Portfolio Analysis Report

Utilization Insights and People Presence

7 Buildings

Period:

Monday, October 02, 2023 - Tuesday, October 31, 2023

Introduction Key Information and Definitions

General

Data source	Locatee Analytics (IT network infrastructure/ Wi-Fi connected devices)
Data collection	People are detected by assigning an identity to measured devices. Data is collected every 5 minutes. Only working hours are considered in this report.
Data scope	7 buildings from the Locatee portfolio.

Setup metrics

Capacity	The maximum number of people the given unit can contain. The (%) sign indicates that a metric is expressed in relative terms and therefore divided by its capacity.
Spaces	The total number of spaces the given unit contains. Spaces have a capacity.
Space types	The categorisation of a space. The space types in this report are Desk, Meeting Room, Collaboration Area and Other.
Target utilization	The optimal utilization, as defined in Locatee Analytics.

Utilization metrics

Average utilization	The average of the recorded utilization levels over a given time period.
Peak	The maximum utilization level on a given day.
Average peak	The average peak in a given time period.
Absolute peak	The maximum peak in a given time period.
Trend	The calculated monthly change magnitude based on a given time period.

People presence

Headcount	The number of distinct people measured on a given day. Similar to the peak, we can calculate the average and maximum headcount over a longer time period.
Absolute headcount	The total number of distinct people measured over a given time period.
Weekly attendance	The number of days people attend to the office in a given week. Similarly, we can take the Average over multiple weeks.
Collaboration time	The percentage of time that is spent in the space types Meeting Room, Collaboration Area and Other.

Introduction Report Findings

Period: Monday, October 02, 2023 - Tuesday, October 31, 2023

This section provides a glance at the utilization and the people behavior of the portfolio over the last month. The key metrics are highlighted and a custom analysis of the data is provided.

Utilization metrics

HIGHEST AVG UTILIZATION (%)	LOWEST AVG UTILIZATION (%)	PORTFOLIO AVG UTILIZATION (%)
Building 7	Building 4	53%

People presence

AVG BUILDING HEADCOUNT (PEOPLE)	AVG TIME SPENT IN OFFICE (HOURS)	AVG WEEKLY ATTENDANCE (DAYS)
162	5.8	2.4

Findings

Portfolio Insights
In October, the portfolio, consisting of 7 buildings, recorded an Average Utilization of 53% with a total capacity of 1378. The Target Utilization for the portfolio was set at 80%, which indicates that the buildings as a whole are under-utilized. The Average and Absolute Peaks were 60% and 77% respectively, showing that even at the busiest times, the portfolio is not reaching its target. The utilization shows a positive trend, increasing by 2.81% in the last month. On average, 1120 people are measured daily throughout the portfolio and the average weekly attendance is 2.4 days. While at the office, 16% of the time is spent in a collaborative setting, and the average time spent in the office is 5.8 hours.

Building Insights
Building 1, with a capacity of 210, recorded the second highest Average Utilization of 52%, but still fell short of its target utilization of 80%. The Average Headcount at Building 1 was 165, with an average weekly attendance of 2.2 days. Building 3, despite having the smallest capacity of 4, recorded the highest collaboration time of 81%. Building 7, the largest building with a capacity of 965, recorded the highest Average Utilization of 58% and the highest Average Headcount of 861. However, it also fell short of its target utilization of 80%. The average time spent in the office ranged from 5.0 hours in Building 5 to 6.0 hours in Building 6, indicating a relatively consistent office duration across the buildings.

