

Quarterly Executive Report

Utilization Insights and People Presence

7 Buildings

Period:

Tuesday, August 01, 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 categorization 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.
Quarterly change	The change in utilization (%) compared to the previous quarter.

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.
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.
Quarterly change	The relative change (%) in the given metric compared to the previous quarter.

Introduction Report Findings

Period: Tuesday, August 01, 2023 - Tuesday, October 31, 2023

This section provides a glance at the utilization and the people presence of the portfolio over the last quarter, as well as the changes to the previous quarter. The key metrics are highlighted and a custom analysis of the data is provided.

Average utilization (%)

LARGEST INCREASE (%)

Building 1

LARGEST DECREASE (%)

Building 5

PORTFOLIO AVG UTILIZATION (%)

48% ▲ 1.5%

People presence metrics

AVG BUILDING HEADCOUNT (PEOPLE)

159 ▼ 3%

AVG TIME SPENT IN OFFICE (HOURS)

5.8 ▼ 1%

AVG WEEKLY ATTENDANCE (DAYS)

2.5 ▼ 4%

Findings

Portfolio Insights

The portfolio, consisting of 7 buildings with a total capacity of 1378, has shown a slight increase in the Average Utilization and Average Peak (2%) over the last quarter. However, the Absolute Peak remained constant at 77%. The average headcount was 1035, marking a 1% decrease compared to the previous quarter. Despite the decrease in headcount, the collaboration time increased by 12%, indicating a shift towards more collaborative work. The average time spent in offices was 5.8 hours, slightly lower than the previous quarter.

Building Insights

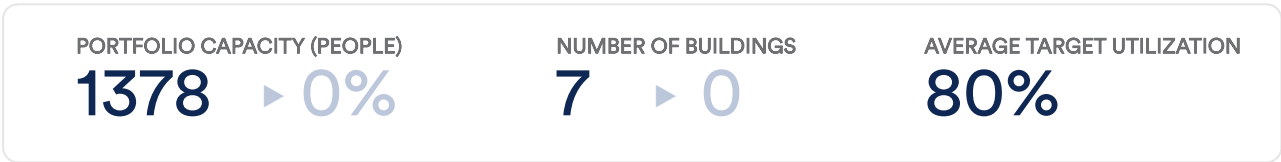
Each building showed unique changes over the last quarter. Building 1, despite a 12% decrease in headcount, saw an increase in both average utilization and time spent in the office. Building 2 showed a significant increase in collaboration time (34%) and time spent in the office (16%) despite a decrease in headcount and weekly attendance. Building 3, the smallest in the portfolio, had the highest collaboration time (81%). Building 7, the largest, maintained steady headcount and utilization levels, with a slight increase in collaboration time. The most significant decrease in headcount was in Building 3, which might explain the high collaboration time, as fewer people might lead to more focused group work.

