Returning to the Office

During the height of the pandemic, most companies put off renovations and relocations due to the uncertainty surrounding the economy and real estate market. Some companies even let their leases lapse. Now that there is light at the end of the tunnel, employers are starting to plan for their workforce's return to the office. Many are contemplating whether they should adopt a home-office hybrid work model or if they should lean towards a more flexible, wellness and tech-focused space. Regardless of whether the workspace size is increased or decreased, new renovations can take advantage of the current real estate market.

As with any transition, change can be difficult. Companies can manage transition decisions easier through Programming and Change Management services. Through a set of phases, Programming and Change Management services create a solid project foundation that walks employers through the decision-making process of their transitions. These phases provide a helpful framework to make the right decisions on every aspect of a transition, from determining the required workplace size to creating a plan for employee engagement.

Start Planning

Whether you're looking to renovate or relocate, the project length can vary from 6-18 months. Start your project planning early to stay on schedule.

- Programming & Test-fits
- Change Management
- Tours & Lease Negotiations
- Scope of Work & Budget
- Design Documents
- Bidding & Negotiating
- Construction
- Furniture Management
- Project Completion / Return to the Office

KEY

- - -> Minor Renovation (New Furniture, Minimal Demo)
Timeline: 6-8 Months

- - -> Major Renovation (Relocation, Extensive Demo)
Timeline: 12-18 Months

Dynamic Workplace

Integrating dynamic areas into the office will be key for companies adopting a more flexible work-from-home policy. With more employees working from home 1–2 days a week, employers will need to adapt their workspace to fit the needs of the new in-office workday. Flexible design can create more space for collaboration and head-down work while still accommodating all employees on company-wide days.

KEY

1	Reception	**6**	Collaboration Zone
2	Conference	**7**	Open Meeting
3	Meeting / Office	**8**	Open Phone Area
4	Workstations	**9**	Cafe
5	Hotdesking	**10**	Support

Pod Based Workplace

The pod model is a rising trend in workspace design for those embracing the hybrid office. Pod based workplaces shift the typical office/workstation zone inwards to create neighborhoods for team use. Each pod includes areas for the different tasks required throughout a typical day and can be reserved by team leaders for their team's in-office workday.
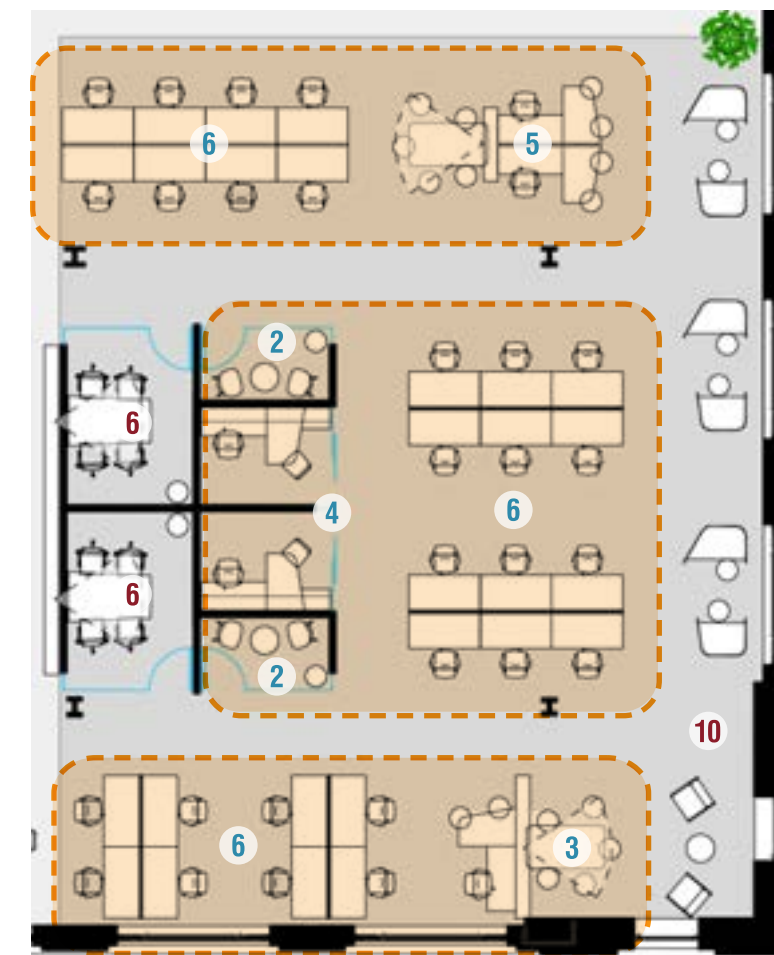
KEY

⬭ Work Pod

Work Pod Components

1 Small Meeting
2 Phone Rooms
3 Collaboration Area
4 Enclosed Station
5 Open Large Station
6 Open Station

Support Spaces

7 Reception
8 Conference
9 Meeting
10 Collaboration Zone
11 Cafe
12 Wellness Area
13 Support
14 HVAC / Electric

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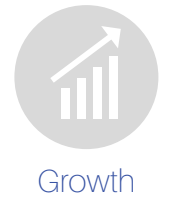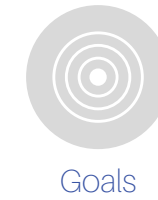
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Change Management

While renovating, relocating, or changing workplace standards, change management aims to guide companies through the transition process. For employers with little experience or little available time, transitioning to a new work model can be a daunting task and for employees with little input in the process, the change can have a toll on productivity and wellbeing. MADGI and MDA can walk your company through these challenges, creating a plan specifically for your workplace, reducing disruptions and increasing acceptance rates.

Programming

Programming is the process of gathering information about a company's needs and requirements and reorganizing that information to inform the future workplace. Through discussions with the client, MADGI and MDA gather data on ideal space sizes and adjacencies between departments and listen to company goals and growth patterns. This process will produce a unique program for each workplace and will provide key information to evaluate the current workplace or future relocation opportunities.

Goals

Growth

Workplace Performance

Security + Technology

Values + Image

Flow

Sustainability

WELL Being

Benefits of Activity Based Working

Activity Based Working (ABW) is more than just a workplace design concept, it is a fundamental change in behavior to how employees use the office and the various space types available to them.

Activity based workspaces let employees find the right spaces/zones and support for every task and work mode throughout the day.the

ACTIVITY BASED WORKPLACE

NEIGHBORHOOD ZONE

OFFICE SPACE

COLLABORATION SPACE

SEMI-SOCIAL ZONE

WELLNESS ZONE

FOCUS ZONE

WORK CAFE

Survey Question Examples

General Office Standards

What is your current corporate image and are you hoping to change and/or shift that image for the future? In what category do you feel your company falls?

○ Flexible
○ Collaborative
○ Corporate
○ Traditional
○ Hybrid
○ Other: _____ fill in here _____

Departmental Staffing

How many departments does your company house?
Please breakdown by department and number of employees in said department.
Are any of these said employees flex workers or part-time?

fill in here

Departmental Support Areas

Please list all of your support areas as well as enclosed rooms that do not have a permanent individual assignment.

list here

Rate the importance of each space based on how it supports employee productivity from 1-10.

rate here

Changes/Growth

Do you expect any of the departments listed to have different spacial, support, or adjacency needs in the foreseeable future?

"Department 1" | fill in here
"Department 2" | fill in here
"Department 3" | fill in here