Introduction Portfolio Setup

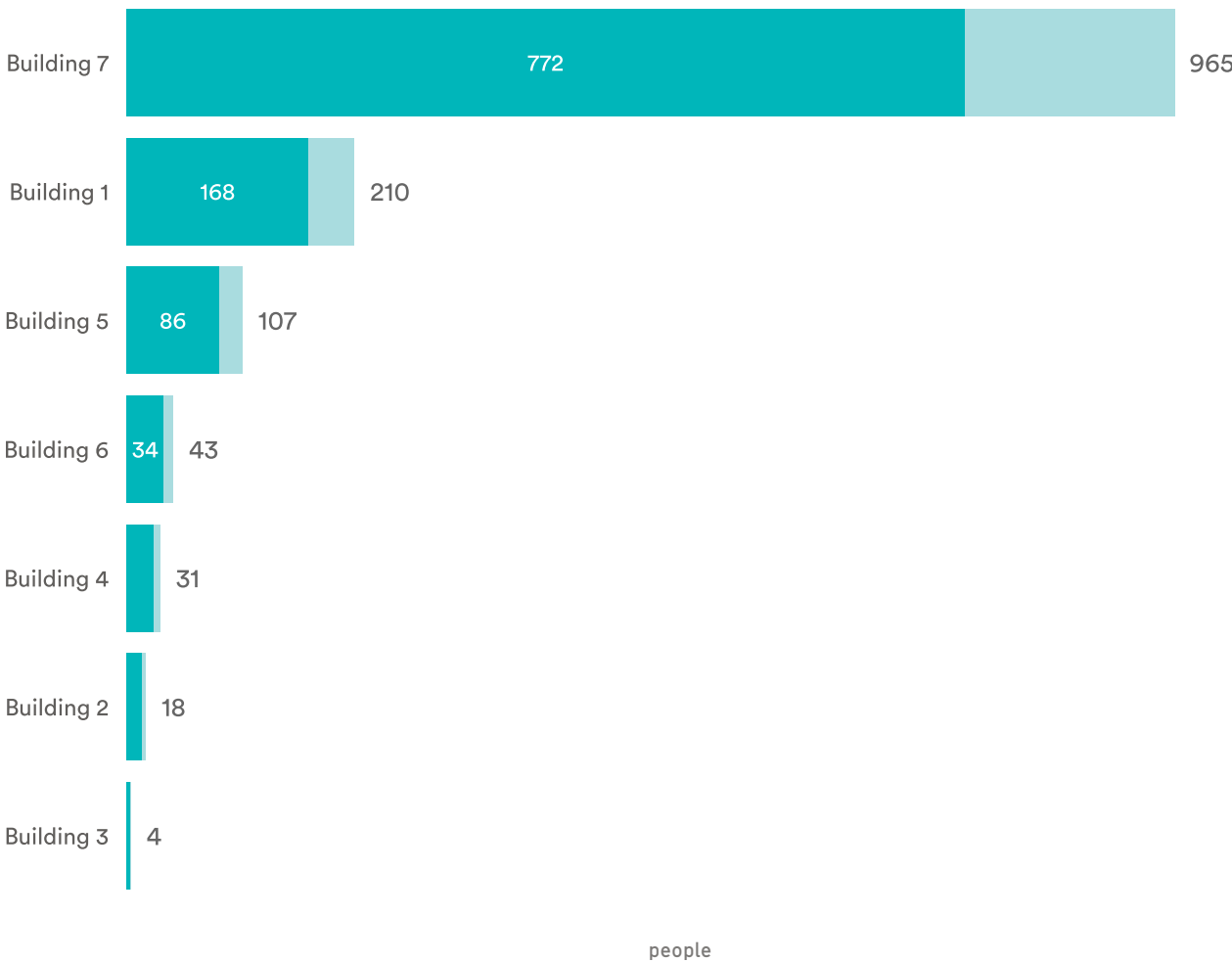**Period:** Monday, October 02, 2023 - Tuesday, October 31, 2023

This section gives an overview of the portfolio setup and provides context for the following sections. It shows the distribution of building capacities as well as the target utilization.

Portfolio overview

PORTFOLIO CAPACITY (PEOPLE)	NUMBER OF BUILDINGS	AVERAGE TARGET UTILIZATION
1378	7	80%

Building capacities

● Target utilization ● Building capacity

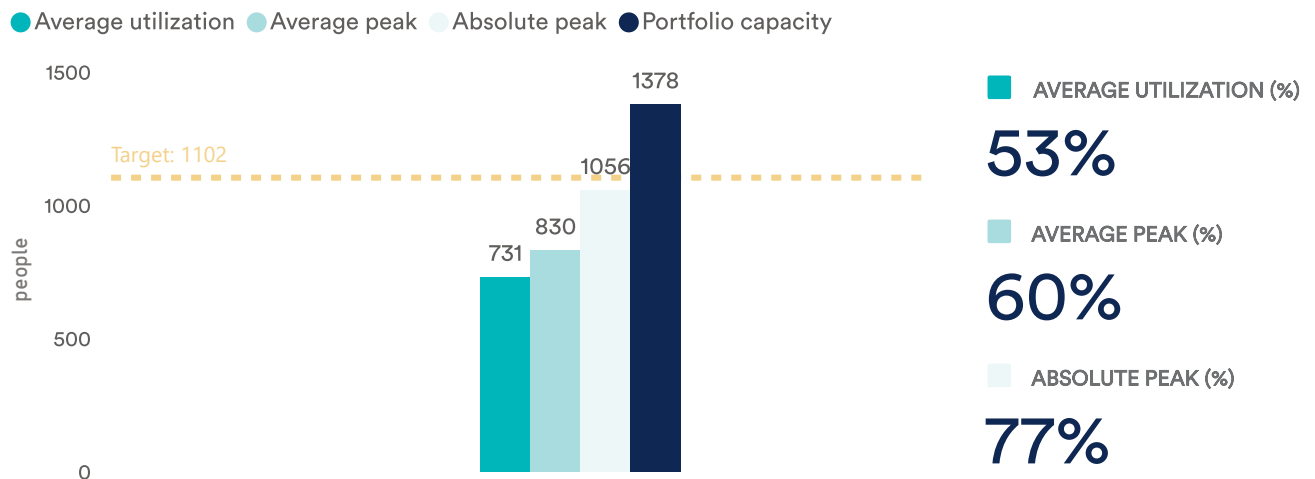| Building		
Building 7	772	965
Building 1	168	210
Building 5	86	107
Building 6	34	43
Building 4		31
Building 2		18
Building 3		4

people

This graph displays the target utilization in relation to the capacity of each of the buildings in scope. This can help you understand which buildings are the most impactful in terms of overall capacity.

