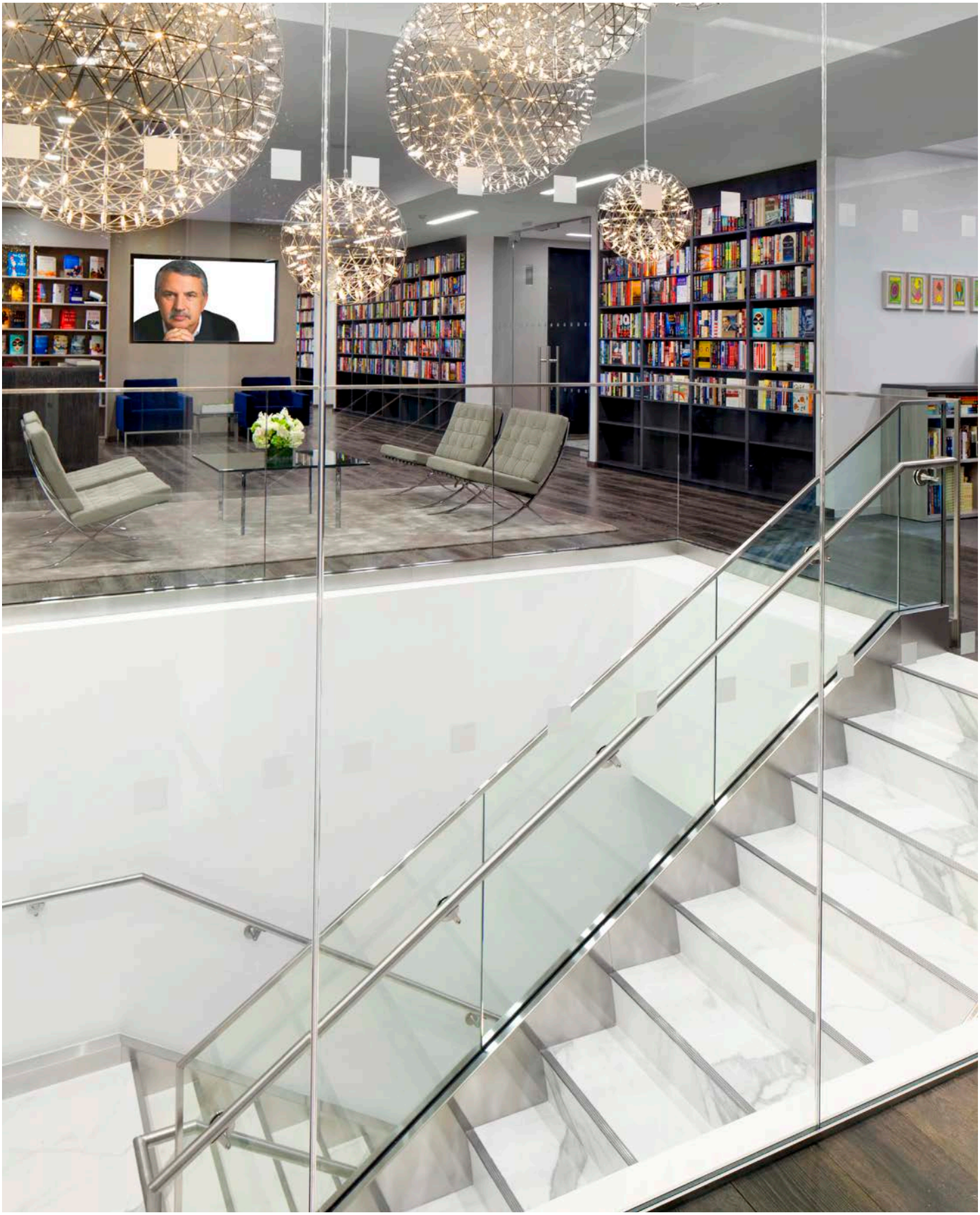
Programming



What is Programming ?

