along with the slide deck and session recording, on our website, www.gsa.gov/ces

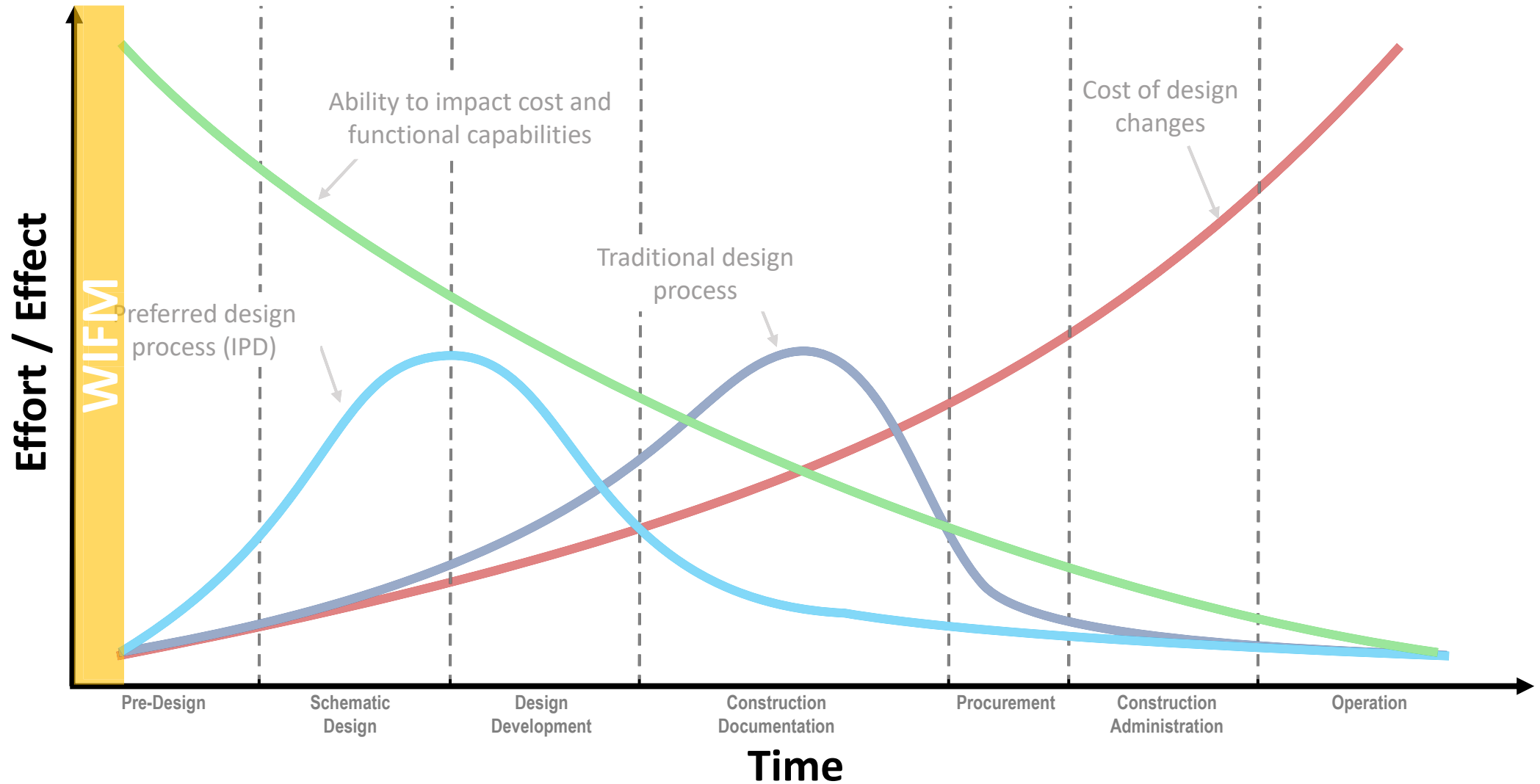


WIFM can help your agency..

- explore future workplace scenarios based on anticipated telework participation levels
- test workplace strategies relative to agency-specific space policies
- jump-start workplace requirements development for a specific project or study