Utilization Metrics Portfolio

**Period:** Monday, October 02, 2023 - Tuesday, October 31, 2023

This section is used to get a high-level understanding of how the portfolio was utilized in the given time period. Additionally, the difference of utilization by day of week is investigated.

Utilization KPIs

● Average utilization ● Average peak ● Absolute peak ● Portfolio capacity

AVERAGE UTILIZATION (%)
53%

AVERAGE PEAK (%)
60%

ABSOLUTE PEAK (%)
77%

This graph shows the *average utilization*, the *average peak* and *absolute peak*, alongside the building capacity. These basic insights indicate whether the portfolio as a whole is over- or under-utilized.

Utilization by day of week

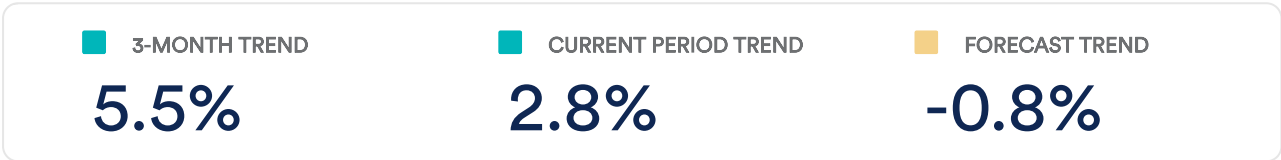● Average utilization (%) ● Average peak (%) ● Absolute peak (%)
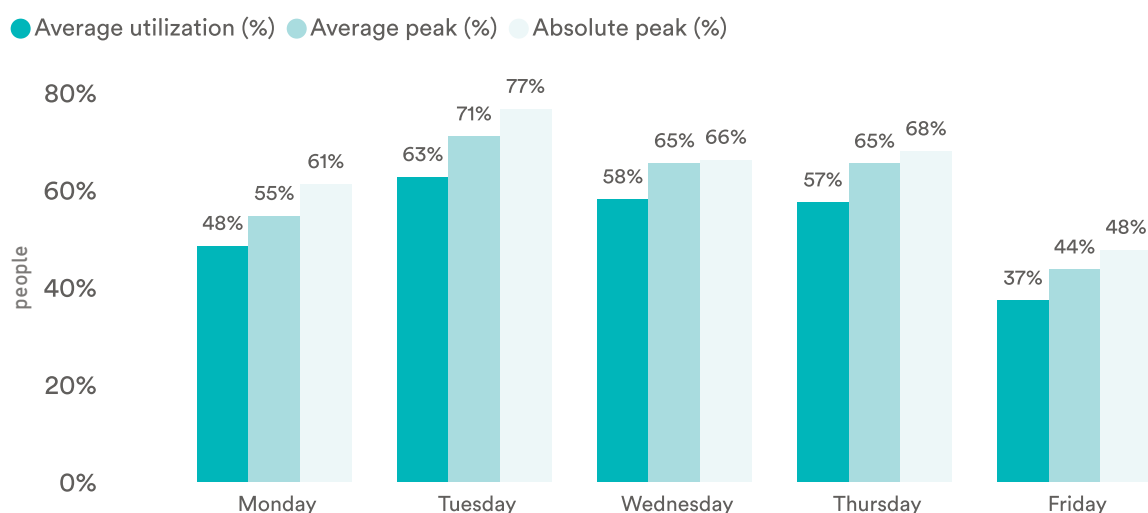
This graph shows the *average utilization (%)*, the *average peak (%)* and *absolute peak (%)* metrics by the day of week. The graph allows us to identify whether specific weekdays are more popular than the others in terms of office utilization.

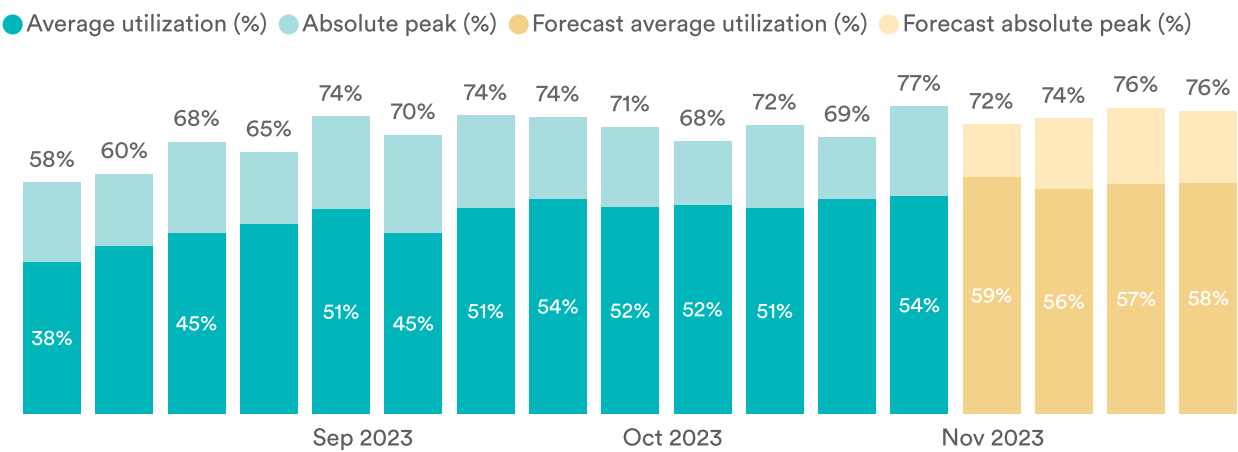# Utilization Metrics Portfolio Trends and Forecast