The Purpose & How it's Achieved

The role and purpose of the workspace has greatly evolved since the founding of Montroy Andersen DeMarco and Montroy DeMarco Architecture. Ever advancing technology and organizations such as LEED and WELL have shifted the industry's perspective on the workspace, leading to office design that prioritizes human wellbeing, sustainability, open work environments, team collaboration, and encourages mobility and flexibility. Together, these changes have added layers of complexity to the already intricate process of planning for an organization's next environment.

Every business faces these changes when relocating or reevaluating their existing space. Programming can help you evaluate your company in the face of this transformation while also giving the project designers the opportunity to understand your needs. This process yields a strong conceptual design that will lead to a successful future workspace for your mission and vision.

Programming is the process of gathering information about our client's space, goals, adjacencies, square footage requirements, functionality, branding, and budget. Programming helps us identify the problems within an existing space so that we may tackle issues and provide for any needs future development.

Changing the way your organization functions? Programming can help figure out the amount of space you'll need moving forward.

We know that a thorough evaluation of the program and your company's individual needs will help facilitate the development of a well though-out space. So let's get started!



Our Process

Exploring the Issues & Requirements

In order to define the requirements that will facilitate a successful workplace for your organization, we focus on eight avenues of exploration to evaluate and build-on for the creation of your program. Concepts that will later drive the design processes.

Developing a thorough understanding of these space requirements is essential to identifying and selecting a space that will meet the current and future needs of your organization.

Goals

- What are the long term goals of the company and how do you view your space as a vehicle to reach those goals?
- What do you hope to achieve with a new or updated space?
- Do you know your budget?

Growth & Realignment

- Are you looking at new space as a result of growth or reduction in size?
- Are you looking at Change Management?
- What are the problems with your existing space and how can we fix them?

WELL Being

- What does your space need to thrive and support your staff's health, well-being, mood, fitness, nutrition, productivity and performance?

Flow

- What are the work flow patterns of your employees & departments?
- How important is adaptability and flexibility?

Sustainability

- How is your organization responding to the green movement?
- Are you open to progressive thoughts around this topic and your space?

Security + Technology

- What are your security requirements and how can technology support it?
- How does your organization interact with and use technology?

Values + Image

- How do you want your company to be perceived?
- How can we re-brand your space to support that identity?

Workplace Performance

- How can your space enhance employee performance?
- What additional support might your employee's need to be productive?

Questions? Questions? Questions?

Pin Pointing Your Needs & Priorities

To develop a program that accurately represents your current and future requirements, we must obtain detailed information regarding office standards, departmental occupancy, space requirements, and future growth estimates.

It is our job to ask questions, understand a company's needs and then develop a well thought-out space that inspires professionals and facilitates achievement.

Completing programming surveys greatly support the process. Upon receiving the completed questionnaires from your management team, we'll schedule interviews to develop a more thorough understanding of each department's needs along with a walk-through of your existing space. During this time we're able to evaluate what may or may not be working in your existing conditions and take inventory of existing items that will need to have a dedicated place in your new workspace.

Survey Question Examples

General Office Standards

What is your current corporate image and are you hoping to change and/or shift that image for the future? In what category do you feel your company falls?

- ○ *Flexible*
- ○ *Collaborative*
- ○ *Corporate*
- ○ *Traditional*
- ○ *Hybrid*
- ○ *Other: fill in here*

Departmental Staffing

How many departments does your company house? Please breakdown by department and number of employees in said department.
Are any of these said employees flex workers or part-time?

fill in here

Departmental Support Areas

Please list all of your support areas as well as enclosed rooms that do not have a permanent individual assignment.

list here

Rate the importance of each space based on how it supports employee productivity from 1-10.

rate here

Changes/Growth

Do you expect any of the departments listed to have different spacial, support, or adjacency needs in the foreseeable future?