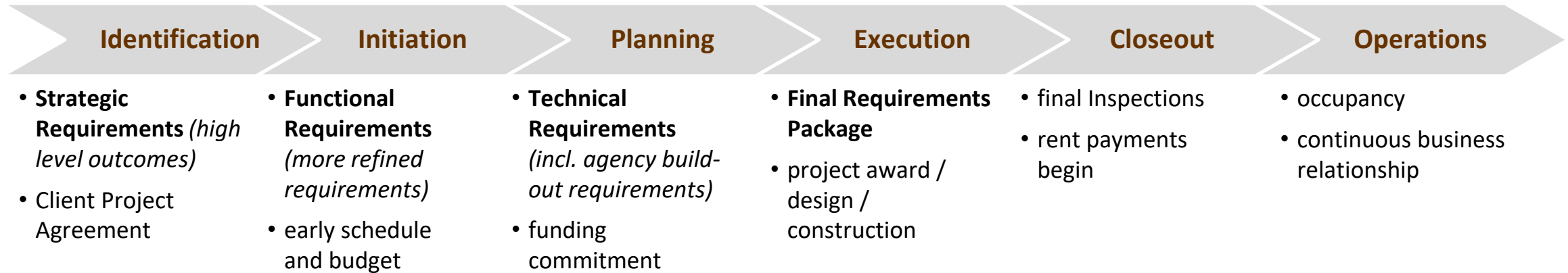


WIFM helps you consider workplace possibilities earlier

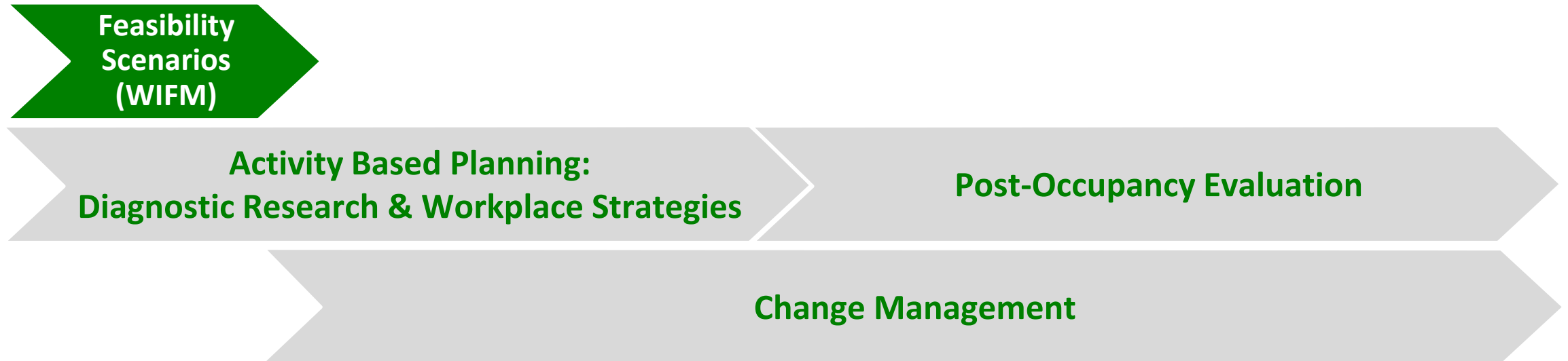


Workplace Engagement Services

PBS Project Lifecycle



Workplace Engagement Services



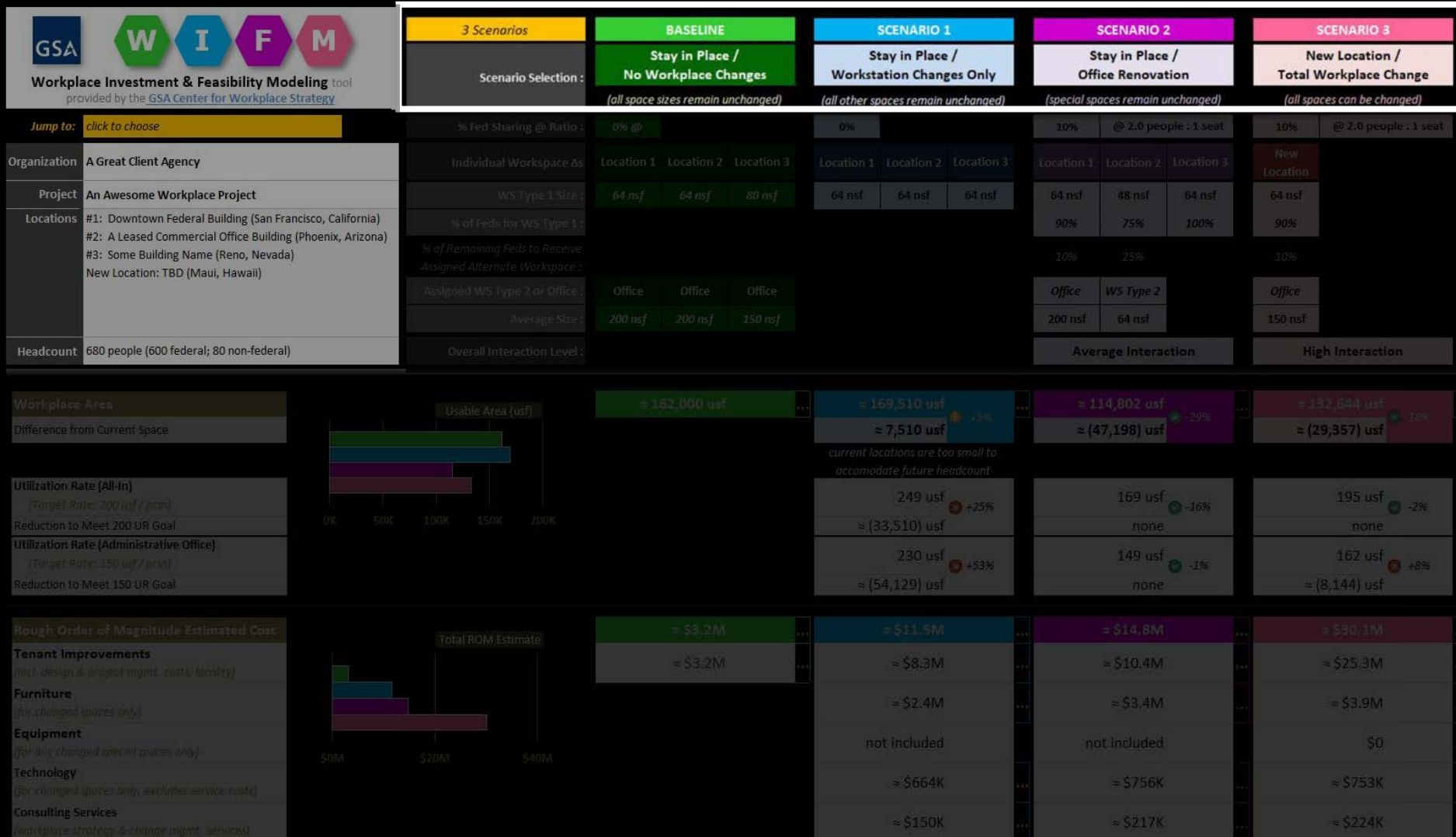
WIFM 1.2 : The Old Pre-2020 Version

GSA WIFM		3 Scenarios	BASELINE	SCENARIO 1	SCENARIO 2	SCENARIO 3
Workplace Investment & Feasibility Modeling tool <small>provided by the GSA Center for Workplace Strategy</small>		Scenario Selection :	Stay in Place / No Workplace Changes <i>(all space sizes remain unchanged)</i>	Stay in Place / Workstation Changes Only <i>(all other spaces remain unchanged)</i>	Stay in Place / Office Renovation <i>(special spaces remain unchanged)</i>	New Location / Total Workplace Change <i>(all spaces can be changed)</i>
Jump to: click to choose		% Fed Sharing @ Ratio :	0% @	0%	10% @ 2.0 people : 1 seat	10% @ 2.0 people : 1 seat
Organization	A Great Client Agency	Individual Workspace Ass	Location 1 Location 2 Location 3	Location 1 Location 2 Location 3	Location 1 Location 2 Location 3	New Location
Project	An Awesome Workplace Project	WS Type 1 Size :	64 nsf 64 nsf 80 nsf	64 nsf 64 nsf 64 nsf	64 nsf 48 nsf 64 nsf	64 nsf
Locations	#1: Downtown Federal Building (San Francisco, California) #2: A Leased Commercial Office Building (Phoenix, Arizona) #3: Some Building Name (Reno, Nevada) New Location: TBD (Maui, Hawaii)	% of Feds for WS Type 1 :			90% 75% 100%	90%
		% of Remaining Feds to Receive Assigned Alternate Workspace :			10% 25%	10%
		Assigned WS Type 2 or Office :	Office Office Office		Office WS Type 2	Office
		Average Size :	200 nsf 200 nsf 150 nsf		200 nsf 64 nsf	150 nsf
Headcount	680 people (600 federal; 80 non-federal)	Overall Interaction Level :			Average Interaction	High Interaction

