

Planon Smart Workplace



→ Imagine one person driving two cars to work at the same time and then wondering why he's paying so much for gasoline and car insurance, not to mention the added environmental impact.

IMPROVE SPACE AND WORKPLACE MANAGEMENT

This scenario is, of course, absurd. Even if a person could drive two cars simultaneously, he would never be so extravagant. Yet studies show many companies are doing the same thing by operating twice as many offices and workspaces than they actually need. With office costs per employee as high as \$28,000 each and every year, there is a lot of waste that, with proper management, can easily be cut.



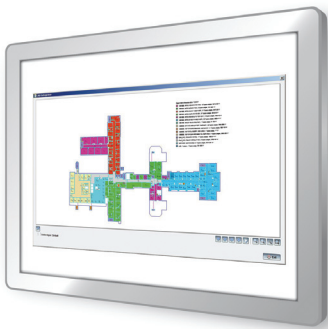
MEET THE CHALLENGES OF A DYNAMIC WORKPLACE

Planon's Smart Workplace solution incorporates:

- Space Planning
- CAD Integration
- Hoteling-Flexible Workplaces
- Reservations
- Kiosk Solutions
- Moves, Adds & Changes



Space Planning



CAD Integration

Real estate and facilities management is the second biggest expense for most companies. Today's business environment is increasingly unforgiving. Only the leanest and most adaptable organizations will succeed. Rapid change—workforce reductions, mergers and acquisitions and ever evolving communications and information technology—is transforming the way we work. Companies need systems and processes in place to help manage workplaces that are in flux, and the solutions have never been more powerful and easy to use.

The number of employees working outside the traditional workspace is rising, with many employees spending less than 40% of their time at the office. That is a welcome trend from a green perspective since commuting to work accounts for more than 20% of worldwide CO₂ emissions.

Planon's Smart Workplace solution gives organizations the tools to convert the challenges of the dynamic workplace into opportunities to cut cost while increasing the quality of service for employees and other stakeholders. It also gives users full insight into the distribution and occupation density of rentable units, spaces and/or workstations.

SPACE PLANNING

Cost control and business alignment

According to a recent CoreNet Global study, companies only use about 45% of their office space. Since the average workspace costs more than \$9,500 per year, potential savings are huge. Planon's Space Planning application is designed to help companies realize these savings by monitoring and managing—and even predicting—usage of space across an entire portfolio.

- Analyze current usage and vacancy rates.
- Accurately charge back and ensure costs are associated with the right department or user.
- Integrate seamlessly with CAD tools so drawings are available in the solution.
- Use CAD or Planon's simplified version to more easily map and color-code spaces.
- Create snapshots of office layouts to ensure optimal planning and allocation.
- Ensure space calculations conform to international standards.
- Implement flexible space classification and reporting features.
- Comply with ISO, DIN or CEN, or your own industry-specific requirements.

CAD INTEGRATION

Complete picture of space utilization

In order for an organization to execute both space and move management operations efficiently, they need to have a full understanding of their space utilization. Often this data is stored in different locations in a variety of formats making it impossible to find quickly or to use effectively. Planon's CAD Integration solution allows you to import your CAD drawings into Planon, enabling organizations to avoid unnecessary duplication of work, achieve more efficient space, move and housing processes and ensure the optimal use of facilities—saving both time and money.

- Visualize layout plans, space use, vacancy, available flexible workplaces, emergency escape routes, asset consulting, technical information, dimensions and sizes.
- Synchronize changes made in your CAD drawings in Planon without needing to obtain an AutoCAD license.
- Generate reports that record mappings in regards to space type, space standards, cost centers, departments and assets.
- Integrate with other functionalities including, Space Management, Building Asset Management, Reservations, Workplace Management and Move Management.



EFFECTIVELY AND EFFICIENTLY MAXIMIZE THE USE OF SPACE

HOTELING-FLEXIBLE WORKPLACES

Rooms at your service

Recent studies of knowledge workers indicate that, on average, they spend less than 40% of their time in the office and no longer need assigned workspaces. Planon's Hoteling solution allows firms to take full advantage of the move to shared workspaces to cut operating costs and give organizations the information they need to dramatically reduce their real estate needs.

- Track all related resources.
- Reserve spaces in person, online or through a smart phone.
- Route all required services and resources, such as telecom or lab equipment, to the space.
- Increase sustainable footprint by reduced travel. CO₂ emission average as much as 5 tons per year per workstation.

RESERVATIONS

Optimize the use of space and resources

Using resources at or near capacity helps organizations squeeze every possible return from their assets. Facility management executives can champion this process by optimizing the use of space and resources within an organization. The Planon reservation application plays a central role in increasing utilization rates while, at the same time, giving employees the ability to secure the resources they need to deliver results.

- Search for required resources to book and arrange services, including catering and cleaning.
- Integrated with Microsoft Outlook® to facilitate invitations, visitor registration, conference room booking and coffee delivery all through existing workflow.
- Maximize utilization rates of organizational resources.

- Monitor the costs of an asset and track from initial purchase through upkeep, disposal and replacement.
- Heat or cool rooms only as required.
- Shift meetings to “down times” to eliminate the need for external spaces.
- Ensure proper charge backs, as well as reporting on space utilization across the organization.

KIOSK SOLUTIONS

Maximize shared workspace utilization

As more organizations introduce flexible workspaces, they require an effective method to manage the use of workspaces, meeting rooms and facilities. Planon Kiosk is an efficient and intuitive application that maximizes shared workspace utilization and enables employees to easily find a place to work or meet, avoiding double bookings and improving overall productivity and communication.

It enables employees to quickly and easily schedule and manage flexible workspace and other shared resources with just a few simple clicks.

- Locate appropriate workspaces, including visibility into where colleagues are sitting.
- Login using their username and password or by security pass card.
- Book conference rooms, catering and any additional services all through one touch screen.
- Use the kiosk to check-in and check-out of the space to help identify usage patterns and automatically release office space when not required.
- Report on actual occupancy of workstations and meeting rooms to help facilitate planning for future requirements.



Sustainability

MOVES, ADDS & CHANGES

Ensure efficient relocation

Whether an organization needs to make moves, additions or changes for an individual or across entire departments, buildings or campuses, Planon integrates the entire process – planning, implementation and post-move management. Planon optimizes operational performance by minimizing the downtime and disruption that moves or changes can cause.

- Manage all processes in one centralized system.

- Use stacking and blocking reports to identify available space, coordinate with departments and keep employees up-to-date.
- Manage on-boarding and off-boarding processes.
- Catalogue spaces and order computer and telephone equipment and business cards.
- Manage external service providers and coordinate all maintenance activities in the move project.
- Control costs by ensuring all company assets are returned when an employee leaves.

Planon is a global software provider that enables organizations to solve their Facility Management and Corporate Real Estate challenges in the most effective way by providing superior software solutions and excellent customer service. The Planon series of solutions include Facility and Space Management, Maintenance Management, Services Management and Real Estate Portfolio Management. In business for more than 25 years, Planon has more than 1,800 clients in 40 countries.



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