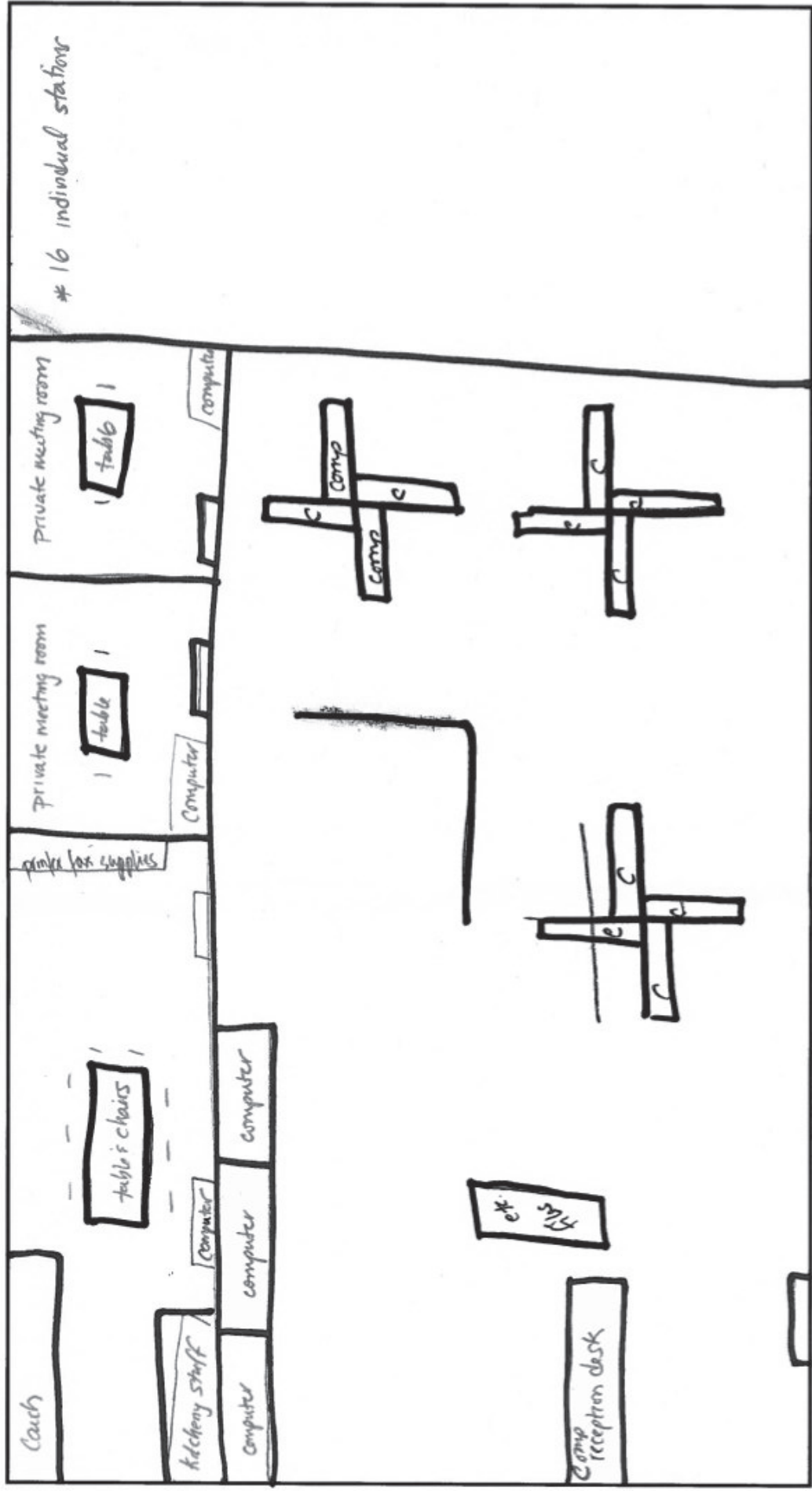
