

OFFICE RESOURCES AND SET UP

Action Plan

Directions: Your team has discussed topics of office resources including technology, facilities, speech privacy, and real estate. Use that discussion and your activity to answer the following questions.

Has the group come to a consensus on the purpose of having a physical office space?	Yes	No
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Does your space have the right resources to support web conferencing? *(circle one)*

- We've got this.
- There are a few opportunities to make it better.
- We've got work to do and need to make this a top priority.

Does the space have the right resources to support in person collaboration? *(circle one)*

- We've got this.
- There are a few opportunities to make it better.
- We've got work to do and need to make this a top priority.

Do you need to contact any one of the following partners? *(circle one)*

- We've got this.
- There are a few opportunities to make it better.
- We've got work to do and need to make this a top priority.

What are your next immediate steps needed to feel confident in your office resources plan?

What questions do you still have about your office space today?

What questions do you still have about your office space in 1-3 years?

Communication Plan

Who is the executive champion for communicating to the organization the purpose of the office?

Who will support the executive champion in that communication?

Who is this message for? *Circle your answer(s)*

- The whole organization
- Specific departments or business units
- Other
- Managers
- Just the executive team
- _____

What modes should the message be communicated?

How frequently should the message be communicated?

What is the timeline for how the message is communicated?

What resources are necessary to put this into action?