

# STRATEGIC OCCUPANCY PLANS

WITH TIME-BASED PLANNING



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# STRATEGIC OCCUPANCY PLANS

WITH TIME-BASED PLANNING

## LEARNING OBJECTIVES

- ✓ The role of time-based planning
- ✓ The process of time-based planning
- ✓ The **VALUE** of time-based planning

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- ✓ The VALUE of time-based planning

# OCCUPANCY PLANNING

Business Strategies



TECHNOLOGY



REAL ESTATE



FINANCIAL



WORKPLACE

## CORPORATE BUSINESS PLAN



OPERATIONS



BRANDING

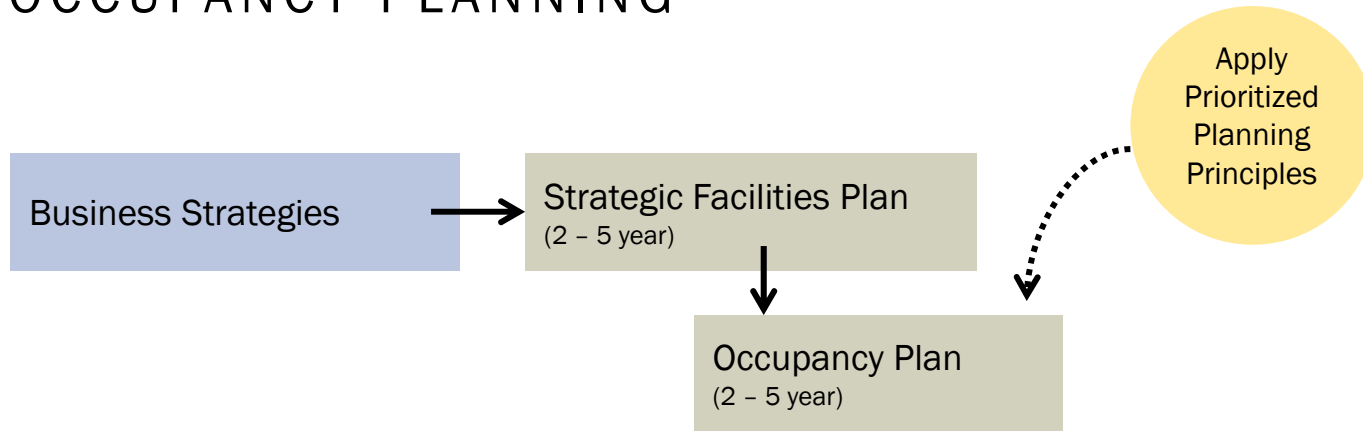


MARKETS

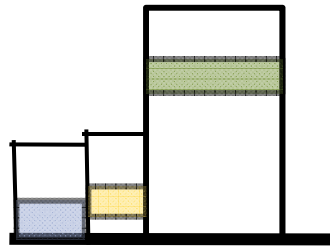


STAFFING

# OCCUPANCY PLANNING

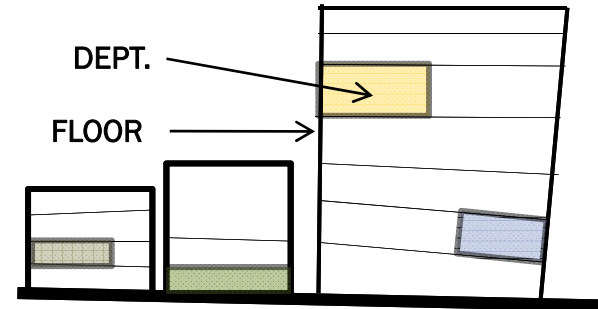


## EXISTING



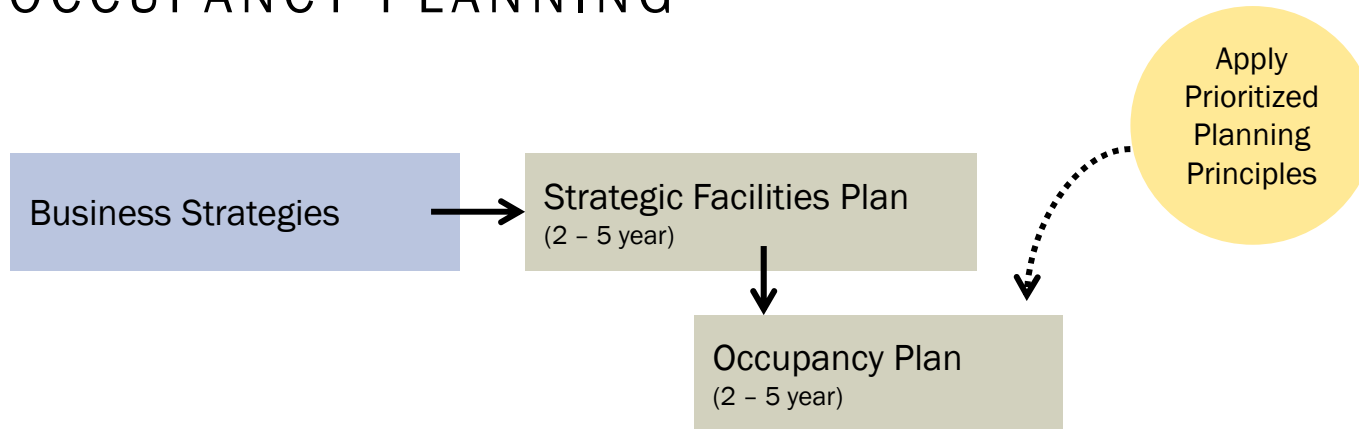
- Portfolio Capacity
- Portfolio Occupancy
- Headcount by Department
- Support Areas

## END GAME



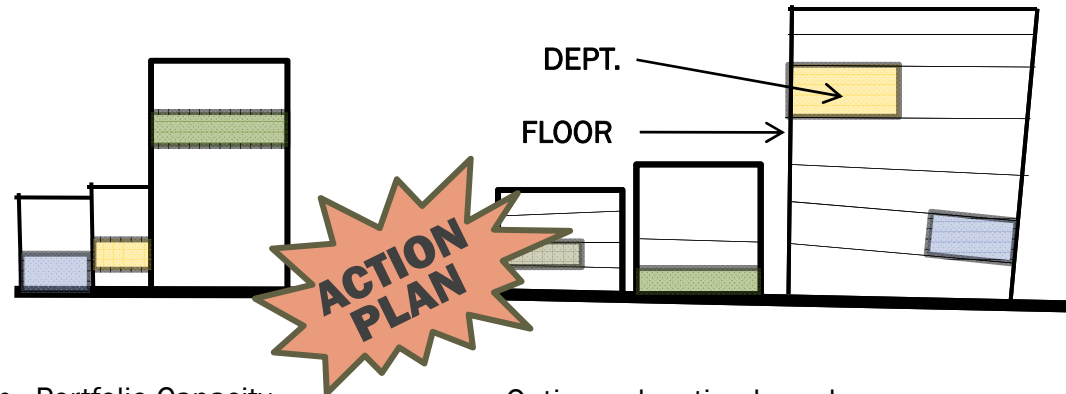
- Optimum location based upon Planning Principles.
- Includes forecasted growth
- Includes planned vacancy
- Goal for 2-5 year occupancy