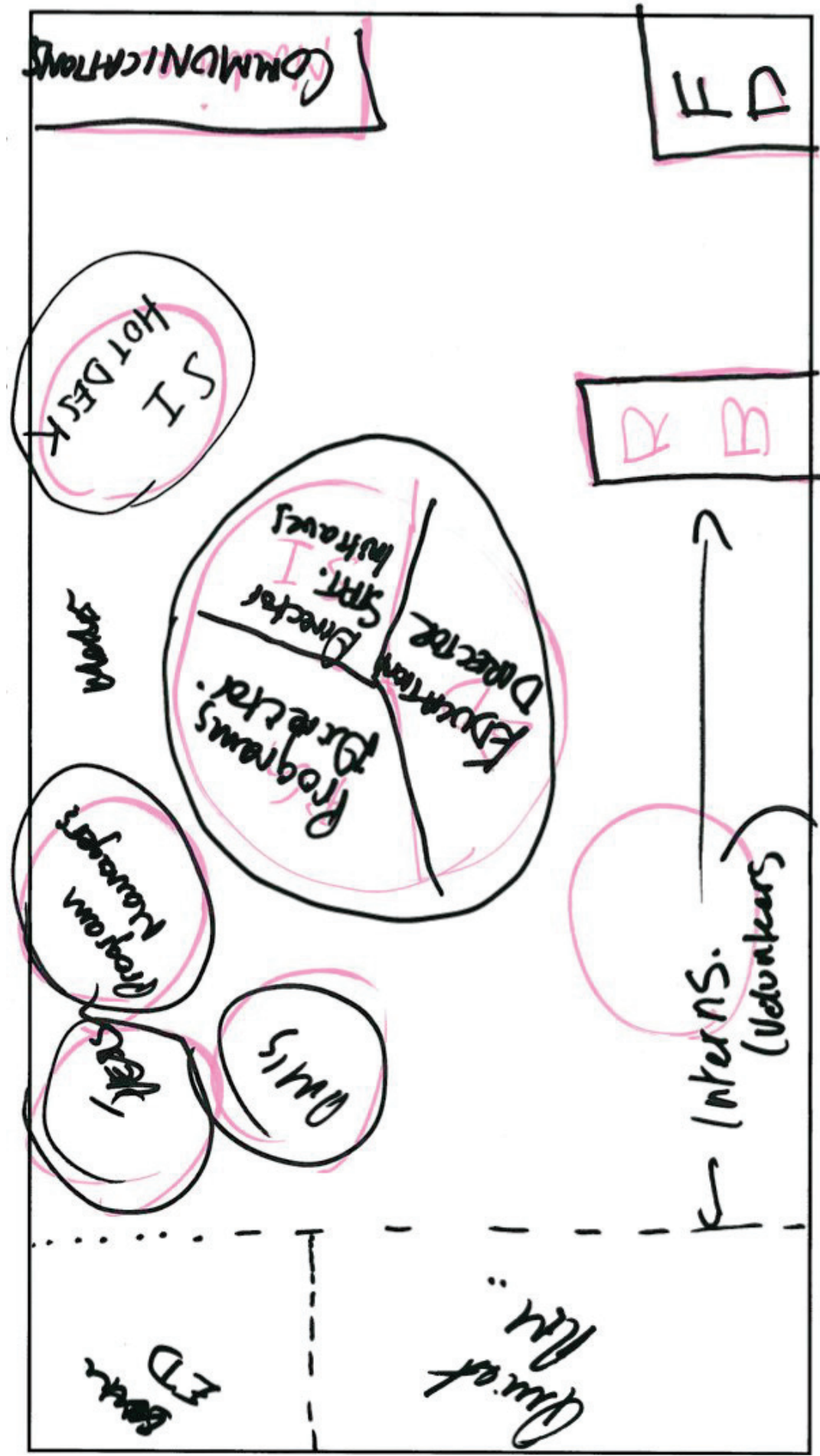