Period: Wednesday, August 02, 2023 - Tuesday, November 28, 2023

In this section, we explore portfolio utilization patterns and forecast the upcoming month using a machine learning model trained on historical data.
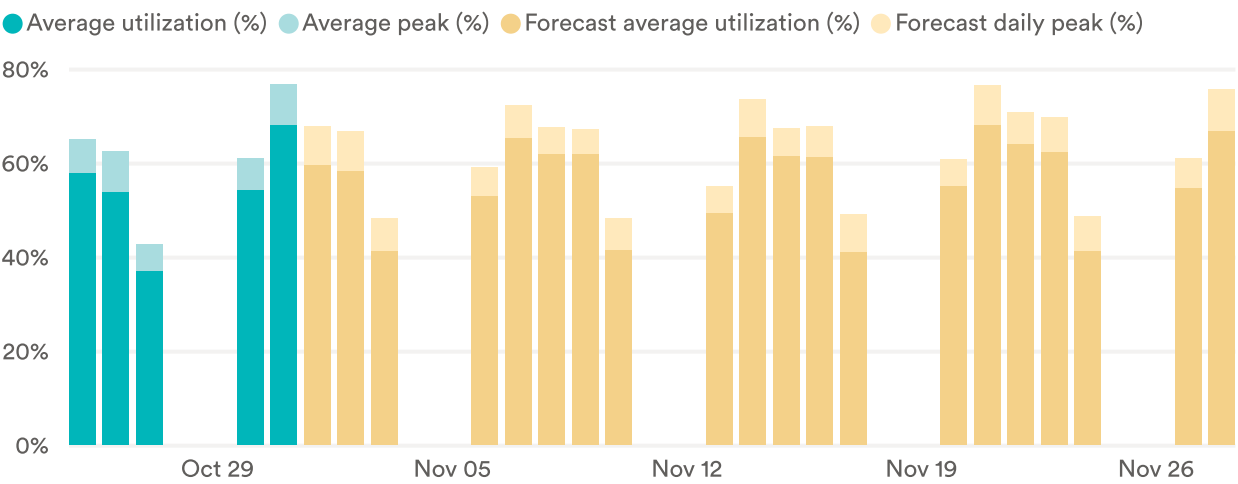
Average utilization trends (%)

3-MONTH TREND	CURRENT PERIOD TREND	FORECAST TREND
5.5%	**2.8%**	**-0.8%**

Weekly utilization forecast

● Average utilization (%) ● Absolute peak (%) ● Forecast average utilization (%) ● Forecast absolute peak (%)

This graph shows the *absolute peak (%)* and *average utilization (%)* for each week over the last twelve weeks. Additionally, the utilization of the next four weeks is predicted by a machine learning model.

Daily utilization forecast

● Average utilization (%) ● Average peak (%) ● Forecast average utilization (%) ● Forecast daily peak (%)
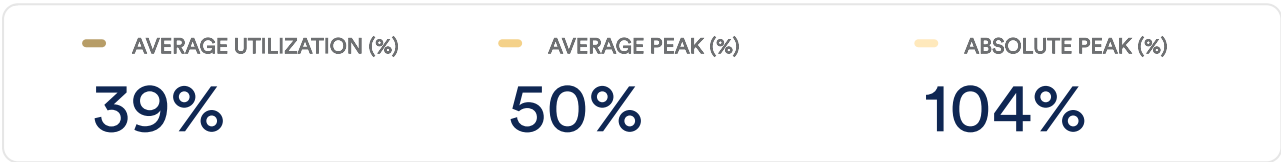

This graph shows the *average utilization (%)* and *utilization peak (%)* for each day of the last week and the forecast of the following month.

