Headquarters Workplace Project
Agenda

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Executive Summary

IFMA is embarking on a headquarters workplace transformation that will result in the development of a new headquarters workplace that completely aligns the organization’s business purpose and strategy map with work styles and settings to drive organizational innovation and effectiveness for membership.
Current Situation

- One Greenway Plaza
  Houston, Texas
- Lease Exp: 12/2012
- Lease Type: Primary
- RSF: 20,044
- 2 Floors (10th & 11th)
Project Goals and Objectives

Goals

- Transparent, timely process
- Strategy Map alignment
- Sustainable
- Unbiased location
- Clean slate

Objectives

- Distributed workplace
- World class space
- Break the link between space and status
- 25% more efficient than current facility
- Effective and satisfying work experience
## Expected Outcomes

<table>
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<tr>
<th>Efficiencies</th>
<th>Flexibility</th>
<th>Agility</th>
<th>Engagement</th>
<th>Service</th>
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<tr>
<td>Smaller Footprint</td>
<td>Increase Capacity Without Adding Space</td>
<td>Increased Decision Speed</td>
<td>Building People Capacity</td>
<td>Organizational Collaboration</td>
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<td>Higher Densities</td>
<td>Levers: Mobility &amp; Utilization</td>
<td>Dynamic Teamwork</td>
<td>Leveraging Differences</td>
<td>Customer/Client Insight</td>
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<td>Cost Savings</td>
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Project Oversight

Membership

Board of Directors

HQ Steering Committee

Project Team/Staff – Mike Moss, Lead
HQ Steering Committee

Kathy Roper, CFM, CFMJ, LEED AP, IFMA Fellow

Tony Keane, CAE

Jon Seller

Francis Kuhn, CFM, CFMJ

Thomas Mitchell, CFM, CFMJ

Marc S. Liciardello, CFM, MBA, CM, Committee Chair
Strategy development

Three phase process

**Assessment**
- Work styles
- Space utilization
- Workplace performance
- Aspirations

**Development**
- New ways of working
- New space concepts
- Technology
- Policies/protocols

**Validation**
- Space and cost savings
- Case study comparisons
- Leadership review
Timeline

1. Project Planning & Site Search
2. Programming/Workplace Requirements
3. Schematic Design, Planning and Coordination
4. Construction Drawings and Specifications
5. Furniture Selection, Specification, Purchase and Installation
6. Construction Administration
7. IT/Telecom
8. Security System
9. Move & Decommission of Existing Site

9 Phases = 60 Weeks
Contact Information

- Project website and email
  - www.ifma.org/about/hq
  - hqproject@ifma.org

- IFMA Contact
  Mike Moss, COO
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