

# Spotlight Analysis Report

## Utilization Insights and People Behaviour

### Building 01

Period:

February 1 - February 28, 2023



# Key Information and Definitions

## Data sources and collection

Data source	Locatee Analytics (IT network infrastructure/ Wi-Fi connected devices)
Data collection	Data is collected every 5 minutes. Detecting a connected device at the time of measurement occupies the space it is located to.
Data scope	Building 01

## Metric definitions

Average Utilization	The average recorded utilization levels over a defined time period.
Absolute Peak	The maximum recorded utilization levels over a defined time period.
Distinct People	The number of distinct people counted over a defined time period.
Attendance Frequency	The average number of days people came into the office per week.
Collaboration Time	The percentage distribution of time spent in collaborative spaces such meeting rooms and collaboration areas.
Time Spent	The average number of hours spent per employee at the office over a defined time period. Constantly connected devices have been excluded in this metric.
Spaces / Seats	The number of spaces the given unit contains. Seats refers to desks only, whereas Spaces includes the total number of spaces.
Metric (%)	The given 'metric' divided by Spaces / Seats.
Percentage Point (pp)	The unit for the arithmetic difference between two percentages. For example, a change between 20% and 25% would mean an increase of 5 percentage points which can be expressed as a percentage increase of 25% (increase of 5 percentage points divided by the base value of 20%).

# Report Findings

Period: February 1 - February 28, 2023

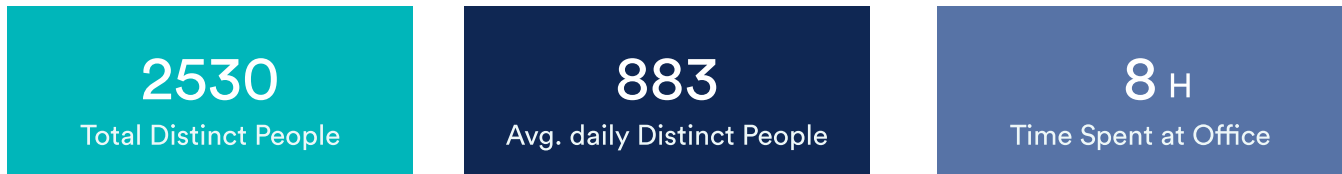
This section provides a glance at your building and people over the last month. It helps to assess what is happening in the building at the highest level.

[Locatee Analytics Building Overview](#)

## Building



## People



## Takeaways

### Building Utilization

- The Average Utilization of the building in the given time period was recorded at 59%, with a peak of 87%. Given a target of 80%, the building is considered to be slightly over-utilized.
- The most popular weekday is Thursday, whereas Friday is the least popular.

### Floor Utilization

- Floor 01 was the most utilized with an Average Utilization of 67% and an Absolute Peak of 155%. We recommend to take a closer look at this floor as it seems to be over-utilized.
- At the beginning of February, we can observe a sharp peak for Floor 01 in utilization metrics. The Absolute Peak of the floor refers to this moment in time, and it seems to be an anomaly, considering the overall development of the floors utilization.

### People Behaviour

- The majority of time is spent at Desks, with 84% of the total time. Across the floors, Floor 01 showcased the most time spent in meeting rooms and collaboration areas. It is also the floor with the least amount of desks, which contributes to the high utilization numbers.
- During the period, 2530 Distinct People came into the office. On average, there were 883 Distinct People coming into the office each day, with a max of 1082. The average attendance per employee is 2.6 days per week.

# Building Overview

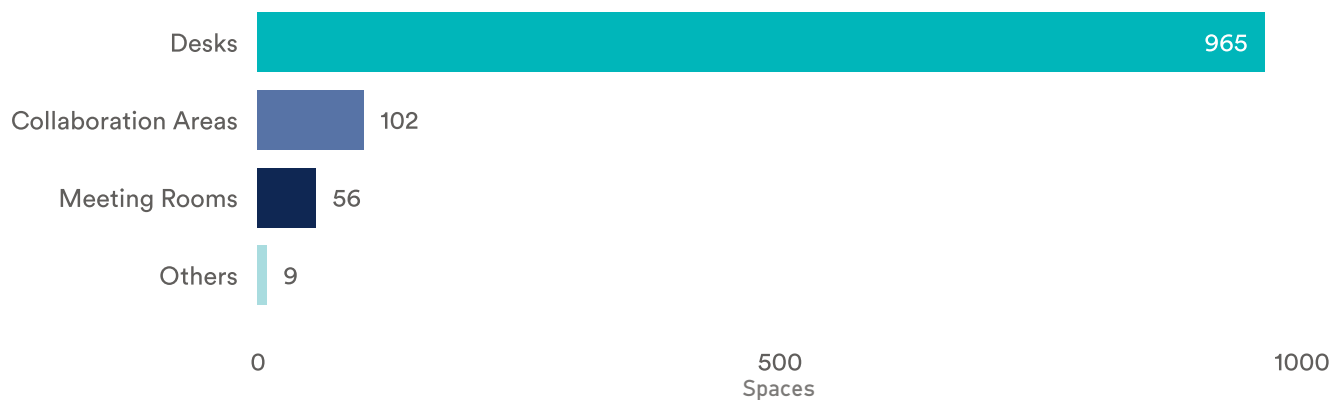
Period: February 1 - February 28, 2023

This section gives an overview of the building setup and provides context for the following sections. It shows the distribution of spaces on a building and floor level, as well as the target utilization.