Introduction Portfolio Setup

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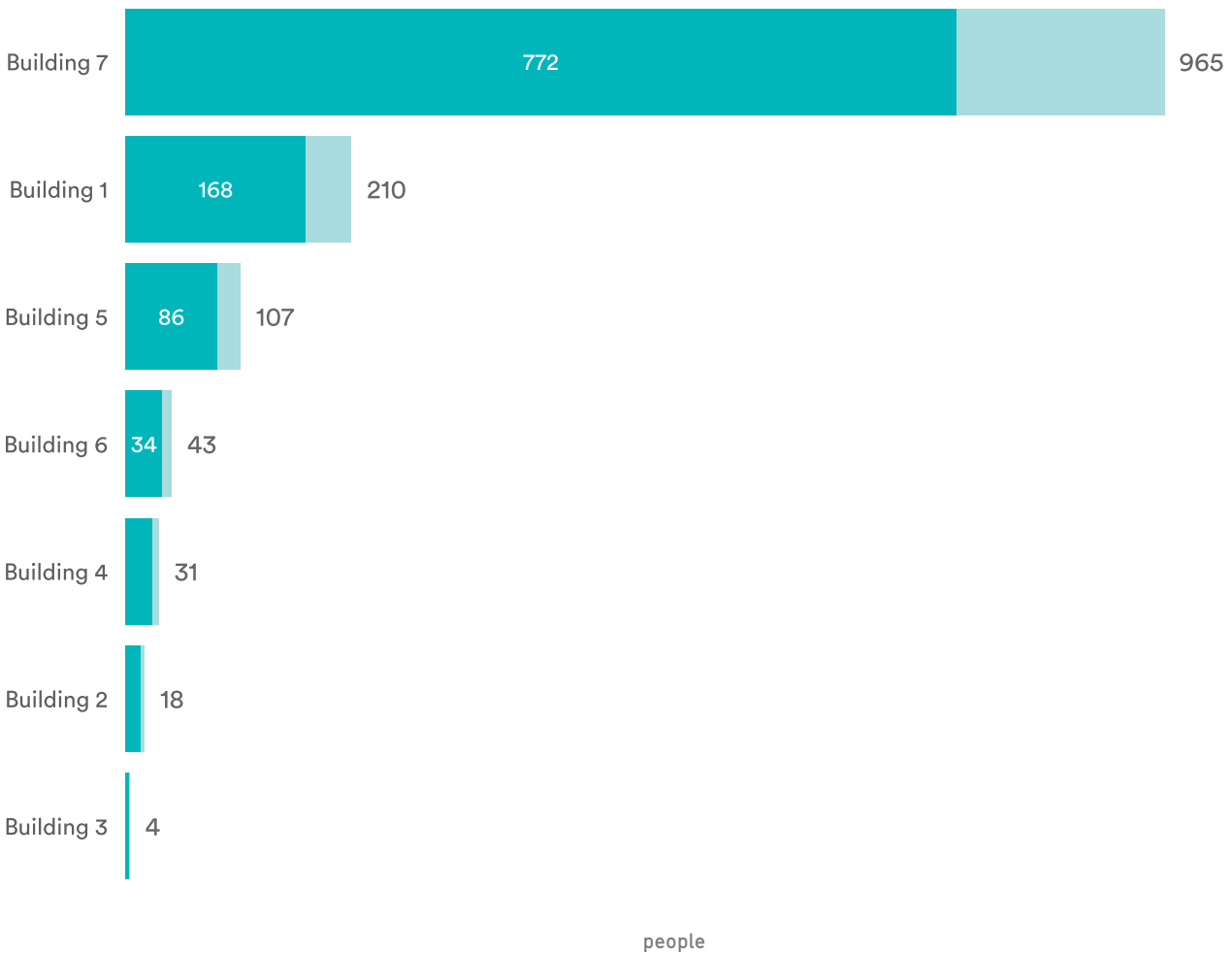
This section gives an overview of the portfolio setup of the last quarter and provides context for the following sections. It shows the distribution of building capacities and the target utilization, as well as the quarterly changes for the portfolio wide metrics.

Portfolio overview



Building capacities

● Target utilization ● Building capacity



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.

