



*Treasury Board Advisory Committee on Real Property  
Conference 1994: Building Effective Partnerships*

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# Offices and Laboratories of the Future



# *The constant*

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**The only constant in  
most large  
organizations is  
constant change**



# *The challenge*

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**To find a way to avoid the  
expense of customized  
planning layouts and designs  
each time a work unit  
changes its organization or  
staff size**



# *Why is it needed now?*

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- **Global change is forcing organizational change**
- **Organizational change forces “churn”**
- **Churn is expensive and time-consuming**
- **Management tried to reduce churn**
- **Reduced churn meant reduced ability to respond to change**
- **This makes organizations less competitive**
- **Solution? - Reduce the cost and time of churn**



## *How do you....*

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- **Plan when the organization is constantly changing?**
- **Maintain efficiencies in planning, budget and control?**
- **Keep the cost of 'churn' under control?**



# *What is Universal Footprint Planning?*

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- A method of space planning
- A macro-level planning tool
- A few standard sizes and shapes of footprint are used
- “Footprint” is the size and shape occupied by a single workspace
- Universal footprint planning includes generic floor layout

# *How does it work?*

- Based on people doing dissimilar things in similar ways

	Office	Lab Suite
Talking	X	X
Meeting	X	X
Telephoning	X	X
Reading	X	X
Writing	X	X
Managing information	X	X
Using computer	X	X
Interacting	X	X
Analysing	X	X
Researching	X	X
Preparing	X	X
Producing	X	X



## *Benefits (1 of 2)*

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- **Provide space by function**
- **Modularity**
- **Flexibility**
- **Manage change**
- **Maintain or increase productivity**



## *Benefits (2 of 2)*

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- **Reduce planning time for moves**
- **Speed up moves**
- **Reduce the cost of churn**
- **Release money for other uses**
- **Environmentally responsible**



# *Challenges*

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- **Determining cultural fit**
- **Analysing function to select footprints**
- **Adapting approach to different building architecture**
- **Planning generic floor layout**
- **Establishing good design**
- **Dealing with open workstations vs. closed offices**



# *Universal footprint planning*

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- **An investment in the future**
- **One-time investment of money and time up front**
- **Future decrease in time and cost for every move**