# OCCUPANCY PLANNING



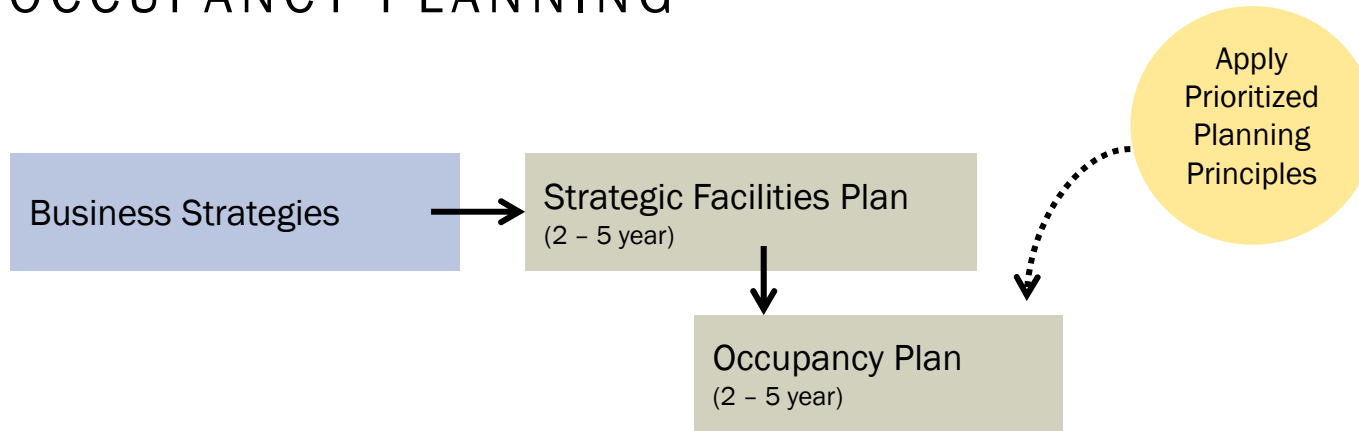
## EXISTING

## END GAME

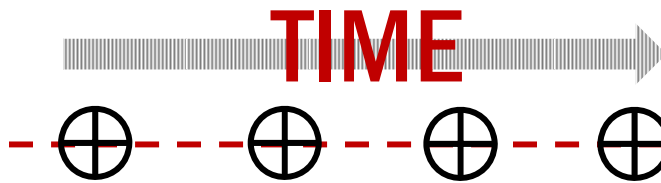
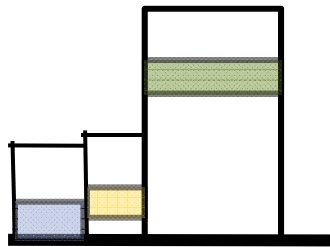


- Portfolio Capacity
- Portfolio Occupancy
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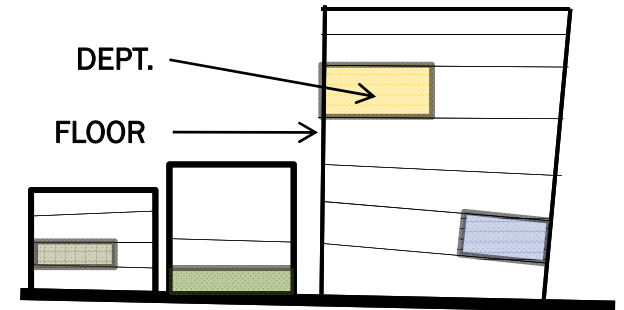
# OCCUPANCY PLANNING



## EXISTING



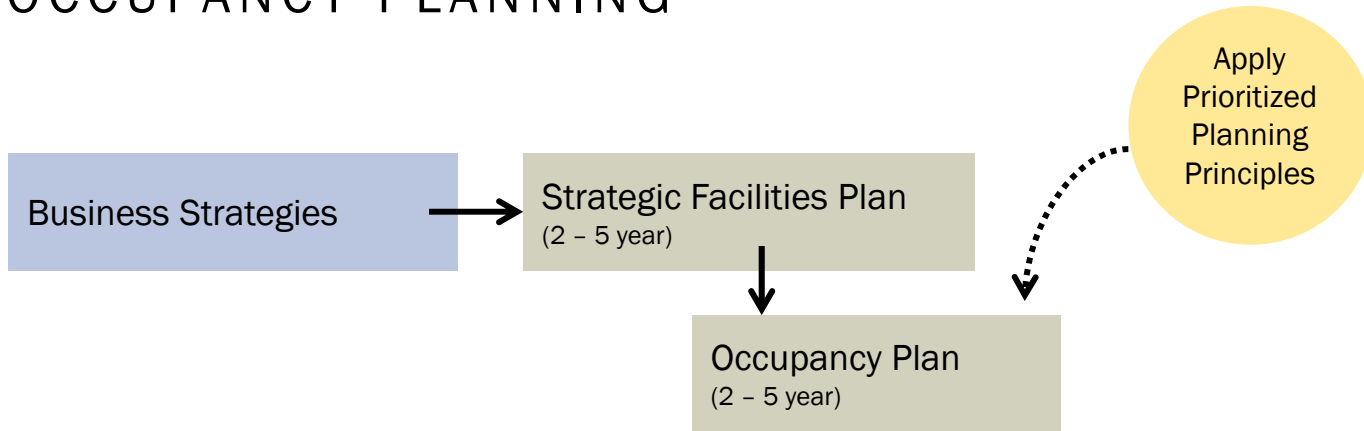
## END GAME



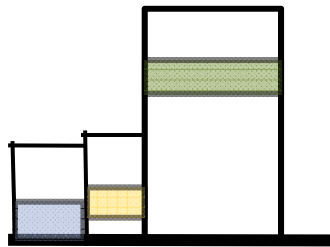
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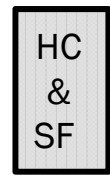
# OCCUPANCY PLANNING



## EXISTING



## Forecast



Apply  
Required  
Milestones

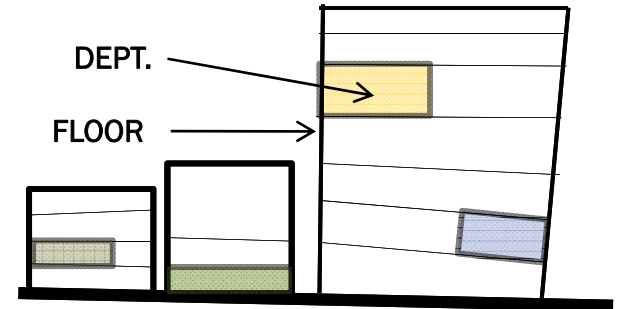


## Migration Plan

- Construction Schedule
- Move Sequencing
- Milestone Dates
- Department /Asset restrictions

- Portfolio Capacity
- Portfolio Occupancy
- Headcount by Department
- Support Areas

## END GAME



- Optimum location based upon Planning Principles.
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# STRATEGIC OCCUPANCY PLANS