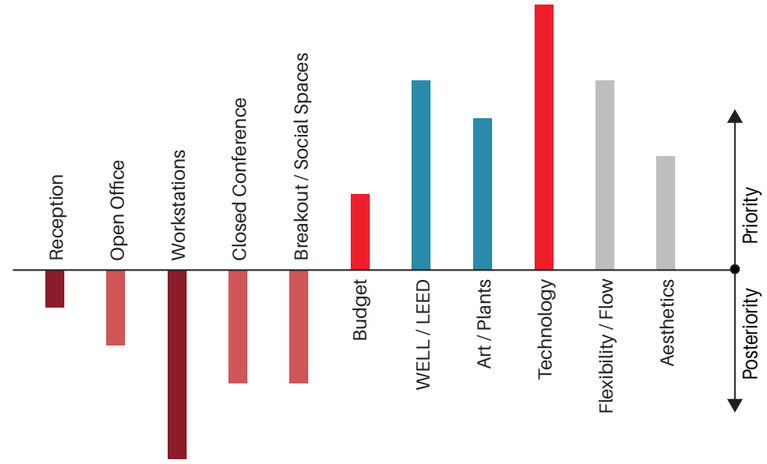
"Department 1" *fill in here*

"Department 2" *fill in here*

"Department 3" *fill in here*

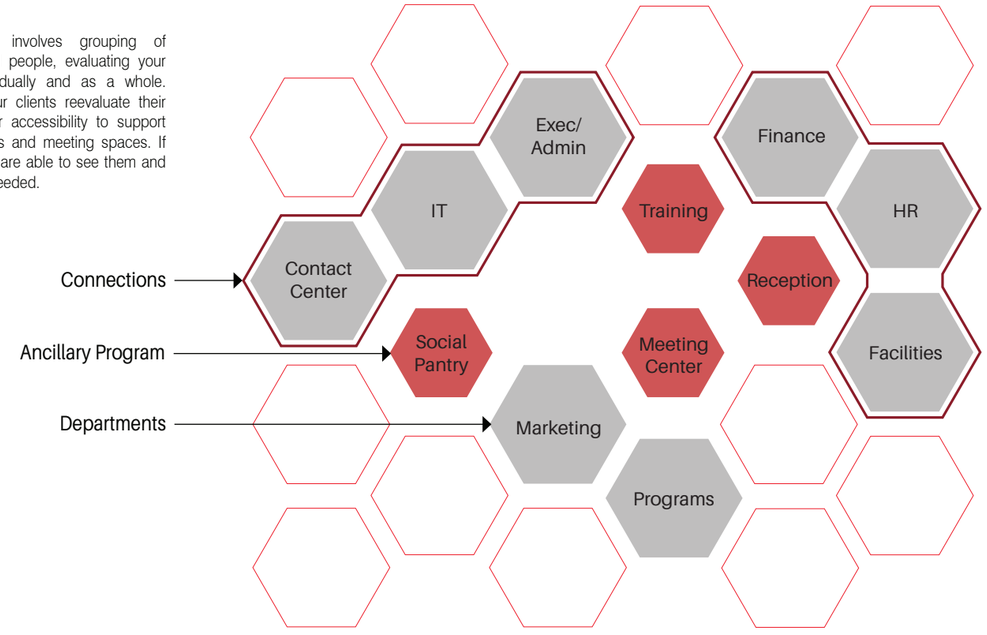
Priorities

Establish the level of importance for areas of activity: size, position, flexibility, as it relates to areas of work. Should reception be front and center? Private office vs. open? Benching vs. cubicle workstations? The program will define these priorities and help you better understand your priorities.