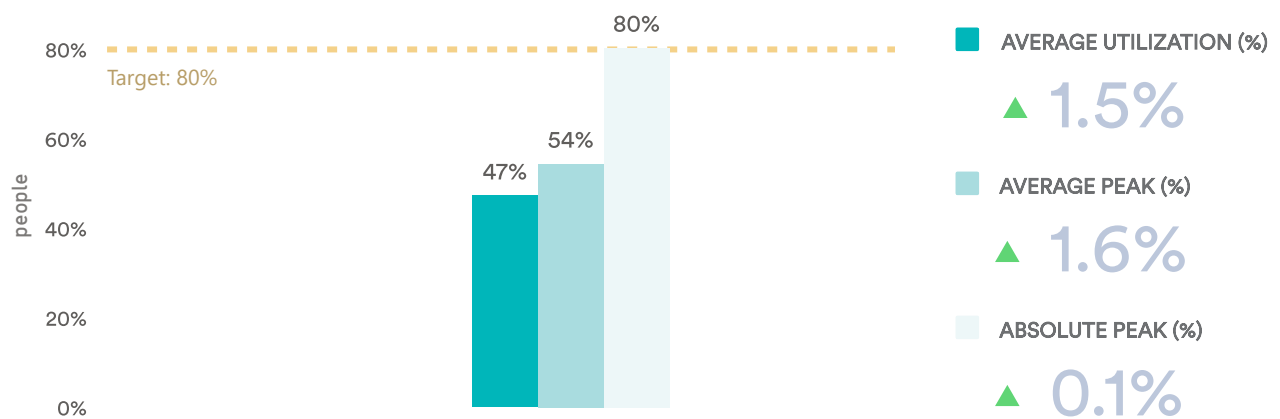
Utilization Metrics Portfolio Trends

Period: Tuesday, November 01, 2022 - Tuesday, October 31, 2023

In this section, the portfolio utilization metrics of the last quarter are computed, as well as the quarterly changes. Additionally, the utilization trends spanning over the last year are visualized.

Utilization KPIs

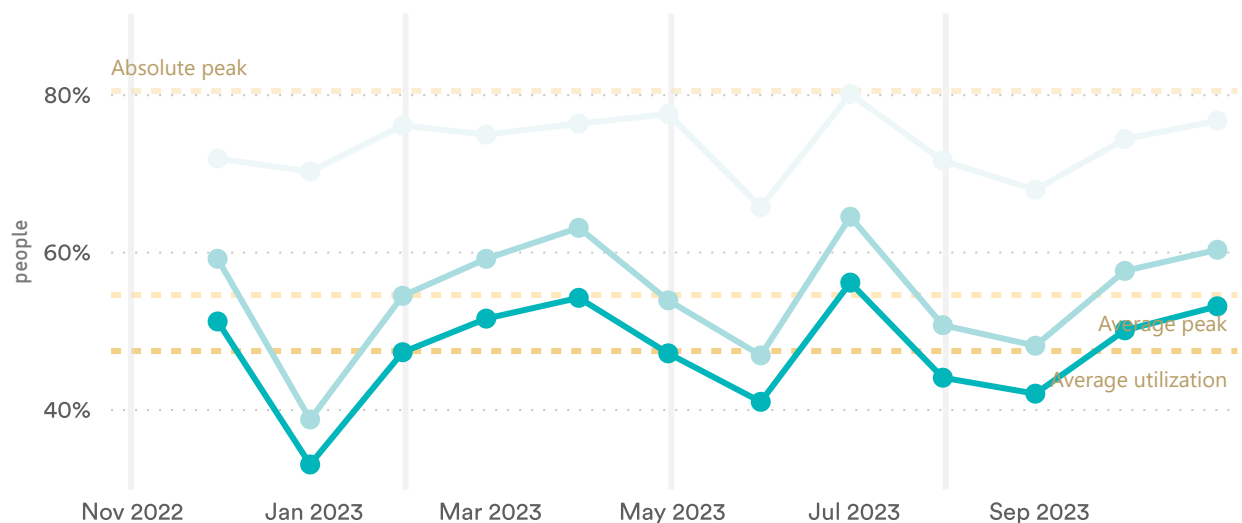
● Average utilization (%) ● Average peak (%) ● Absolute peak (%)



This graph shows the *average utilization (%)*, the *average peak (%)* and the *absolute peak (%)*, alongside the quarterly changes for each of those metrics. These basic insights indicate whether the portfolio is over- or under-utilized.