WITH TIME-BASED PLANNING

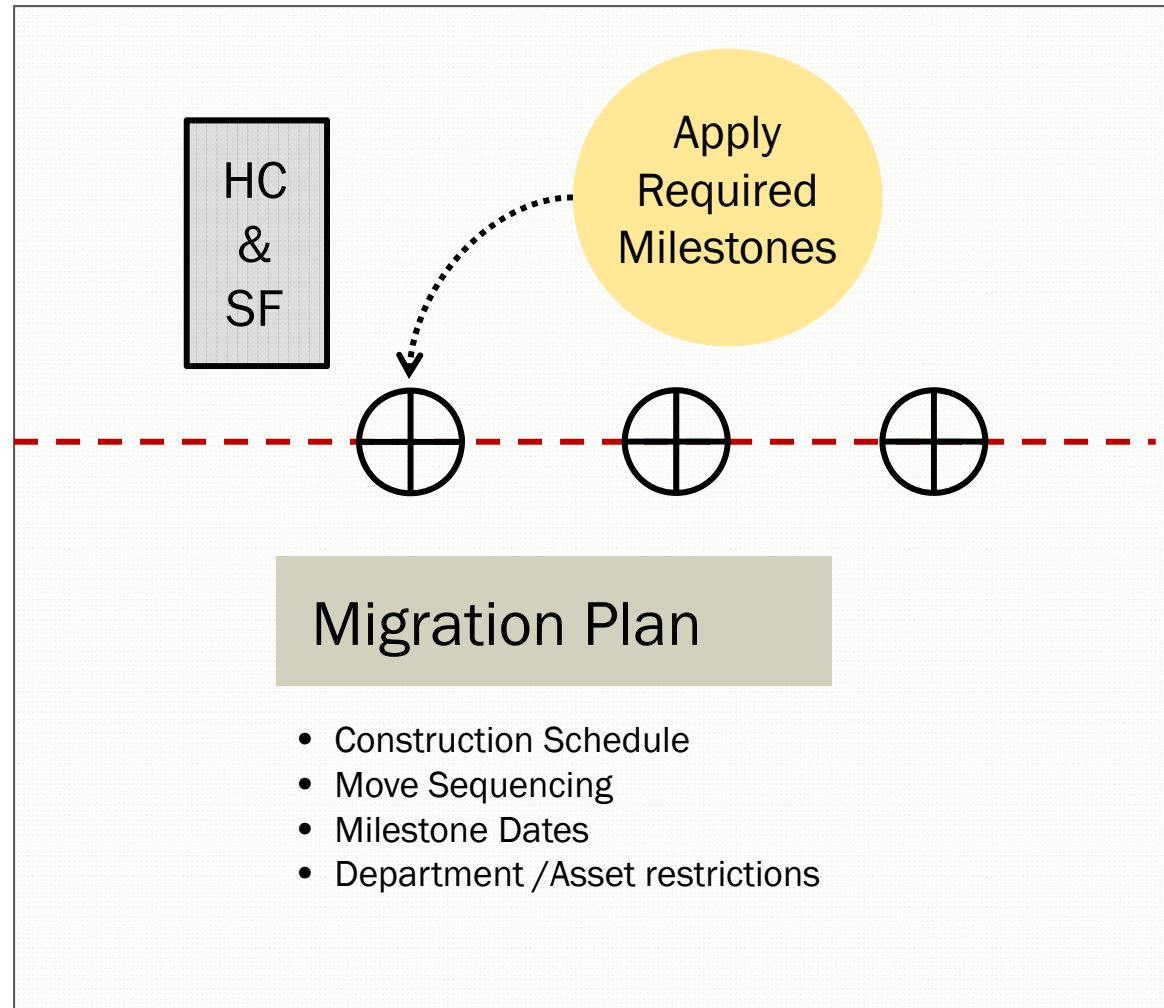
## LEARNING OBJECTIVES

- ✓ The role of time-based planning
- ✓ The process of time-based planning
- ✓ The VALUE of time-based planning

# MIGRATION PLANNING

## Phases

1. UNDERSTAND
2. ANALYZE
3. PLAN
4. DOCUMENT

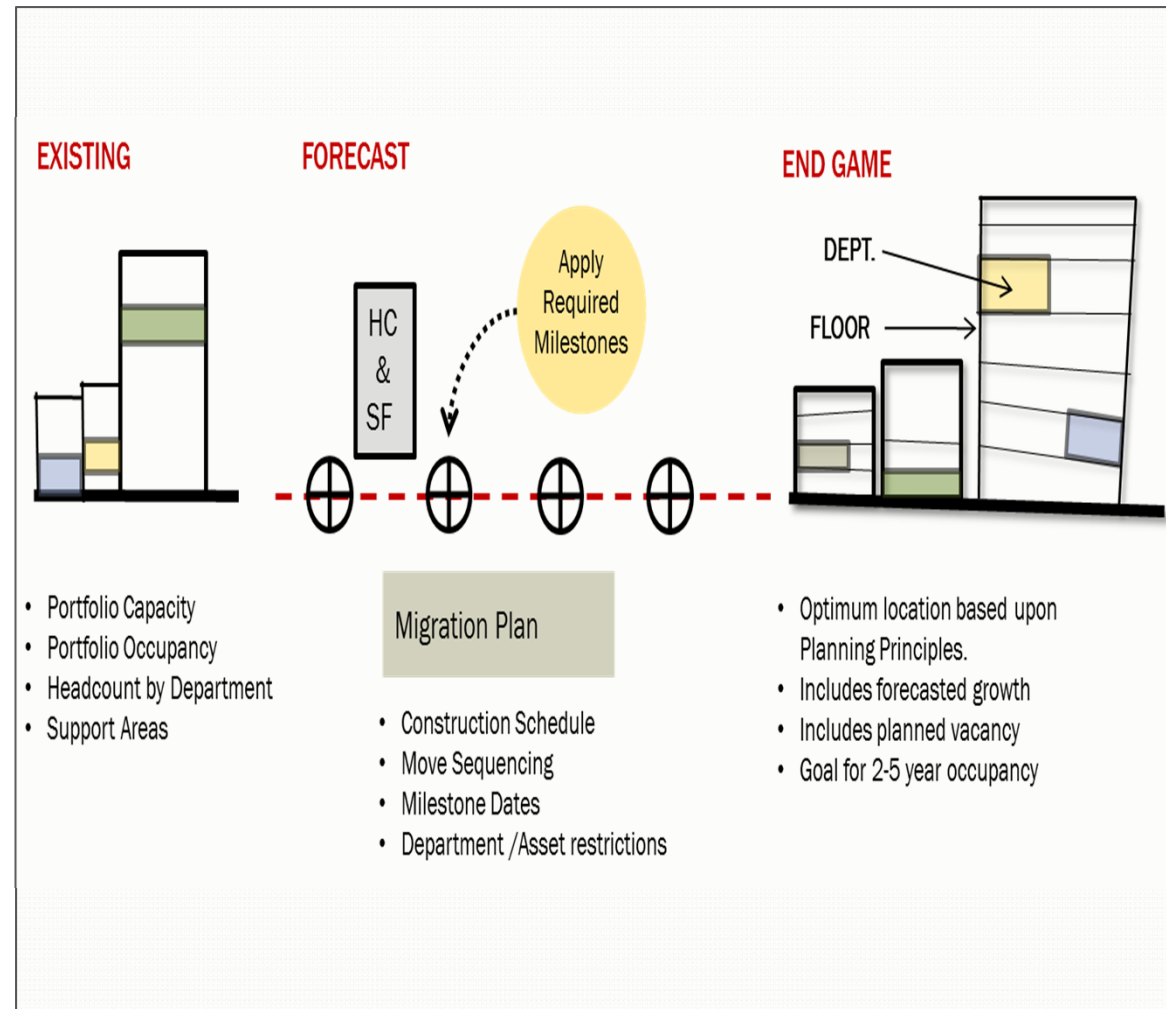


# MIGRATION PLANNING

## 1. Understand

Develop a thorough understanding of plan drivers and parameters.