Adjacencies

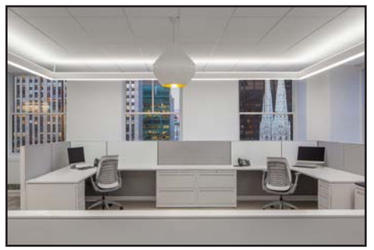
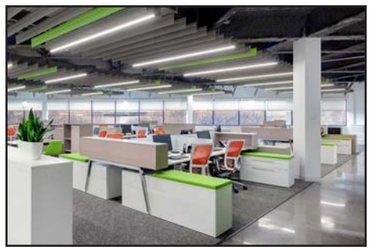
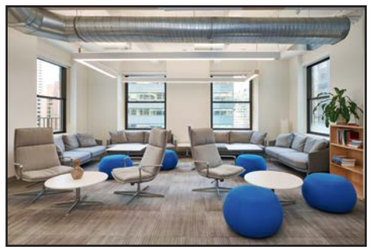
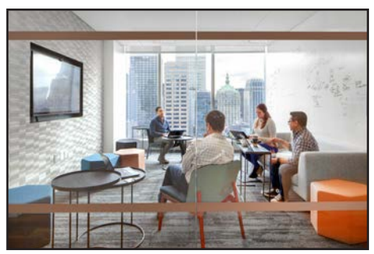
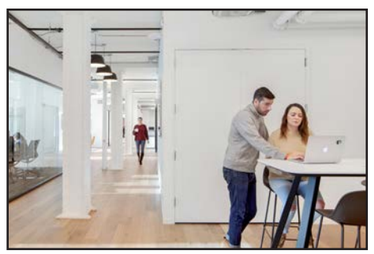
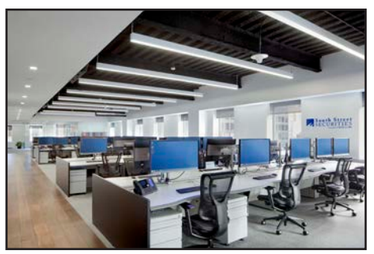
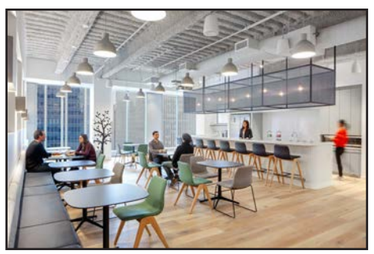
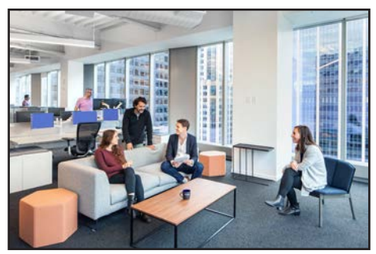
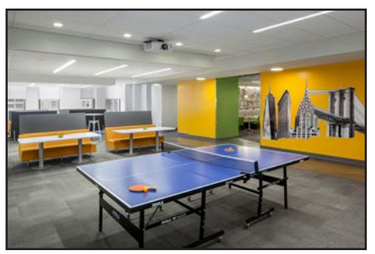
Defining adjacencies involves grouping of activities, services and people, evaluating your teams functions individually and as a whole. Programming helps our clients reevaluate their adjacencies and their accessibility to support spaces, common areas and meeting spaces. If there are any gaps we are able to see them and make suggestions as needed.



Envisioning Program through Images

Once we've moved through the beginning phases of programming, and have identified your needs, priorities, and adjacencies, we'll review various typical environments to see which space type fits your organization best. Example images are provided for spacial and aesthetic reference to help you envision spacial boundaries and branding opportunities.

Understanding spacial boundaries is more than a list of 20 offices and 100 workstations, the size of those spaces could result in drastically different space requirements, depending on how they will be used and the activities occurring within. By identifying space types through images we'll be able to identify and build upon space standards for your program.