Average and absolute peak trends

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



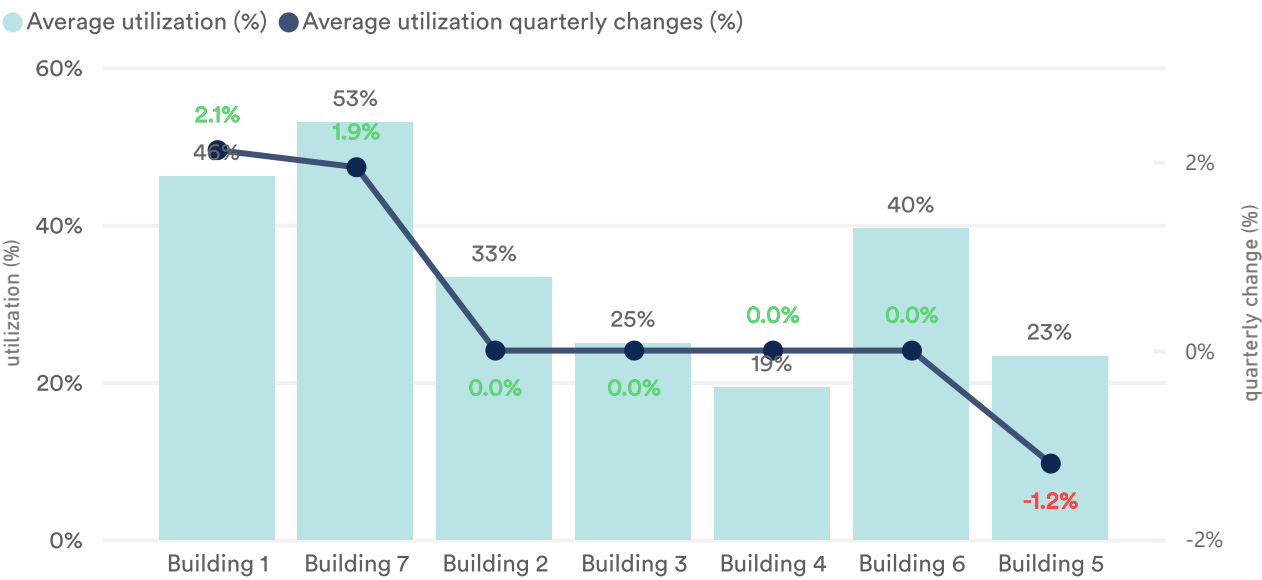
This graph shows the *average utilization (%)*, the *average peak (%)* and *absolute peak (%)* for each month over the last year. Additionally, the yearly benchmarks of the metrics are displayed.

Utilization Metrics Building Comparison

Period: Tuesday, August 01, 2023 - Tuesday, October 31, 2023

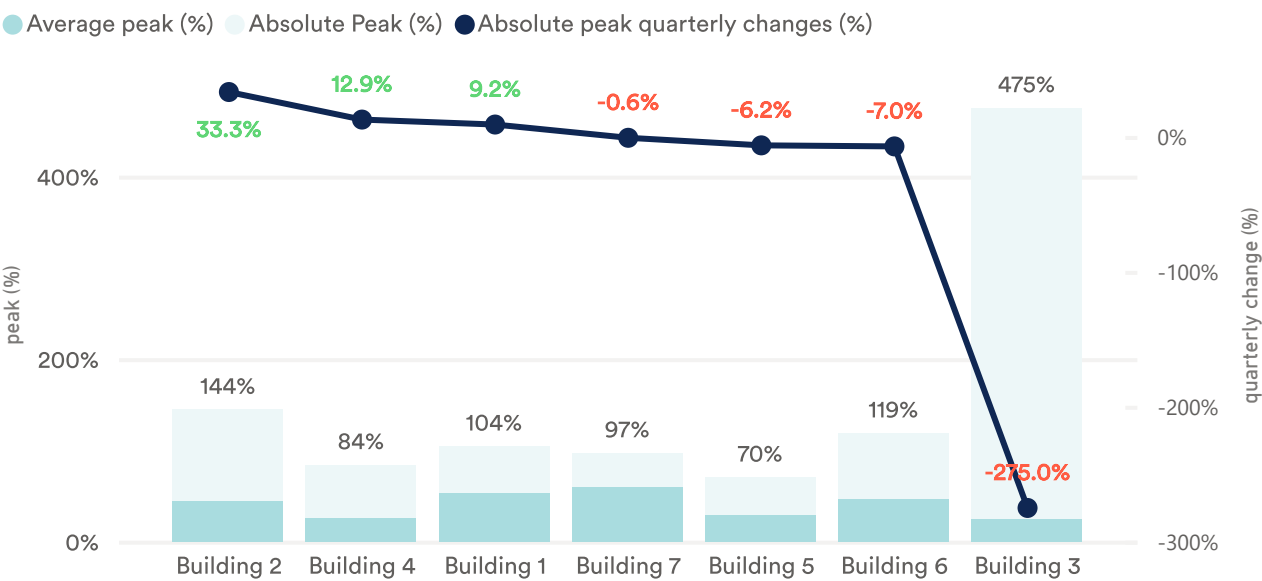
This section provides insights on the utilization metrics of the buildings in scope for the last quarter. Additionally, the percentual changes in utilization metrics are highlighted, allowing for a comparative analysis of the building dynamics.