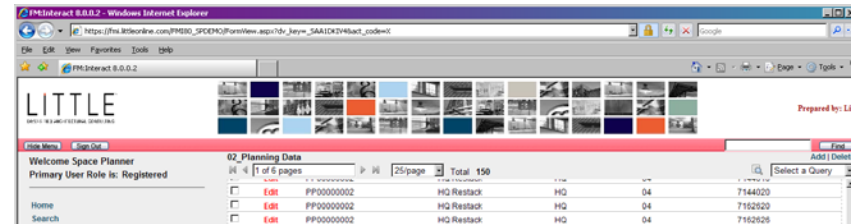
- **Start State**
- **End Game**
- **Plan Filters**
- **Time**



# MIGRATION PLANNING

## 1. Understand Data Collection

- ✓ **Business Plan**
- ✓ **CAFM System**
- ✓ **Department Surveys**
- ✓ **CRE/FM**
- ✓ **IT Management**
- ✓ **Contractors**



**DEPARTMENT LEVEL SPACE SURVEY** Little

For strategic and facilities planning

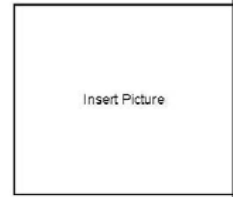
**1. GENERAL INFORMATION**

a. Date:

b. Line of Business:

**Capital Improvements in Design - March 29, 2005**

Project Title	Planning Manager	Designer Selected	Status	SD Date	DD Date	CD Date	Const. Start	Const. Finish
200 Finley Golf Course Road (3M)	Kowdyk	Wash Helen Nelson	SUP concept plan submitted December 1, 2004. Town Council review January 28, 2005.	12/01/04	03/01/05	05/20/05	Dec-05	Jun-06
410 E. Franklin Street Renovation (450K)	Kapp	John S. Hawkins, AIA	CD's underway. Submittal to UHC & DCI April 15, 2005. Advertise for bids June 12, 2005. Bid opening July 5, 2005.	TBD	02/1/05	04/15/05	Aug-05	Jun-06
AAC Renovation (1.8M)	Guenther	Stanley, Beaman, Sees	CD's submitted and under review. University review due March 24, 2005. DCI and DFS due April 10, 2005.	09/27/04	11/02/04	01/08/05	Jul-05	Jan-06
Ackland Art Museum Addition (20M)	Kowdyk	Pidcock Partnership	CD's underway. CM interviews January 24, 2005.	03/05/04	08/15/05	N/A	NA	NA
AMS Common - Phase I (13.8M)	Acquesta	Perkins & Will	Program/Concept Design phase underway.	07/15/05	12/01/05	07/01/06	Sep-06	Mar-08
Bell Tower Project (180M)	McCraw	SOM	A new preliminary planning schedule is being developed.	11/05/05	03/06/06	08/06/06	Jan-07	Jan-09
Berrhill Hall Renovations (2M)	McCraw	Integrated Design	Architect developing cost menu for approval. Construction starts January 2006 - bids in MSR.	06/24/05	09/15/05	07/15/06	Apr-06	Jul-07
Cameron Substation (3M)	Mason	Carter Burgess	DCI review completed. SUP modification pending approval by TOCH September 2005.	01/21/04	01/15/05	05/15/05	Aug-05	Aug-06
Campus EMC'S (3.5M)	Baker	AEI	The EMC'S suite will go out to bid approximately June 15, 2005. The IT bid package will go to the State IT Procurement Office about May 15, 2005.	12/01/04	02/15/05	05/01/05	Aug-05	Dec-05
Campus Storm Water (8.5M)	Gilks/Coleman	Andropogon	Final report received December 3, 2004. University has generated list of Phase I projects.				Jul-05	Feb-06
Carmichael Auditorium Addition	Konishi	Cofey Pfeiffer Zack	Investigate Woolsten Code issue.					
Carmichael Fields 3 & 4 Turf Replacement (1.2M)	Pierce	Stewart Engineering, Inc.	In CD's. Storm water study complete - reviewed by Mag Halton - revision being done. Bid advertising April 2005.			02/02/05	May-05	Aug-05
Carmichael Residence Hall HVAC (4.5M)	Baker	Clark Hensen	This project is being delayed until summer 2006. The bid package will be finalized over the next two months. The bid opening is tentatively set for November 2005.		12/15/04	01/25/05	May-06	Jul-07
Chatham County Park & Ride Lot (2M+)	Felgenhauer	McKim Creed	DCI review complete. CD's underway. Submitting final plans to neighborhood ARB.	10/20/04	11/18/04	04/15/05	Jun-05	Sep-05



Compliance risks across the entire  
th regard to regulatory Compliance

Management & clerical support staff.

face to face most.

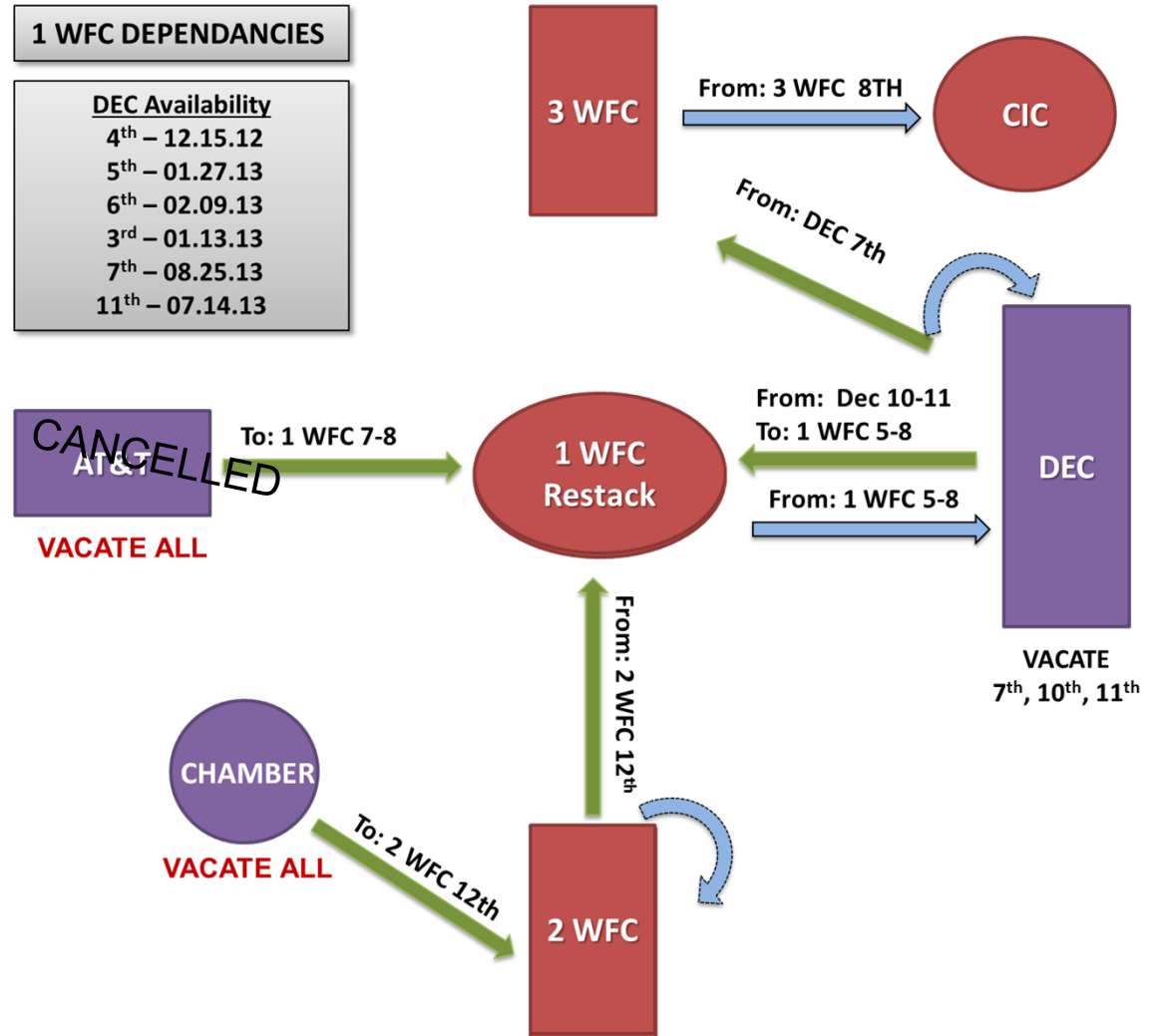
**How Often**

# MIGRATION PLANNING

## 1. Understand

Develop a thorough understanding of plan drivers and parameters.