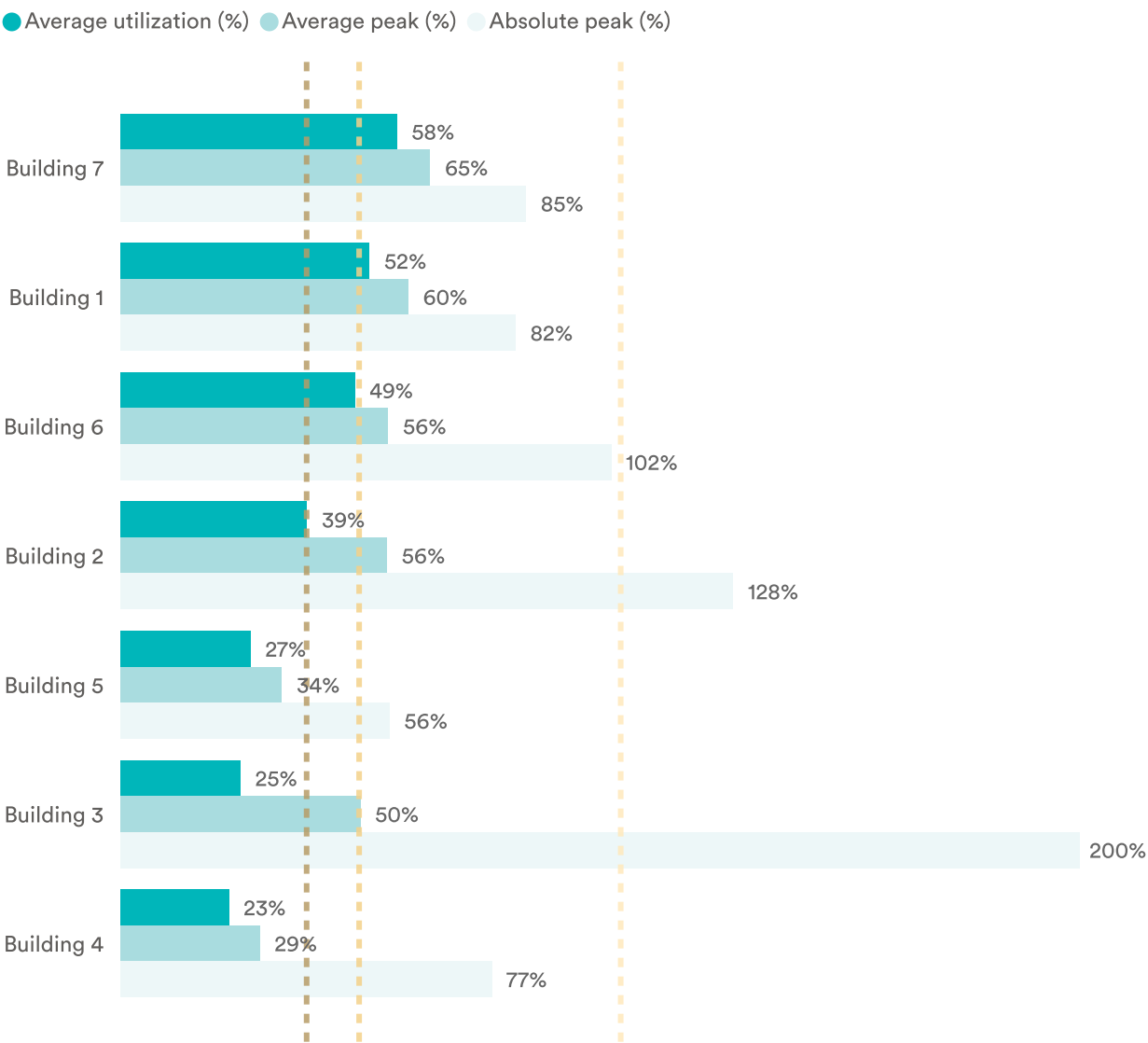# Utilization Metrics Building Comparison

Period: Monday, October 02, 2023 - Tuesday, October 31, 2023

This section provides insights on utilization of the buildings in scope for the last month. This allows you to compare the portfolio average with the utilization metrics of individual buildings.

Average building utilization

AVERAGE UTILIZATION (%)	AVERAGE PEAK (%)	ABSOLUTE PEAK (%)
39%	**50%**	**104%**

Building utilization

● Average utilization (%) ● Average peak (%) ● Absolute peak (%)