Quarterly average utilization (%)



This graph shows the *average utilization (%)* of the last quarter for each building, as well as the percentage changes in the metric in comparison to the previous quarter.

Quarterly average and absolute peaks (%)



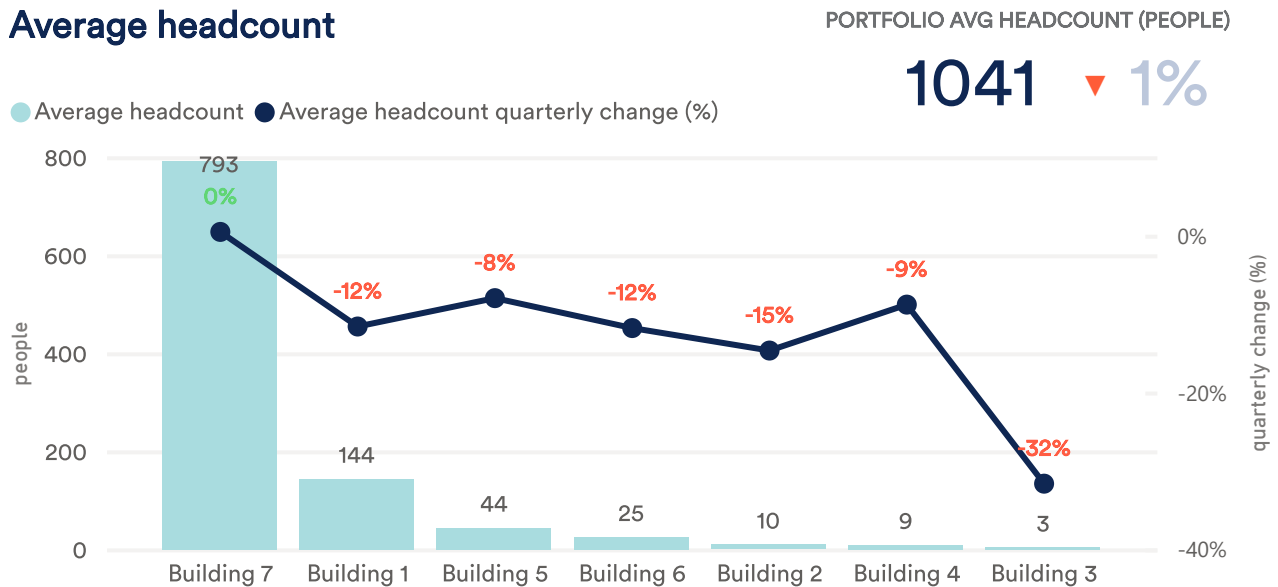
This graph shows the *average peak (%)* and the *absolute peak (%)* of the last quarter for each building, as well as the percentage changes of the *absolute peak (%)* in comparison to the previous quarter.