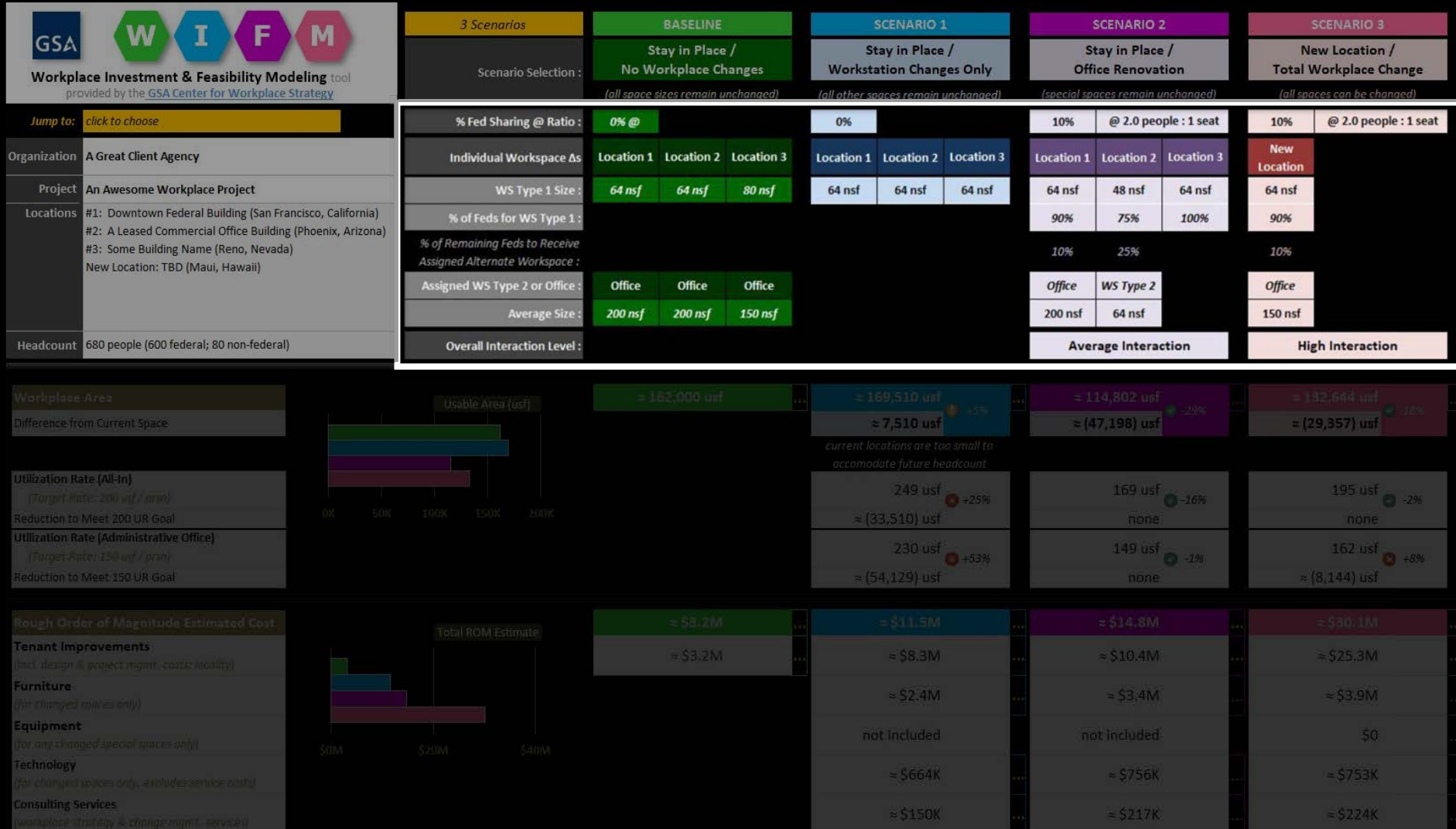
Workplace Area	Usable Area (usf)	≈ 162,000 usf	≈ 169,510 usf +5% ≈ 7,510 usf <i>current locations are too small to accommodate future headcount</i>	≈ 114,802 usf -29% ≈ (47,198) usf	≈ 132,644 usf -18% ≈ (29,357) usf
Difference from Current Space					
Utilization Rate (All-In) <i>(Target Rate: 200 usf / prsn)</i>			249 usf +25% ≈ (33,510) usf	169 usf -16%	195 usf -2%
Reduction to Meet 200 UR Goal				none	none
Utilization Rate (Administrative Office) <i>(Target Rate: 150 usf / prsn)</i>			230 usf +53% ≈ (54,129) usf	149 usf -1%	162 usf +8%
Reduction to Meet 150 UR Goal				none	≈ (8,144) usf

Rough Order of Magnitude Estimated Cost	Total ROM Estimate	≈ \$3.2M	≈ \$11.5M	≈ \$14.8M	≈ \$30.1M
Tenant Improvements <i>(incl. design & project mgmt. costs; locality)</i>		≈ \$3.2M	≈ \$8.3M	≈ \$10.4M	≈ \$25.3M
Furniture <i>(for changed spaces only)</i>			≈ \$2.4M	≈ \$3.4M	≈ \$3.9M
Equipment <i>(for any changed special spaces only)</i>			not included	not included	\$0
Technology <i>(for changed spaces only, excludes service costs)</i>			≈ \$664K	≈ \$756K	≈ \$753K
Consulting Services <i>(workplace strategy & change mgmt. services)</i>			≈ \$150K	≈ \$217K	≈ \$224K