Building 7
- 58%
- 65%
- 85%

Building 1
- 52%
- 60%
- 82%

Building 6
- 49%
- 56%
- 102%

Building 2
- 39%
- 56%
- 128%

Building 5
- 27%
- 34%
- 56%

Building 3
- 25%
- 50%
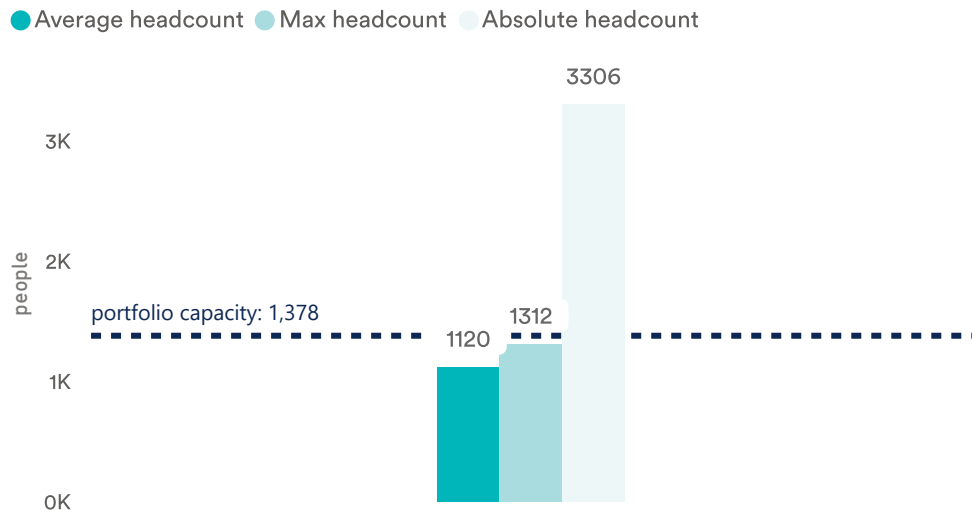- 200%

Building 4
- 23%
- 29%
- 77%

This graph shows the *average utilization (%)* as well as the *average peak (%)* and *absolute peak (%)* for each building for the last month. Additionally, the portfolio averages are highlighted, allowing you to benchmark across the buildings.

People Presence Portfolio Overview

Period: Monday, October 02, 2023 - Tuesday, October 31, 2023

This section offers a broad overview of how people were present throughout the defined building scope of this report. The portfolio overview takes into consideration the possibility of individuals moving between buildings, ensuring a holistic representation of people presence.

Headcount KPIs

● Average headcount ● Max headcount ○ Absolute headcount

portfolio capacity: 1,378

3306
1312
1120

Time spent KPIs

AVGERAGE TIME SPENT
(HOURS)
5.8

COLLABORATION TIME
(%)
16%

This graph shows the *headcount* metrics on a portfolio level, offering a complementary viewpoint to utilization metrics. Note that the headcounts may be larger than the portfolios capacity without overutilizing the selection of buildings at any point in time.

Portfolio weekly attendance

Days per week
● 1
● 2
○ 3
● 4
● 5

10%
32%
12%
17%
29%
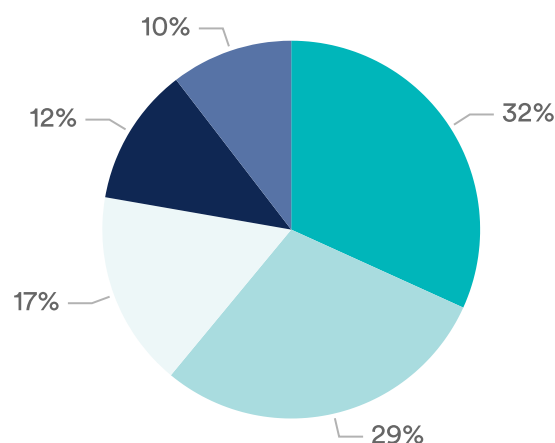
AVGERAGE WEEKLY
ATTENDANCE (DAYS)
2.4

The *weekly attendance* graph shows how often people typically visit the office on a weekly basis, helping you understand common attendance patterns within your organization.

People Presence Building Comparison

**Period:** Monday, October 02, 2023 - Tuesday, October 31, 2023

This section gives insight on the people presence on a building level. Compare between buildings to get an understanding of the people presence dynamics throughout your portfolio.

Average headcount

AVERAGE HEADCOUNT
(PEOPLE)

162
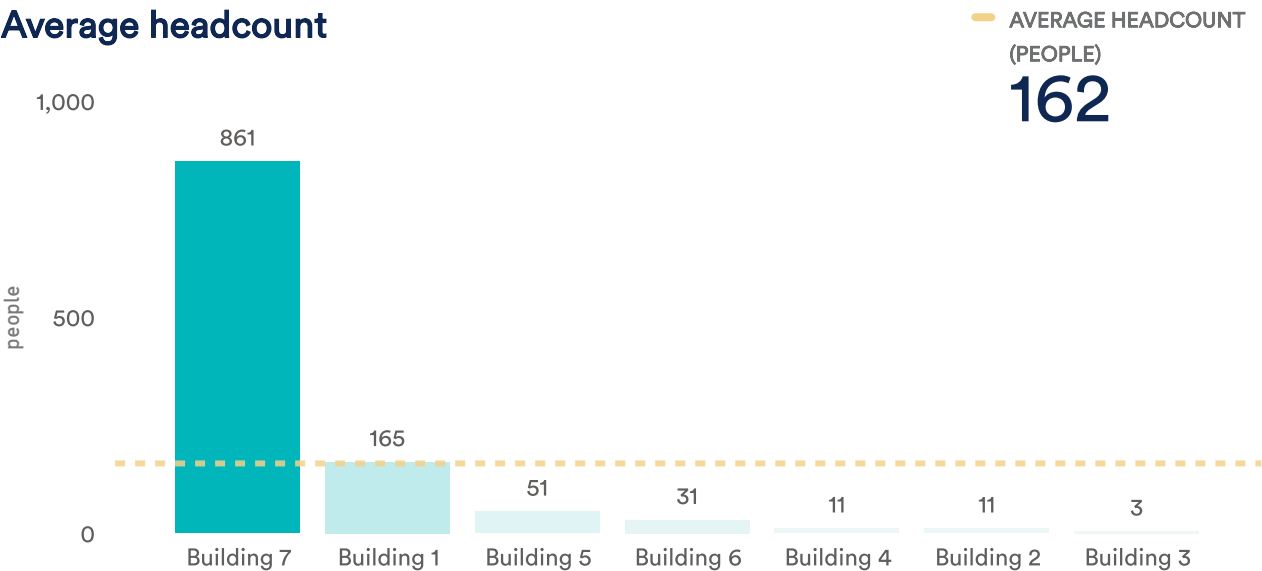
This graph shows the *average headcounts* for each building for the last month. This is the average of distinct people that came into the office on a daily basis. The visual offers a complementary viewpoint to utilization metrics.