People Presence Building Comparison

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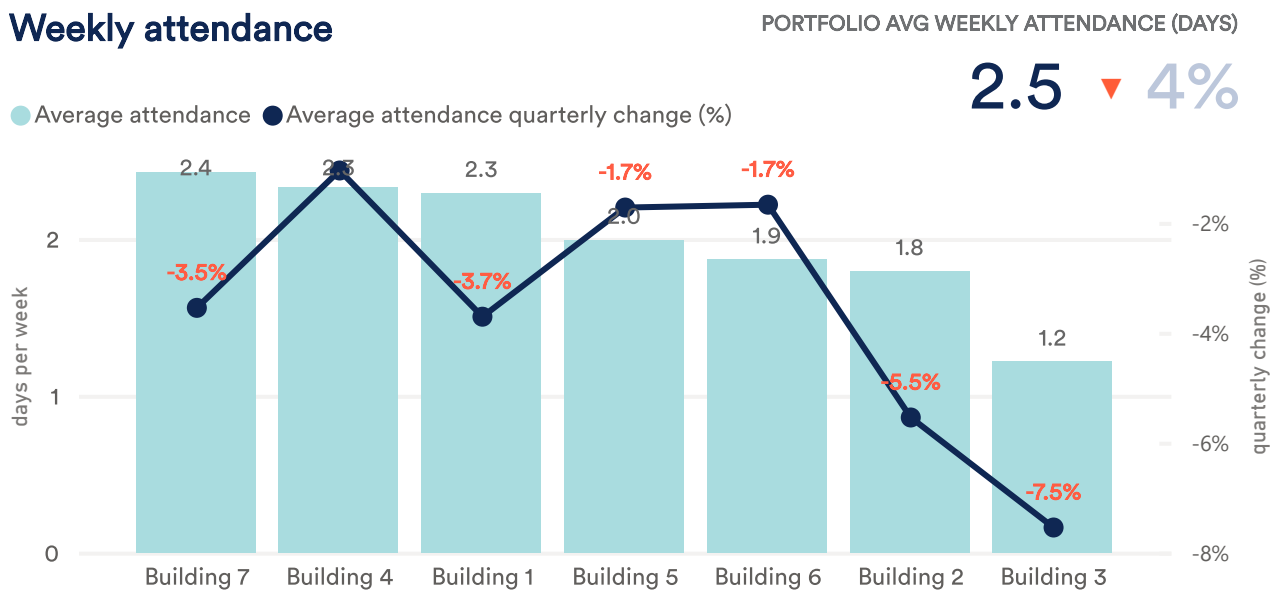
This section gives insight on the people presence on a portfolio and building level. Compare between buildings and the quarterly changes to get an understanding of the people presence dynamics throughout your portfolio.

Average headcount



This graph shows the *average headcount* for each building for the last quarter, as well as the quarterly change in percentages. The headcount offers a complementary viewpoint to utilization metrics.

Weekly attendance



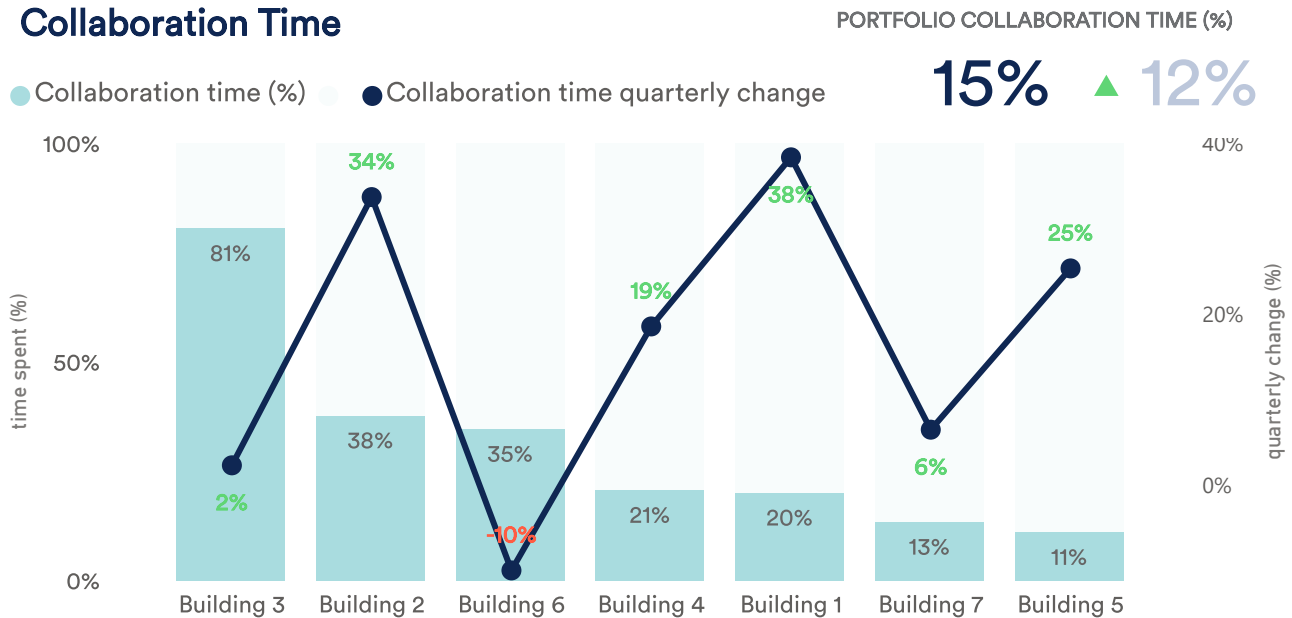
This chart depicts the *average weekly attendance* of employees per building, providing insights into work patterns across your portfolio. Please note, it only includes employees who visited the office and therefore excludes the case of zero visits per week.