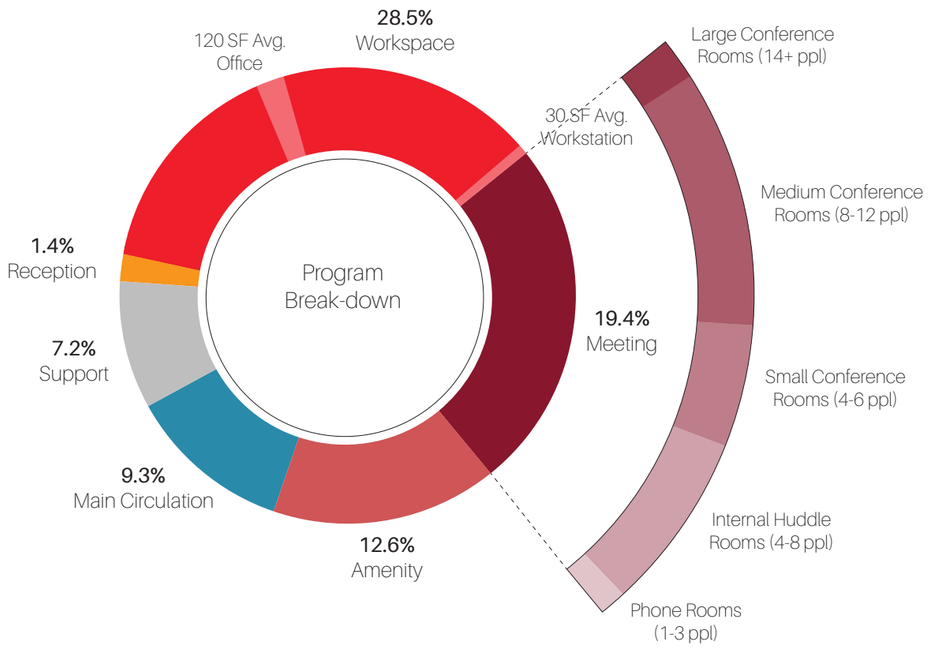
	Meeting	Office	Workstation	Pantry	Collaboration	Ancillary
Traditional						
Hybrid						
Flexible						

The Programmatic Outcome

What Your Program Will Look Like

Data from the office survey, departmental questionnaires, interviews and walk-through, is processed into an individualized program draft that is presented to you for review. Changes to office standards, departments and sub-departments can easily be made to test what-if scenarios and make any necessary realignments.

Processing this data into graphic representations helps better explain the spacial requirements laid out in the itemized program. Each project graph is individual to the project but will look similar to the example project below.



Separating Current From Future Quantities & Square Footages Allows All Space Needs to be Capture While Creating an Pocket of Area That Can be Temporarily Used for Other Activities.

FACILITIES PROGRAM

Revised: 9/12/18, 1/10/20, 2/4/20, 2/11/20, 2/13/20

OFFICE STANDARDS

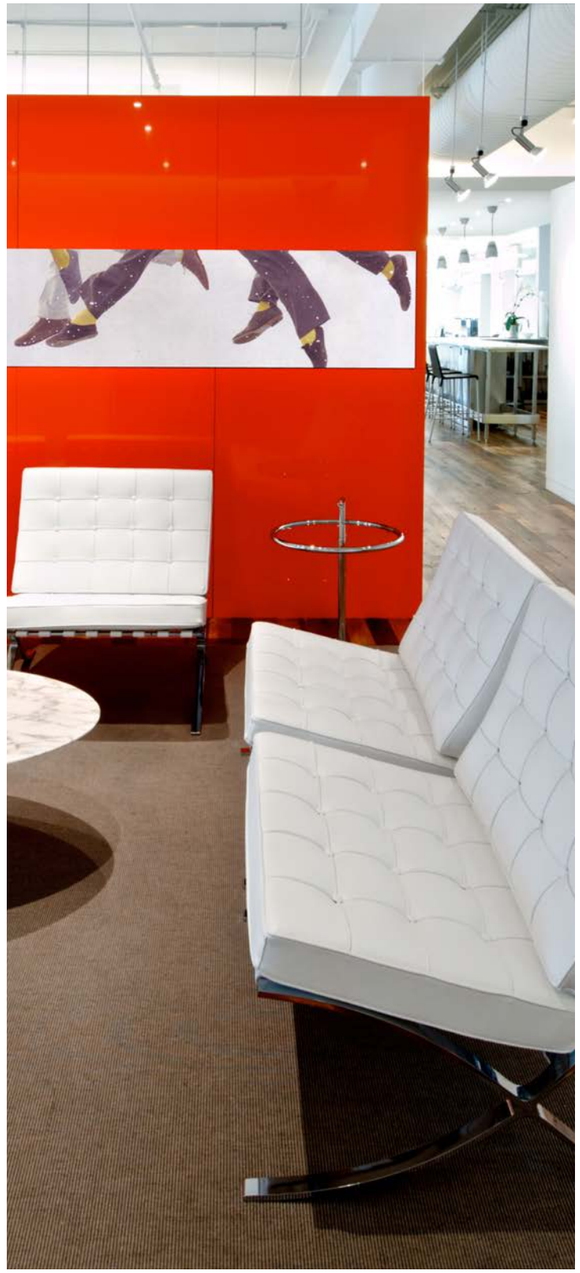
Office Type & Description Gives Groups a Label and Idea of Each Space Typology

