



GTC Space Management

Devashree Chakrabarti

Business Operations Manager,
Business Effectiveness

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Goal

Reduce WPR costs for the GTC by optimizing space utilization

Method

Create process for annual application



- Analyze GTC show-up rate for department IDs under GTC VP
- Socialize results with GTC managers
- Obtain buy-in for changes in worker types
- Complete changes to worker types for WPR snapshot by end of May

Process document outlines an annual method to optimize the utilization of WPR space



Timeline

Timeline info?

Process Sequence

1. Capture data from WPR



2. Collate data



4. Finalize



3. Analyze data



Process Details

1 & 2



Capture the data

- Get list of department IDs under GTC. (Q2)
- Breakdown of GTC funded vs. non-GTC funded department IDs. (Q2)
- Get WPR snapshot from previous year (Yearly Allocation Rate). (Q2)
- Department IDs with # of traditional and mobile employees per department sq. ft. area (office, cube & zone), and cost. (Q2)
- Get Q1-Q2 quarterly show-up rate data from WPR. (Q3)

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- Calculate average GTC show-up rate. (Q3)
 - Identify threshold value. (specify governance - decision by TOF?) (Q3)



Collate the data



3 Analyze the data

- Identify department IDs falling below threshold value. (Q3)
- Identify # of traditional & mobile employees with a low show-up rate department ID; calculate cost. (Q3)
- Identify department IDs presenting an opportunity for cost-saving. (Q3)

4 Final steps

- Present final proposal (current cost incurred vs. cost saving), including the change in work-type from traditional / mobile to mobile / remote.
- Complete transactions to convert worker types per agreement with managers.
- Document before-and-after view of GTC worker type breakdown, including cost saving accomplished.