People Presence Building Comparison

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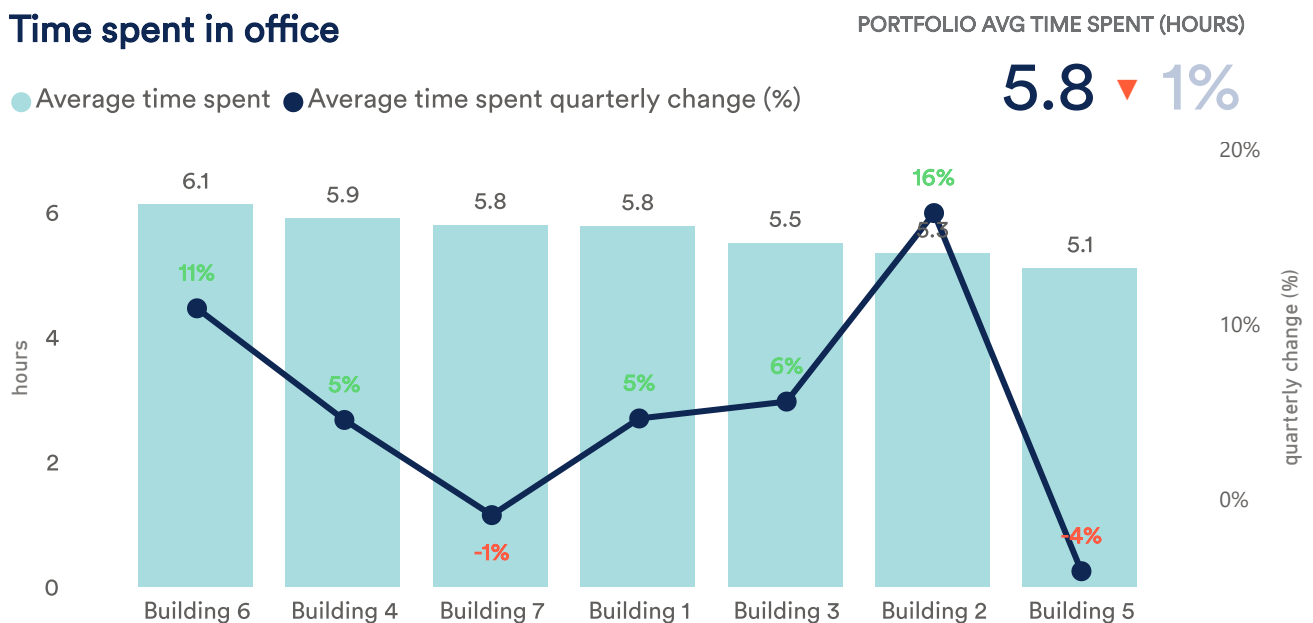
This section provides insights on collaboration and time spent at the office over the past quarter. This can be leveraged to optimize resource allocation, improve team collaboration and enhance overall productivity.

Collaboration Time



This graph visualizes the *average collaboration time* within each building, as well as the quarterly changes. 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



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. Note that only the time spent within the working hours contribute to this metric.