WIFM 1.2 : The Old Pre-2020 Version - Scenarios

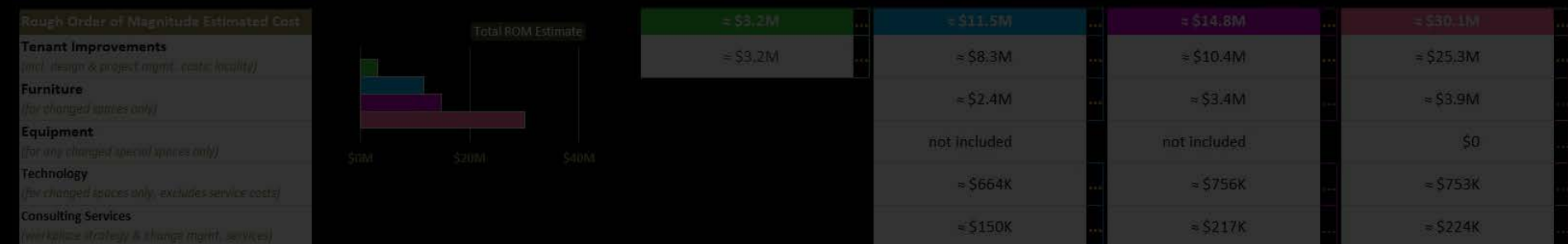


WIFM 1.2 : The Old Pre-2020 Version – RSF Measures



WIFM 1.2 : The Old Pre-2020 Version – Change Comparisons

GSA WIFM		3 Scenarios	BASELINE	SCENARIO 1	SCENARIO 2	SCENARIO 3
Workplace Investment & Feasibility Modeling tool <small>provided by the GSA Center for Workplace Strategy</small>		Scenario Selection :	Stay in Place / No Workplace Changes <small>(all space sizes remain unchanged)</small>	Stay in Place / Workstation Changes Only <small>(all other spaces remain unchanged)</small>	Stay in Place / Office Renovation <small>(special spaces remain unchanged)</small>	New Location / Total Workplace Change <small>(all spaces can be changed)</small>
Jump to: click to choose		% Fed Sharing @ Ratio :	0% @	0%	10% @ 2.0 people : 1 seat	10% @ 2.0 people : 1 seat
Organization	A Great Client Agency	Individual Workspace Ds	Location 1 Location 2 Location 3	Location 1 Location 2 Location 3	Location 1 Location 2 Location 3	New Location
Project	An Awesome Workplace Project	WS Type 1 Size :	64 nsf 64 nsf 80 nsf	64 nsf 64 nsf 64 nsf	64 nsf 48 nsf 64 nsf	64 nsf
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WIFM 1.2 : The Old Pre-2020 Version - Budget

GSA WIFM		3 Scenarios	BASELINE	SCENARIO 1	SCENARIO 2	SCENARIO 3
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WIFM 1.2 : The Old Pre-2020 Version - Layout



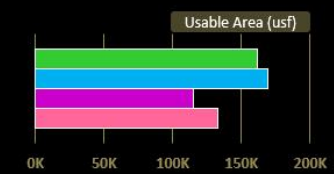
Workplace Investment & Feasibility Modeling tool
provided by the [GSA Center for Workplace Strategy](#)

Jump to: [click to choose](#)

Organization	A Great Client Agency
Project	An Awesome Workplace Project
Locations	#1: Downtown Federal Building (San Francisco, California) #2: A Leased Commercial Office Building (Phoenix, Arizona) #3: Some Building Name (Reno, Nevada) New Location: TBD (Maui, Hawaii)
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3 Scenarios	BASELINE	SCENARIO 1	SCENARIO 2	SCENARIO 3
Scenario Selection :	Stay in Place / No Workplace Changes <i>(all space sizes remain unchanged)</i>	Stay in Place / Workstation Changes Only <i>(all other spaces remain unchanged)</i>	Stay in Place / Office Renovation <i>(special spaces remain unchanged)</i>	New Location / Total Workplace Change <i>(all spaces can be changed)</i>
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Average Size :	200 nsf 200 nsf 150 nsf	200 nsf 200 nsf 150 nsf	200 nsf 64 nsf	150 nsf
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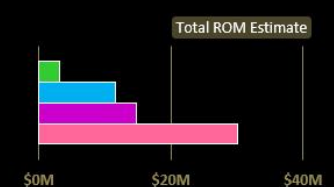
Workplace Area
Difference from Current Space
Utilization Rate (All-In)
<i>(Target Rate: 200 usf / prsn)</i>
Reduction to Meet 200 UR Goal
Utilization Rate (Administrative Office)
<i>(Target Rate: 150 usf / prsn)</i>
Reduction to Meet 150 UR Goal



Usable Area (usf)

≈ 162,000 usf	≈ 169,510 usf +5%	≈ 114,802 usf -29%	≈ 132,644 usf -18%
	≈ 7,510 usf	≈ (47,198) usf	≈ (29,357) usf
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	≈ (54,129) usf	none	≈ (8,144) usf

Rough Order of Magnitude Estimated Cost
Tenant Improvements <i>(incl. design & project mgmt. costs; locality)</i>
Furniture <i>(for changed spaces only)</i>
Equipment <i>(for any changed special spaces only)</i>
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Total ROM Estimate

≈ \$3.2M	≈ \$11.5M	≈ \$14.8M	≈ \$30.1M
≈ \$3.2M	≈ \$8.3M	≈ \$10.4M	≈ \$25.3M
	≈ \$2.4M	≈ \$3.4M	≈ \$3.9M
	not included	not included	\$0
	≈ \$664K	≈ \$756K	≈ \$753K
	≈ \$150K	≈ \$217K	≈ \$224K

Taking a step back for WIFM 2.0



The Hybrid Continuum

Transformation across work, worker, workplace = people, place, and technology solutions

Office-Based

(Considered full time on-site.
Less than 1 day a week teleworking)

- employees accomplish all or the **vast majority of work in the office**
- **telework is a human resource benefit** and not a space occupancy strategy
- **larger individual workspace sizes** tend to be used
- **meeting space** are less likely to be customized to different work styles

Periodic Telework

(Employees primarily work from the office.
On average 1 - 2 days a week teleworking.)