Weekly attendance

AVGERAGE WEEKLY
ATTENDANCE (DAYS)

2.3
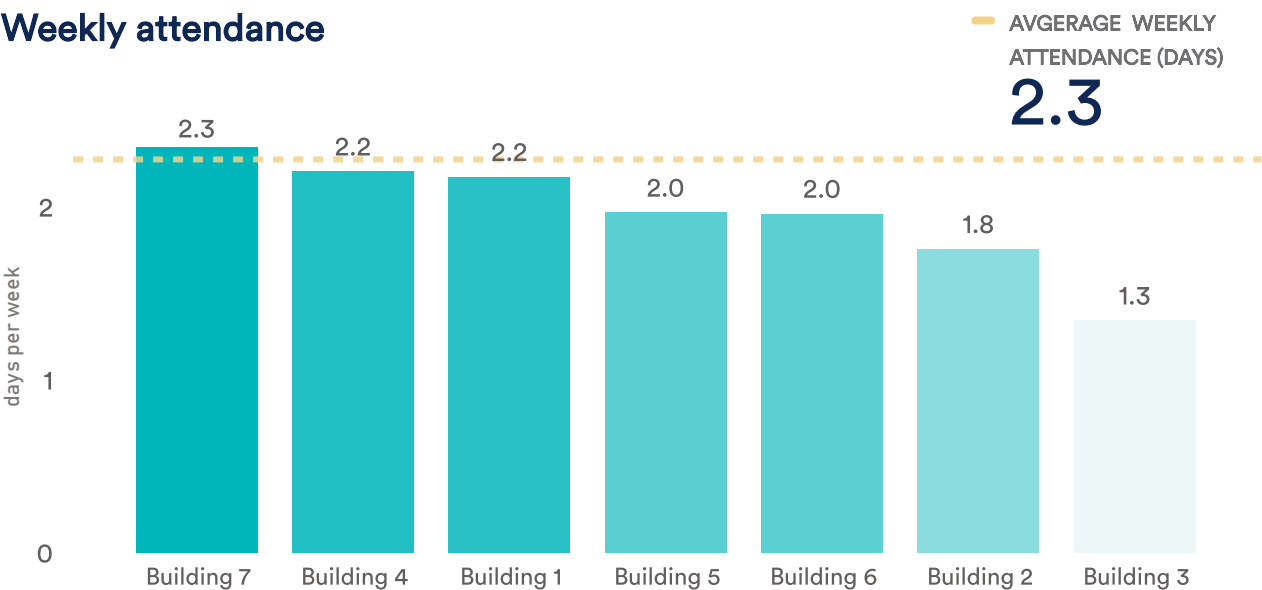
This chart depicts the average *weekly attendance* of employees per building, providing insights into work patterns across your portfolio. Please note, it only includes employees who visited the office and therefore excludes the case of zero visits per week.

People Presence Building Comparison

This section provides insights on collaboration and time spent at the office over the past month. This can be leveraged to optimize resource allocation, improve team collaboration and enhance overall productivity.

Collaboration Time

● Time spent in collaborative settings   ● Time spent in non-collaborative settings