OFFICE TYPE	DESCRIPTION	SQ. FEET	CURRENT QTY	CURRENT SqFt.	FUTURE QTY	FUTURE SqFt.	TOTAL QTY	TOTAL SqFt.
Offices								
A	Private Office w/ Conf	120	6	720	1	120	7	840
B	Private Office	120	6	720	2	240	8	960
			12	1,440	3	360	15	1,800
Workstations								
D	Workstation	48	8	384	4	192	12	576
E	Workstation	36	54	1,944	24	864	78	2,808
F	Workstation	25	14	350	8	200	22	550
G	Bench	25	84	2,100	33	825	117	2,925
H	Supervisor	36	6	216	2	72	8	288
			166	4,994	71	2,153	237	7,147

By Listing Each Type's Square Footage, a Total Square Foot Calculation is Easily Formed

Assignable square footage includes useable plus 35% for circulation.

Montroy Andersen DeMarco Page: 1 Run Date: 6/4/2020

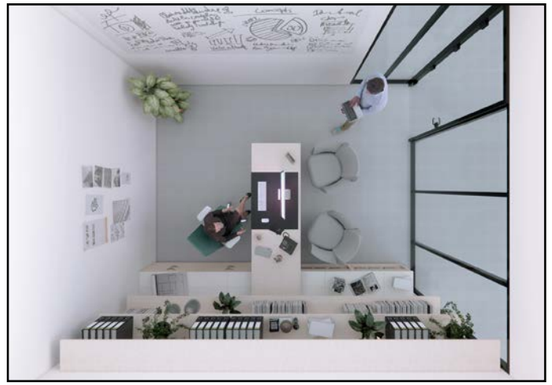


Visuals of Each Space Typologies

Once final changes have been made to the program, we will develop sketches to illustrate the different types of spaces present and distribute a final complete facilities program. This will become the foundation for your site selection, document preparation and furniture selection.

Defining your program also helps to define your furniture needs. Learning what works best spatially and functionally for each department's individualized workspace makes finding the right furniture options easy.

The combination of the entire programming process is our basis for a successful and functionally designed space.



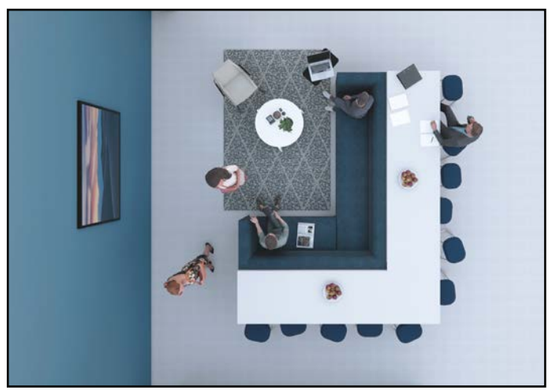


Sample Office





Sample Workstation





Sample Collaboration



How Can We Help?

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E: info@mdallp.com & E: info@madgi.com
W: montroydemarco.com & madgi.com

With over 30 years of experience, we understand the ever changing facets that come with interior design. We are equipped with years of experience and will work with you to discover the spatial requirements of your new space.

We look forward to the challenges the changing workplace presents and encourage our clients to see us as a guiding light for their programming and design challenges.