- **employees begin to do more work remotely**, likely more heads-down tasks
- **some space reduction** can be achieved with desk sharing
- **individual workspace sizes begin to shrink**
- meeting spaces become more focused on **collaboration**

Frequent Telework

(Employees work between offsite and office.
On average 3 - 4 days a week teleworking)

- employees consider their **home office as their primary work location**
- **significant space reduction** is achieved with desk sharing
- **smaller individual workspace sizes** are used
- meeting spaces are primarily focused on **smaller team collaboration and hybrid meetings**

Remote Work

(Extensive virtual work adoption.
On average 5 days a week teleworking)

- employees go into the office for a **specific purpose and to connect with peers**
- **maximum space reduction** is achieved with desk sharing
- **the smallest individual workspace sizes** are used
- meeting spaces are primarily focused on **smaller team collaboration and hybrid meetings**

Lots of workplace choices

In Neighborhood



Non-Dedicated Desk



Team Rooms



Lockers



Huddle Rooms



Breakout Space



Focus Rooms

On Floor



Tech-Enhanced Conf. Rooms



Wellness/Mother's Room



Pantry



Quiet Room

In the Building



Client Facing Conf. Rooms



Innovation Hub



Café



Large Meeting Spaces

Outside the Building



Work From Home



Coworking



GSA Public Buildings Service

Activity Based Planning

*A Workplace Matters Series publication
September 2020*



download this PDF publication from www.GSA.GOV (direct download link)

GSA's Work Pattern Approach

Mobility Level:

- at your desk, in the office
- away from the desk, but still in the office
- working at home
- at other locations away from the office and home

In-Office At-Desk Activities:

- in face-to-face interactions
- on the phone or on video
- focused work (long concentration)
- processing information (short concentration)

GSA's Work Pattern Approach – Style Combinations

		Desk-Bound (mostly at the desk)	Internally-Mobile (mostly in the office)	Externally-Mobile (significantly outside the office)
Activities at the Office Desk	Interacting with Others			
	Concentrative Heads-Down Work			

Example: Desk-Bound, Interactive



In the office, mostly at the desk
When in the office interacting with others.

In Neighborhood



Non-Dedicated Desk



Team Rooms



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Large Meeting Spaces

Outside the Building



Work From Home



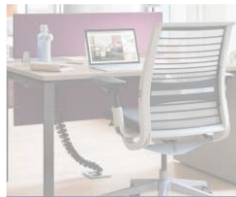
Coworking

Externally-Mobile, Interactive



Significantly outside the office;
When in the office interacting with others.

In Neighborhood



Non-Dedicated Desk



Team Rooms



Lockers



Huddle Rooms



Breakout Space



Focus Rooms

On Floor



Tech-Enhanced Conf. Rooms



Wellness/
Mother's Room



Pantry



Quiet Room

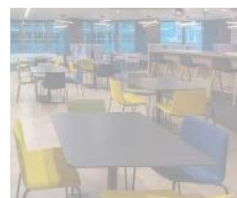
In the Building



Client Facing Conf. Rooms



Innovation Hub



Café



Large Meeting Spaces

Outside the Building



Work From Home



Coworking

The Hybrid Continuum + Work Patterns → WIFM 2.0

Office-Based
 (Considered full time on-site.
 Less than 1 day a week teleworking)

Periodic Telework
 (Employees primarily work from the office. On average 1 - 2 days a week teleworking.)

Frequent Telework
 (Employees work between offsite and office. On average 3 - 4 days a week teleworking)

Remote Work
 (Extensive virtual work adoption.
 On average 5 days a week teleworking)

 **Desk-Bound Concentrative**

 **Desk-Bound Interactive**

 **Internally Mobile Interactive**

 **Externally Mobile Interactive**

 **Internally Mobile Concentrative**

 **Internally Mobile Concentrative**

 **Externally Mobile Interactive**

 **Internally Mobile Interactive**

 **Internally Mobile Interactive**

Some impacts of increased mobility













Individual Workspaces

- desk sharing increases
- more spaces allocated to workstations, less as private offices
- workstation and office sizes shrink

Support Spaces

- less individual workspaces, more collaboration areas
- greater emphasis on teaming spaces, less on large meeting areas
- allocation ratios (e.g., 1 meeting room for everyone x people) generally increase