AVG COLLABORATION TIME (%)
16%
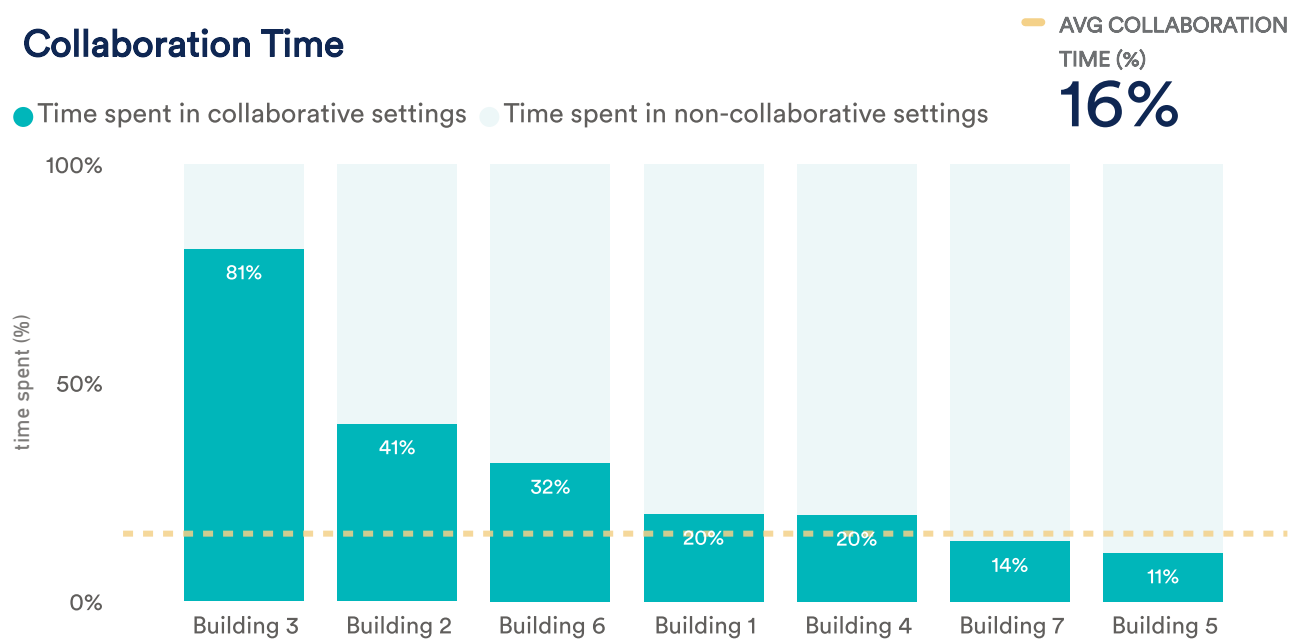
This graph provides a visualization of the average collaboration levels within each building. It offers valuable insights into the preferred working styles of employees across various locations, enabling a deeper understanding of workplace dynamics. The *Locatee Workplace Operations* plan is required for this metric.

Time spent in office

AVG TIME SPENT IN OFFICE (HOURS)
5.8
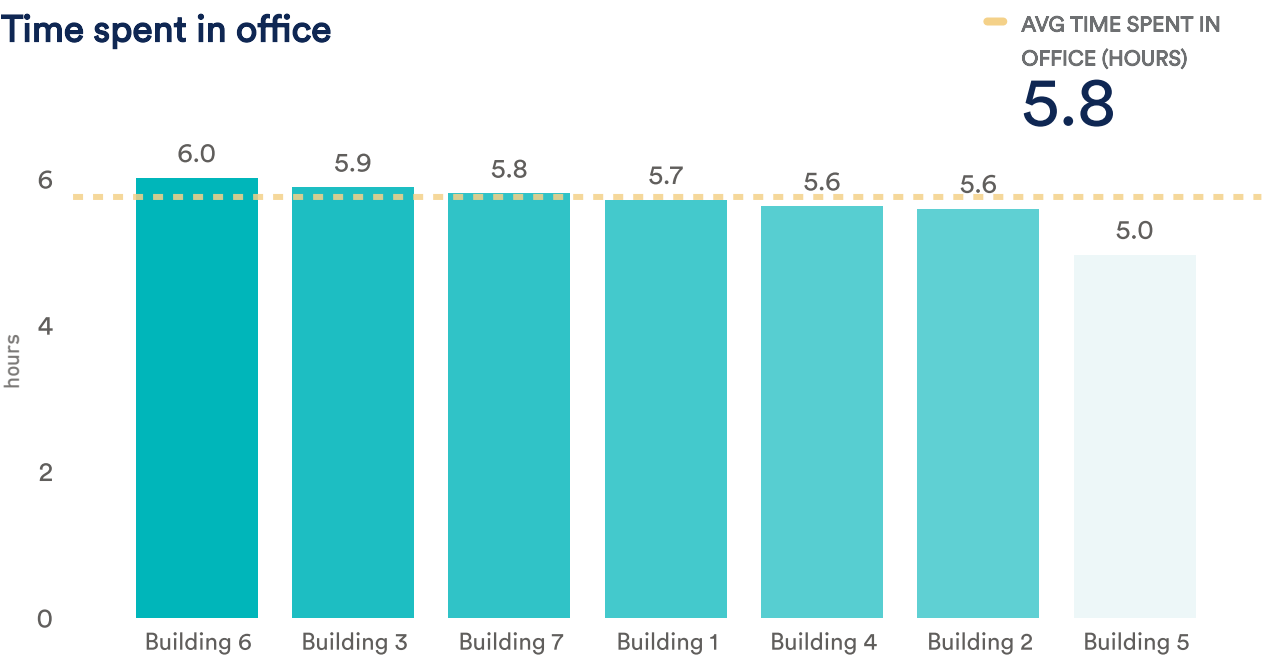
This graph shows the number of hours people typically spend within each building. This data can be useful in understanding working patterns throughout your building. Only working hours are considered in this metric.