- Start State
- End Game
- Plan Filters
- Time



# MIGRATION PLANNING

## 2. Analyze

Analyze datasets for completeness, conflicts and opportunities.

### LOOK FOR

- Key Dependencies
- Resource Availability
- Calendar Completeness
- Collateral Damage
- Data Gaps

OCCUPANCY REQUIREMENTS			
Wells Fargo Charlotte Restack - Planning Summary Report			
Building	Floor Summary Cap	Existing	Scenario 1
		Head count	Head count
1WFC New Restack			
Two Wells Fargo Center		156	187
Floor: 07FF00A	200		26
LT108-TOG HR			25
LT109-WFHM			1
Floor: 08FF00A	224	11	
LT124-Whole Ops Risk/Compliance (Martin)		11	
Floor: 12FF00A	163	145	87
LT105-Team TV			87
LT106-Wholesale Svcs Office Admin		44	
LT107-Other Regional Banking (ComBnkHR)		45	
LT108-TOG HR		25	
LT109-WFHM		1	
LT110-Wholesale Risk SNC Examiners		30	
Floor: 23FFT0A	0		74
LT106-Wholesale Svcs Office Admin			44
LT110-Wholesale Risk SNC Examiners			30
One Wells Fargo Center		3116	2683
Floor: 05SF0DA	182	152	188
LT125-Wholesale ABL			108
LT126-Consumer, Healthcare & Gaming		54	
LT127-Energy & Power		26	
LT128-Financial Sponsors		10	
LT131-IBCM Admin - Business Management		2	
LT141-Technology, Media & Telecom		45	
LT145-IBCM Other		15	
SASB completion date moved to February 2007 from November 2006		Economics cannot vacate Hanes as scheduled	Hanes renovations cannot begin as sched
SASB completion date moved to February 2007 from November 2006		Registrar cannot vacate Hanes as scheduled	Hanes renovations cannot begin as sched

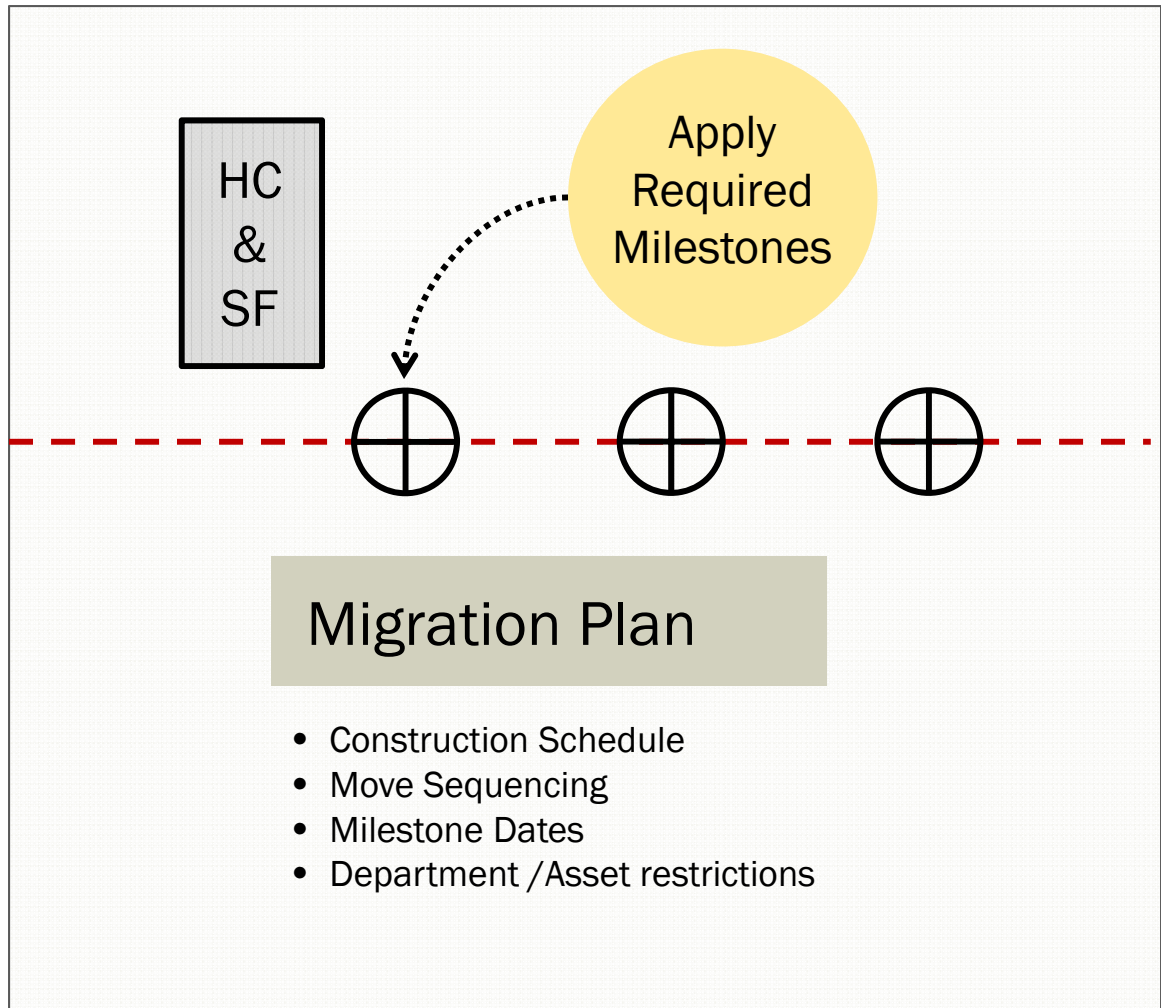
# MIGRATION PLANNING

## 3. Plan

Generate multiple scenarios, mapping moves through timed phases, applying plan filters and adhering to End Game strategies.

### LOOK FOR

- **Potential Roadblocks**
- **Resource Overloading**
- **Schedule Conflicts**
- **Schedule Opportunities**
- **Natural Workstreams**