Degrees of Change and the Hybrid Continuum + Work Patterns → WIFM 2.0

	Office-Based (Considered full time on-site. Less than 1 day a week teleworking)	Periodic Telework (Employees primarily work from the office. On average 1 - 2 days a week teleworking.)	Frequent Telework (Employees work between offsite and office. On average 3 - 4 days a week teleworking)	Remote Work (Extensive virtual work adoption. On average 5 days a week teleworking)
Low Degree of Change	 Desk-Bound Concentrative	 Desk-Bound Interactive	 Internally Mobile Interactive	 Externally Mobile Interactive
Medium Degree of Change	 Internally Mobile Concentrative	 Internally Mobile Concentrative	 Internally Mobile Interactive	 Externally Mobile Interactive
High Degree of Change	 Internally Mobile Interactive	 Internally Mobile Interactive	 Externally Mobile Interactive	 Externally Mobile Interactive

Time Spent in the Office vs. Remote

	Office-Based (Considered full time on-site. Less than 1 day a week teleworking)	Periodic Telework (Employees primarily work from the office. On average 1 - 2 days a week teleworking.)	Frequent Telework (Employees work between offsite and office. On average 3 - 4 days a week teleworking)	Remote Work (Extensive virtual work adoption. On average 5 days a week teleworking)
Low Degree of Change	In the Office: 100% Remote Work: 0%	In the Office: 80% Remote Work: 20%	In the Office: 40% Remote Work: 60%	In the Office: 15% Remote Work: 85%
Medium Degree of Change	In the Office: 90% Remote Work: 10%	In the Office: 70% Remote Work: 30%	In the Office: 30% Remote Work: 70%	In the Office: 10% Remote Work: 90%
High Degree of Change	In the Office: 85% Remote Work: 15%	In the Office: 60% Remote Work: 40%	In the Office: 20% Remote Work: 80%	In the Office: 5% Remote Work: 95%

Individual Workspace Allocations*

	Office-Based (Considered full time on-site. Less than 1 day a week teleworking)	Periodic Telework (Employees primarily work from the office. On average 1 - 2 days a week teleworking.)	Frequent Telework (Employees work between offsite and office. On average 3 - 4 days a week teleworking)	Remote Work (Extensive virtual work adoption. On average 5 days a week teleworking)
Low Degree of Change	Workstations: 90% Private Offices: 10%	Workstations: 92% Private Offices: 8%	Workstations: 97% Private Offices: 3%	Workstations: 100% Private Offices: 0%
Medium Degree of Change	Workstations: 91% Private Offices: 9%	Workstations: 93% Private Offices: 7%	Workstations: 98% Private Offices: 2%	Workstations: 100% Private Offices: 0%
High Degree of Change	Workstations: 91% Private Offices: 9%	Workstations: 94% Private Offices: 6%	Workstations: 99% Private Offices: 0%	Workstations: 100% Private Offices: 0%













Desk Sharing Ratios (# of people sharing a seat)

	Office-Based (Considered full time on-site. Less than 1 day a week teleworking)	Periodic Telework (Employees primarily work from the office. On average 1 - 2 days a week teleworking.)	Frequent Telework (Employees work between offsite and office. On average 3 - 4 days a week teleworking)	Remote Work (Extensive virtual work adoption. On average 5 days a week teleworking)
Low Degree of Change	Workstations: 1.0 Private Offices: 1.0	Workstations: 1.3 Private Offices: 1.3	Workstations: 2.5 Private Offices: 2.5	Workstations: 6.7 Private Offices: 0
Medium Degree of Change	Workstations: 1.1 Private Offices: 1.0	Workstations: 1.4 Private Offices: 1.4	Workstations: 3.3 Private Offices: 3.3	Workstations: 10.0 Private Offices: 0
High Degree of Change	Workstations: 1.2 Private Offices: 1.0	Workstations: 1.7 Private Offices: 1.7	Workstations: 5.0 Private Offices: 5.0	Workstations: 20.0 Private Offices: 0

Individual Workspace Sizes *

	Office-Based (Considered full time on-site. Less than 1 day a week teleworking)	Periodic Telework (Employees primarily work from the office. On average 1 - 2 days a week teleworking.)	Frequent Telework (Employees work between offsite and office. On average 3 - 4 days a week teleworking)	Remote Work (Extensive virtual work adoption. On average 5 days a week teleworking)
Low Degree of Change	Workstations: 64 nsf Private Offices: 150 nsf	Workstations: 48 nsf Private Offices: 120 nsf	Workstations: 48 nsf Private Offices: 100 nsf	Workstations: 24 nsf Private Offices: 0 nsf
Medium Degree of Change	Workstations: 64 nsf Private Offices: 120 nsf	Workstations: 48 nsf Private Offices: 100 nsf	Workstations: 36 nsf Private Offices: 100 nsf	Workstations: 24 nsf Private Offices: 0 nsf
High Degree of Change	Workstations: 48 nsf Private Offices: 120 nsf	Workstations: 48 nsf Private Offices: 100 nsf	Workstations: 36 nsf Private Offices: 100 nsf	Workstations: 24 nsf Private Offices: 0 nsf

Recall the Hybrid Continuum + Work Patterns WIFM 2.0

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High Degree of Change	 Internally Mobile Interactive	 Internally Mobile Interactive	 Externally Mobile Interactive	 Externally Mobile Interactive

Let's walk through WIFM 2.0



What's next?