Workshop Output

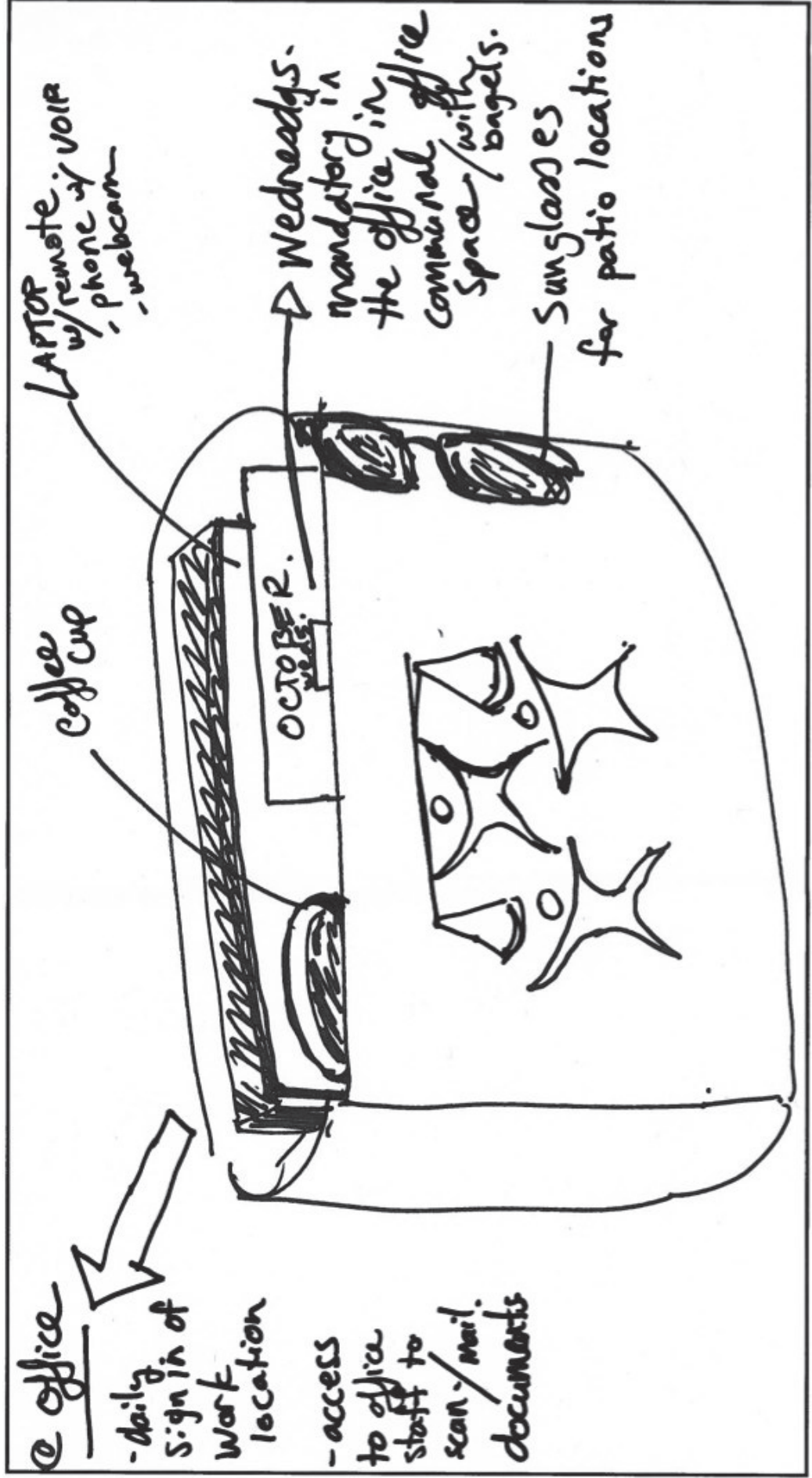
Assignment Scenario 1: Office Preference, Design Office