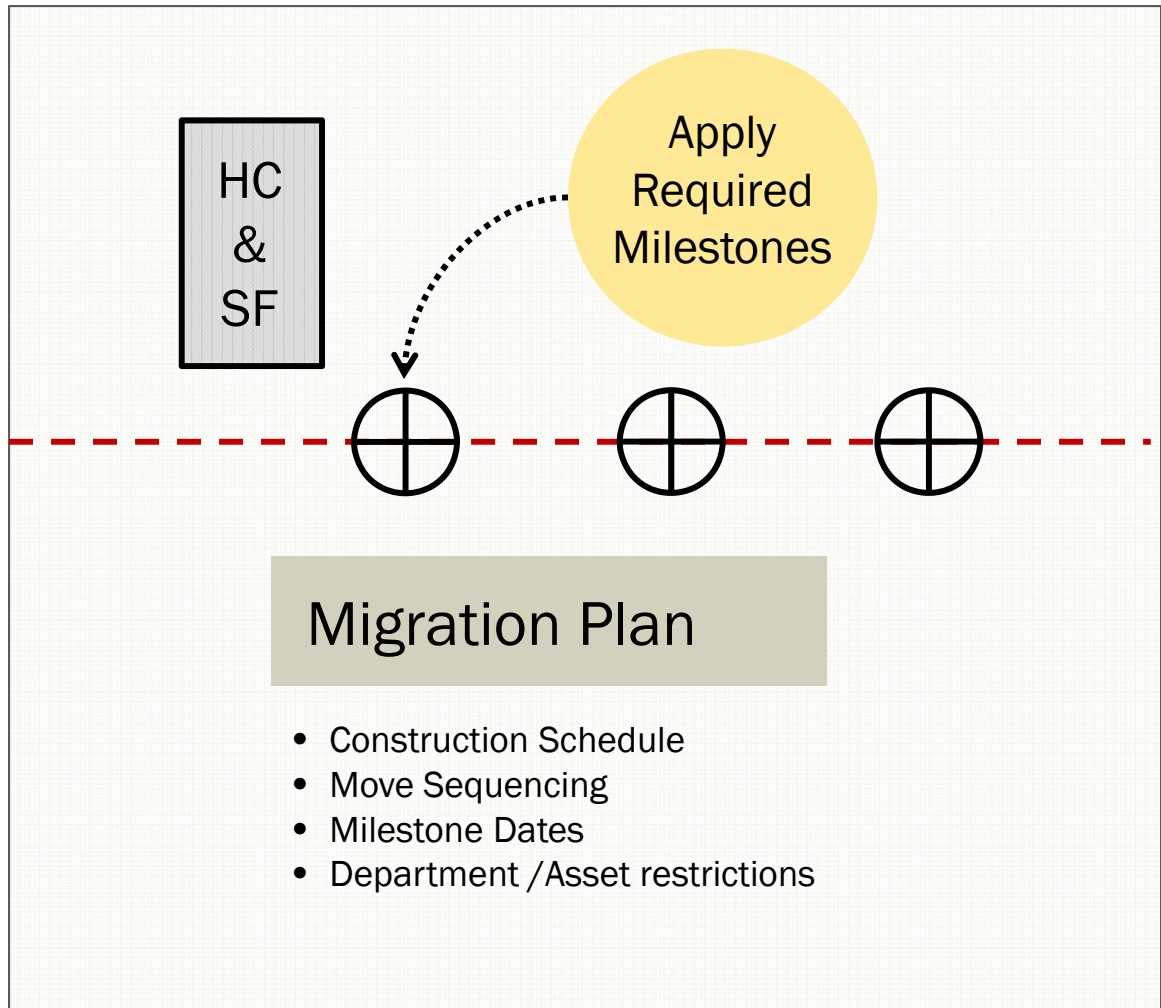
# MIGRATION PLANNING

## 3. Plan

Mitigate conflicts with End Game strategies, operational and resource constraints, and time. Test plan viability.

### LOOK FOR

- **Suitability**
- **Feasibility**
- **Acceptability**





# MIGRATION PLANNING

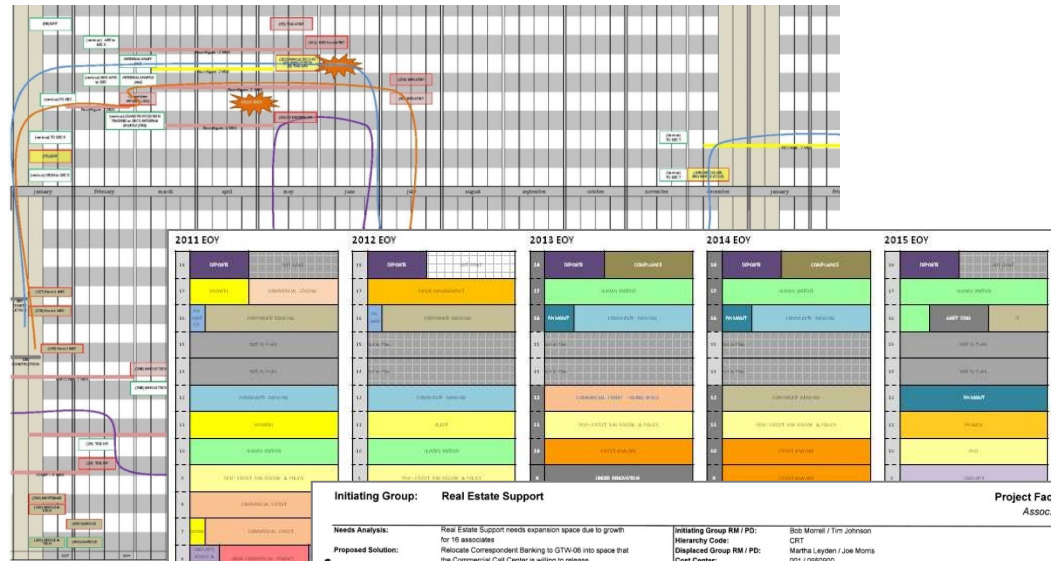
## 4. Document DELIVERABLES

### ✓ Communication

- Executive Summary
- Migration Plan
- Stack Plans

### ✓ Implementation

- Phasing Report
- Program Packages
- Project Scope (high level)



Initiating Group: Real Estate Support		Displaced Group: Correspondent Banking					
<b>Needs Analysis:</b> Real Estate Support needs expansion space due to growth for 18 associates		<b>Initiating Group RM / PD:</b> Bob Morrell / Tim Johnson					
<b>Proposed Solution:</b> Relocate Correspondent Banking to GTW-06 into space that the Commercial Call Center is willing to release		<b>Hierarchy Code:</b> CRT					
		<b>Displaced Group RM / PD:</b> Martha Layden / Joe Morris					
		<b>Cost Center:</b> 001 / 0950900					
		<b>Cost Center Manager:</b> Jeanne Perry					
<b>Project Fact Sheet # 7017</b> Assoc. Request #: n/a							
<b>Current:</b> PLZ-20		<b>Current:</b> PLZ-20					
Location: 98		Location: 19					
Workstations: 14,990		Workstations: 4,989 (total of space charged to two cost centers)					
Square Feet: existing to remain		Square Feet: 283					
Projected Rent End Date: 153		Square Feet per FTE: 179					
Rent Rate per FTE: \$21.51		Rent Rate per sq ft: \$15.43					
Annual Rent: \$322,220		Annual Rent: \$54,215					
<b>Proposed:</b> PLZ-20		<b>Proposed:</b> GTW-06					
Location: 19		Location: 20					
Workstations: 4,989		Workstations: 3,500					
Scope: 1		Scope: 1					
Rent Start Date: May 1, 1999		Rent Start Date: May 1, 1999					
Target Occupancy Date: April '99		Target Occupancy Date: April '99					
Square Feet per Workstation: 283		Square Feet per Workstation: 179					
Rent Rate per sq ft: \$21.51		Rent Rate per sq ft: \$15.43					
Adj'd Annual Rent: \$107,292		Annual Rent: \$54,215					
Interim Sites: N/A		Interim Sites: N/A					
Proj. Occ. of Interim Site: N/A		Occupancy of Interim Site: N/A					
Staff Count: N/A		Staff Count: N/A					
<b>Notes:</b>							
1. Project Costs do not include the relocation of microfiche room or the conversion of one office. A project manager will provide more detailed information.							
2. Correspondent Banking's relocation to GTW-06 is based on the Commercial Call Center releasing the space. Signature below by the Commercial Call Center indicates their agreement to release the space indicated on the attached floor plan.							
Preliminary High Level Project Cost Estimate: Costs may change as the project scope is further defined based on client input.							
<b>Client (Initiating Group)</b>		<b>RES</b>		<b>Displaced Group (Paid by Displ. Group)</b>		<b>Displaced Group (Paid by Displ. Group)</b>	
Expense	Capital	Expense	Capital	Expense	Capital	Expense	Capital
Raw Space LSPC	\$2,500			\$1,800		\$1,800	
Furniture							
Staff Relocation Costs	\$25,600			\$25,700		\$51,300	
Work-sts							
FF&E							
Build-out							
<b>Total Costs:</b>	<b>\$27,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$27,500</b>	<b>\$0</b>	<b>\$53,100</b>	<b>\$0</b>
<b>Approvals:</b>		Jeanne Perry		001 / 0950900		001 / 0950900	
Client Signature: Real Estate Support		Client Name Printed		Cost Center for		Cost Center for	