Get a copy of WIFM!

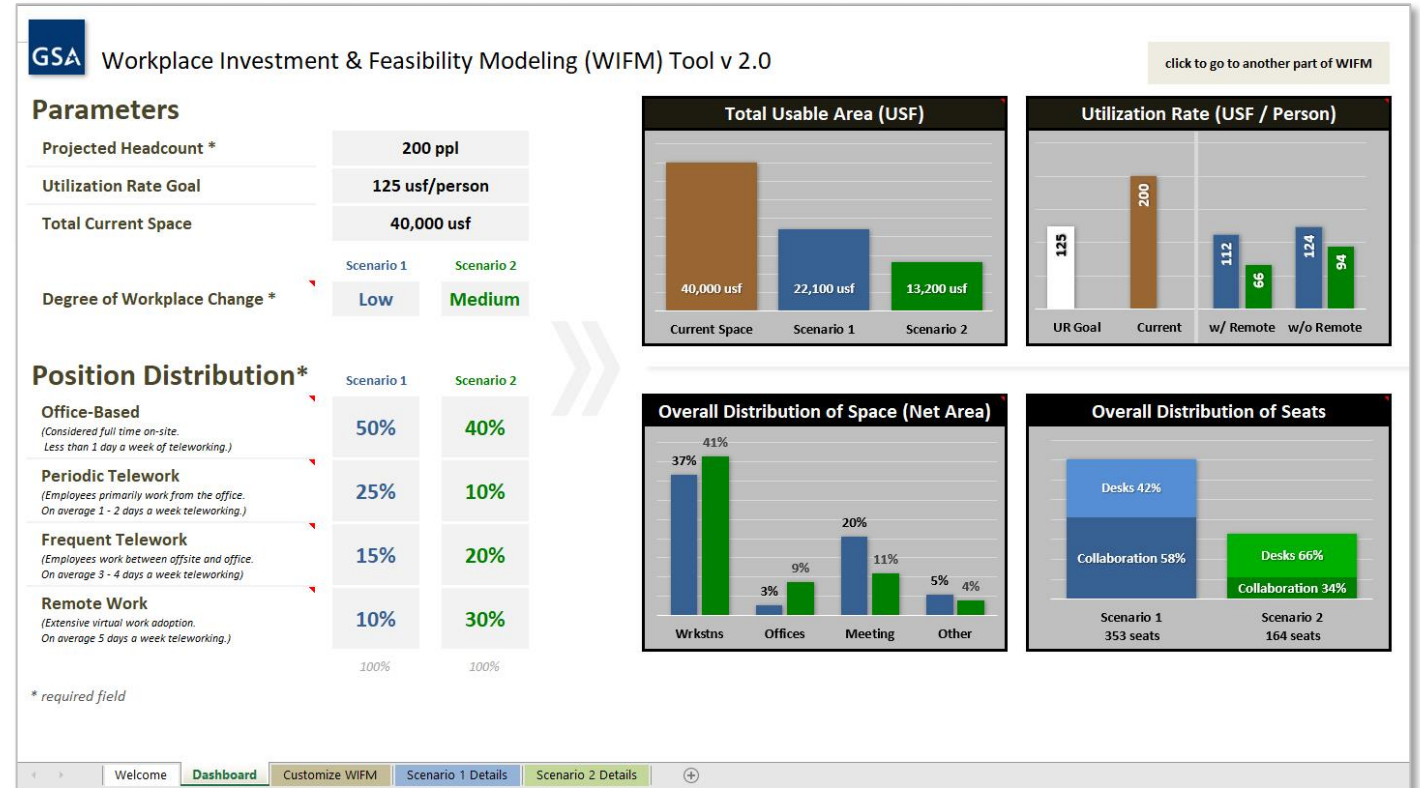
- email workplace@gsa.gov to request your copy

Customize WIFM!

- use the built-in feature
- or reach out for greater customization options

Get future versions!

- you will automatically get new versions





Thank You For Attending!

Upcoming Client Enrichment Series Sessions

eRETA Digest

Tuesday, August 16th 1pm-2:30pm eastern - [Register Now](#)

Say Aloha to Kahua - PBS's New Project Management Portal

Thursday, August 18th 1pm-2:30pm eastern - [Register Now](#)

Policy and Process Changes for Occupancy Agreements (OASIS Overview)

Thursday, September 8th 1pm-3pm eastern - [Register Now](#)

Kahua Users Klub

Thursday, September 15th 1pm-2:30pm eastern - [Register Now](#)



GSA's COVID-19 Resources for Customers

See our [Safer Federal Workplace page](#)

Watch CES sessions on YouTube  YouTube

Bookmark and binge watch all your favorite CES sessions!

www.gsa.gov/ces

clientenrichmentseries@gsa.gov