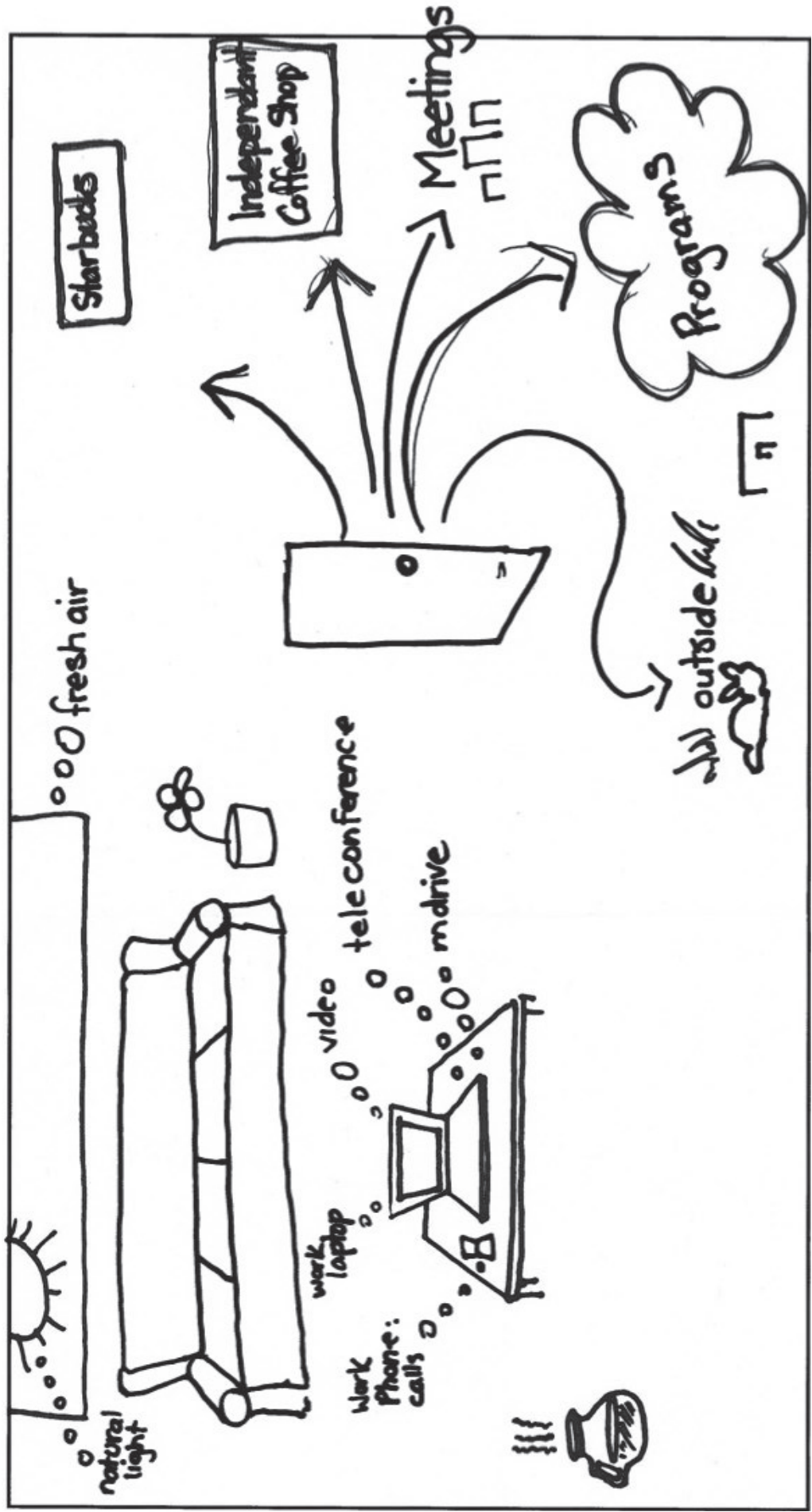
Assignment Scenario 2: Home Preference, Design Office



Assignment Scenario 3: Office Preference, Design Home



Assignment Scenario 4: Home Preference, Design Home



Options Generated

1. Flexible, redesigned office workspace
2. Flexible, mobile workspace
3. Hybrid: flex-mobile and flex-office workspaces

Flexible Office Workspace

- accommodate a variety of workstyles within a fixed amount of space
- create and separate distinct zones within the office for different kinds of activities:
 - Private meeting/phone call rooms
 - Social/interactive work/break space
 - Shared/open work space
- few, if any private offices
- requires physical reconfiguration of space, new furniture, walls
- runs into some hard constraints around space, workstations, etc

Flexible, Mobile Workspace

- Work from anywhere, office in a bag
- Well suited to program staff, who are often out of the office on programs anyway
- Need for appropriate technology to support:
 - laptops with built-in video cameras
 - VOIP telephony on laptops and/or handsets/headsets
 - video chat/teleconference software
 - fast, reliable VPN connections
- Supports non-Toronto site locations as well as work from home and work from anywhere Toronto-based staff
- Questions remain about face-to-face, the need and role of this from a teamwork, culture and work-life balance perspective

Hybrid: Flex-Mobile and Flex-Office

- all staff equipped with flex-mobile enabling technology
- office reconfigured to accommodate only some permanent onsite staff, rest will be flex-mobile
- large, shared workspace for flex-mobile staff when onsite
- smaller, private and semi-private bookable/sharable spaces to support meetings and outbound/inbound phone calls
- shared calendaring for in office out of office scheduling
- video telephony for all, supporting 1:1 and group video meetings
- a schedule for all-hands meetings on location, or in nearby bookable spaces

Next Steps

- develop Flex-mobile technology requirements
- identify costs of technology
 - laptops
 - VOIP
 - video telephony
- explore workspace reconfiguration options:
 - office designer
 - furniture
 - interior buildout
 - intensive archiving/digitizing effort
- develop business case for the solution, with costs
- compare to current state, traditional space options
- seek funding