# STRATEGIC OCCUPANCY PLANS

WITH TIME-BASED PLANNING

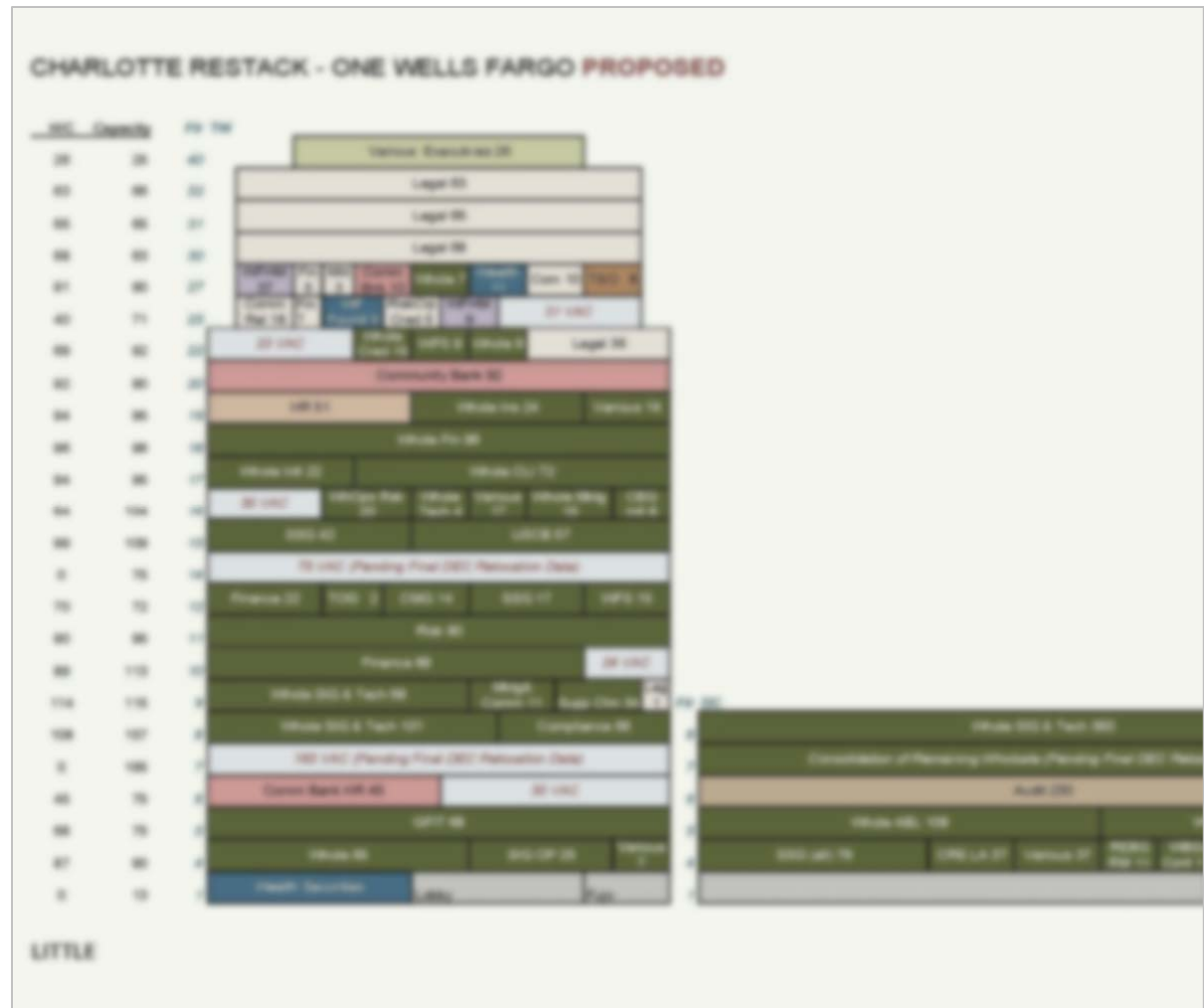
## LEARNING OBJECTIVES

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# WELLS FARGO CASE STUDY

## Occupancy Cost Avoidance

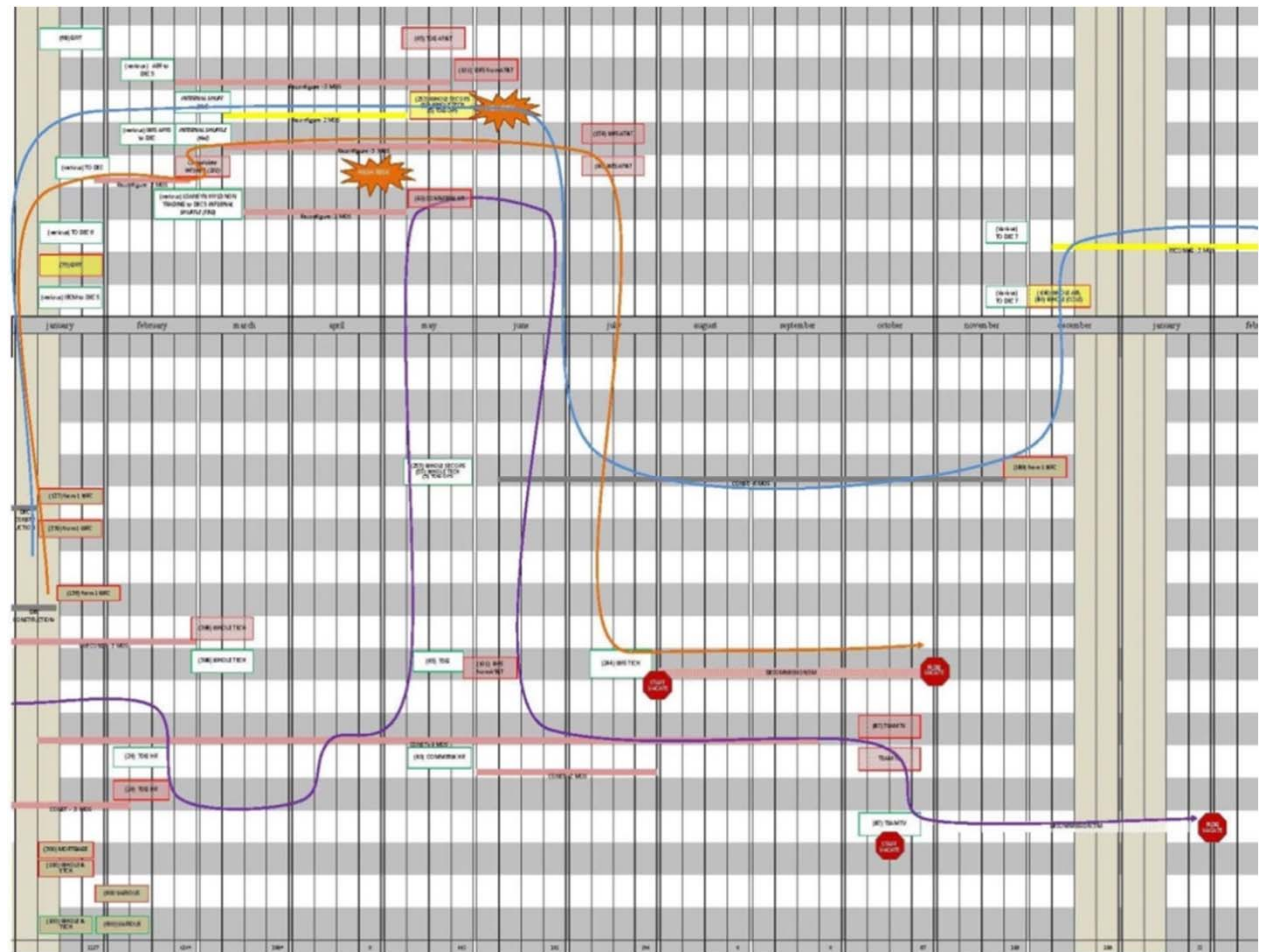
- Define critical path to vacating lease area
- Mitigate swing space needs
- Validate occupancy assumption prior to project initiation
- Educate user groups for early buy-in



# WELLS FARGO CASE STUDY

## Natural Workstream Efficiencies

- Allocate PM by workstream for continuity and efficiency
- Analyze potential budget 'spend rate'
- Identify critical project dependencies
- Identify cross-workstream conflicts



# WELLS FARGO CASE STUDY

## Resource Cost Management

- Provide mover resource load leveling
- Verify IT capacity limitations and cost
- Assess impact of resource use on non-restack facilities
- Communicate importance of schedule adherence

Charlotte Restack Tactical Summary

Referen- ce #	LDB Approval to proceed	OPM Funding Approval Date	CPS Project #	MVA Sheets / Drawings Due To IT	Move Sheets Freeze Date	Urgent Move Date (Grayed out dates are final)	Project Name	Anticipated Movers / Moves	Device Count	From Floors	Proposed Floors	Scope	IT - Overall Site Project Mgr	IT - EUC Restack Project Coordinator	VM
1	?			#A1140	#A1140	180	Top Wash Ops. Room	30		0C	0C				
2	Complete	Complete	18118-0160	80113	11013	1100013	HR	101		2WFC	2WFC	HR	Tom	Tracy McPherson	
3	Complete	Complete	18118-0139	80113	11013	1100013	MC Case Temp Storage	80		2 WFC	2WFC	HR	Tom	Tracy McPherson	
4	?			80113	11013	1100013	Top Deck	40		0C	0C			Debra Rogers	
21	Complete	Target 10/15/12	18118-0138	80113	11013	Nov/Dec 2012	2 WFC 2 WFA Recovery/Consolidation	80		2 WFC 1 10	2 WFC 1	Reconfig/HR		Tracy McPherson	
5	?			80113	11013	12/30/12	Warehouse - Warehouse Tech	70		0W	0C			Debra Rogers	
6	Complete	Complete	18118-0137	80113	11013	12/10/12	200 WFA 200 WFA	400		1 WFC	200 F	Consolidation	Tom	Tracy McPherson	
26	Complete	Target 10/15/12	18118-0160	80113	11013	Nov 2012 (to Jan 2013)	2 WFC 2 Wash Ops	80		2 WFC 2	2 WFC 2	HR		Tracy McPherson	
7	Complete	Complete	18118-0131	80113	11013	11/15/12	200 WFA 200 WFA	400		1 WFC	200 F	Consolidation	Tom	Tracy McPherson	
16	Complete	Complete	18118-0155	11013	11013	11/20/12	200	27		200 F	200 F	HR	Barbara Foerington	Tracy McPherson	
11	Complete	Target 10/15/12		#A1140	#A1140	2-4-2013-12/12	Human Services (1)	44		2 WFC 10	2 WFC 10	Reconfig/HR		Tracy McPherson	
12	Complete	Complete	18118-0000	11013	11013	12/20/12	Various Non-UBM	100		0W	0F			Barbara Foerington	Debra Rogers
8	Complete	Complete	18118-0130	80113	11013	12/20/12	Warehouse Tech (HR/UBM)	30		200 F	2 WFC 10	HR		Tracy McPherson	
14	Complete	Complete	18118-0136	80113	11013	12/11	200 WFA 200 WFA	400		1 WFC	200 F	Consolidation	Tom	Tracy McPherson	
13	Complete	Complete	18118-0135	80113	11013	12/11	200 WFA 200 WFA	400		1 WFC 20	200 F 8	HR	Tom	Tracy McPherson	
15	Complete	Complete	18118-0134	80113	11013	12/11	200 WFA 200 WFA	400		1 WFC 20	200 F 8	HR	Tom	Tracy McPherson	
17	Complete	Complete	18118-0133	80113	11013	12/11	200 WFA 200 WFA	400		1 WFC 20	200 F 8	HR	Tom	Tracy McPherson	
18	Complete	Complete	18118-0132	80113	11013	12/11	200 WFA 200 WFA	400		1 WFC 20	200 F 8	HR	Tom	Tracy McPherson	
19	Complete	Complete	18118-0131	80113	11013	12/11	200 WFA 200 WFA	400		1 WFC 20	200 F 8	HR	Tom	Tracy McPherson	
20	Complete	Complete	18118-0130	80113	11013	12/11	200 WFA 200 WFA	400		1 WFC 20	200 F 8	HR	Tom	Tracy McPherson	
22	Complete	Complete	18118-0129	80113	11013	12/11	200 WFA 200 WFA	400		1 WFC 20	200 F 8	HR	Tom	Tracy McPherson	
23	Complete	Complete	18118-0128	80113	11013	12/11	200 WFA 200 WFA	400		1 WFC 20	200 F 8	HR	Tom	Tracy McPherson	
24	?			20213	47013	470013	New Operations/HR	100		0C	0C			Debra Rogers	
25	Complete	Complete	18118-0127	80113	11013	4/20/13	HR (International HR)	100		1 WFC 20	1 WFC 20	HR		Barbara Foerington	Tracy McPherson
27	Complete	Complete	18118-0126	80113	11013	5/30/13	Warehouse Tech (HR/UBM)	100		1 WFC 8	1 WFC 10 14	HR		Barbara Foerington	Tracy McPherson
28	?			80113	47013	470013	HR - Human Service	70		0C	0C			Debra Rogers	
29	?			18118-0125	80113	8/1/13	HR	100		2 WFC 8	8			Debra Rogers	
30	Complete	Complete	18118-0124	80113	11013	8/1/13	Auto (HR/UBM)	100		0C 10 11	1 WFC 20 8	Reconfig/HR/HR	Barbara Foerington	Tracy McPherson	
31	Complete	Complete	18118-0123	80113	11013	8/1/13	Auto (HR/UBM)	100		1 WFC 10 11	1 WFC 20 8	Reconfig/HR/HR	Barbara Foerington	Tracy McPherson	
32	Complete	Complete	18118-0122	80113	11013	8/1/13	Auto (HR/UBM)	100		1 WFC 10 11	1 WFC 20 8	Reconfig/HR/HR	Barbara Foerington	Tracy McPherson	
33	Complete	Complete	18118-0121	80113	11013	8/1/13	Auto (HR/UBM)	100		1 WFC 10 11	1 WFC 20 8	Reconfig/HR/HR	Barbara Foerington	Tracy McPherson	
34	Complete	Complete	18118-0120	80113	11013	8/1/13	Auto (HR/UBM)	100		1 WFC 10 11	1 WFC 20 8	Reconfig/HR/HR	Barbara Foerington	Tracy McPherson	





# MIGRATION PLANNING

## Q&A