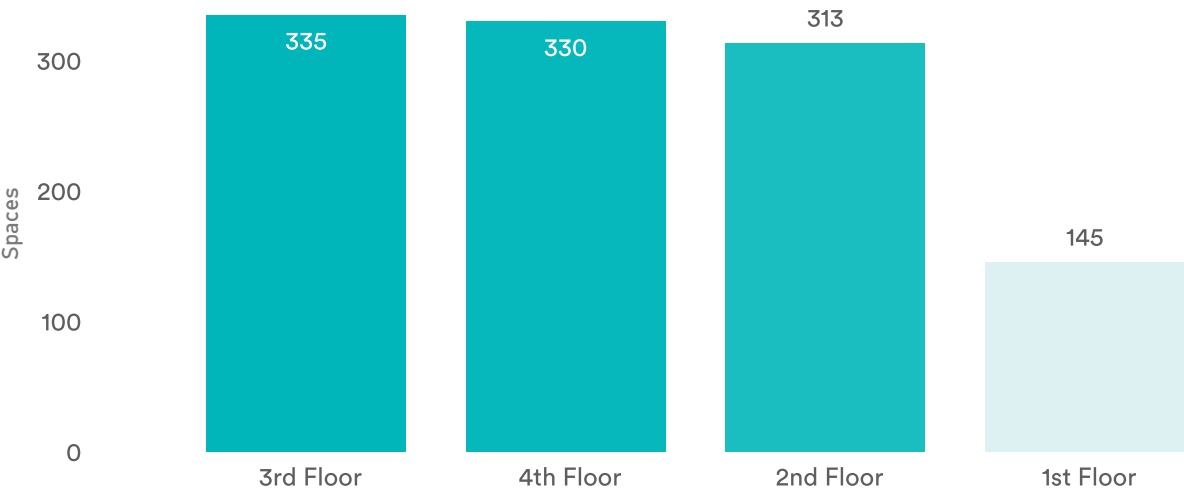
## Building



## Building Space Types



## Number of Spaces by Floor

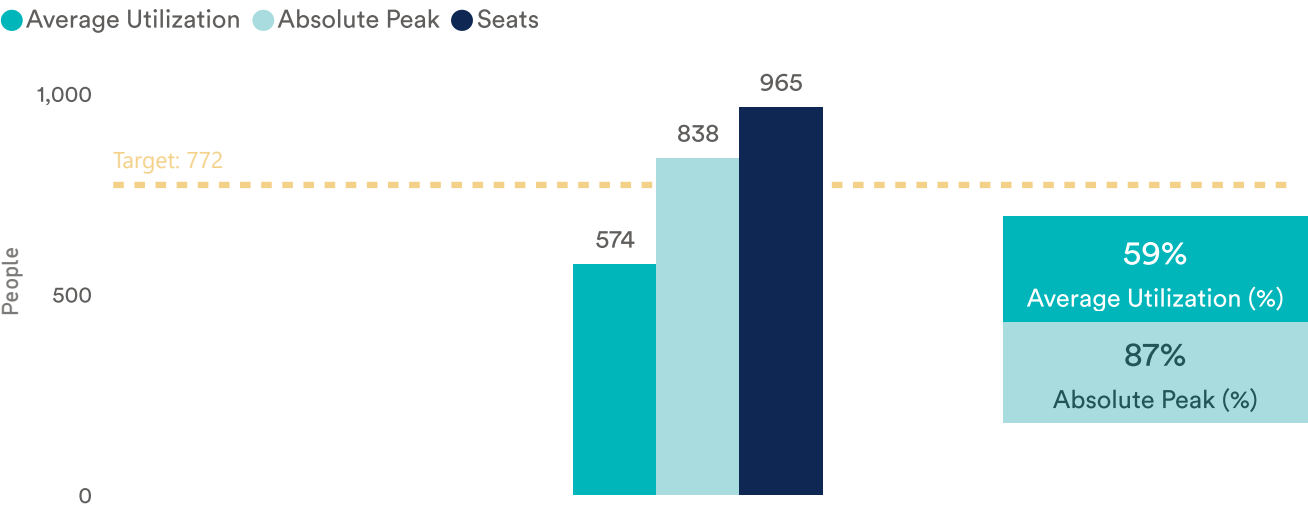


# Building Key Metrics

Period: February 1 - February 28, 2023

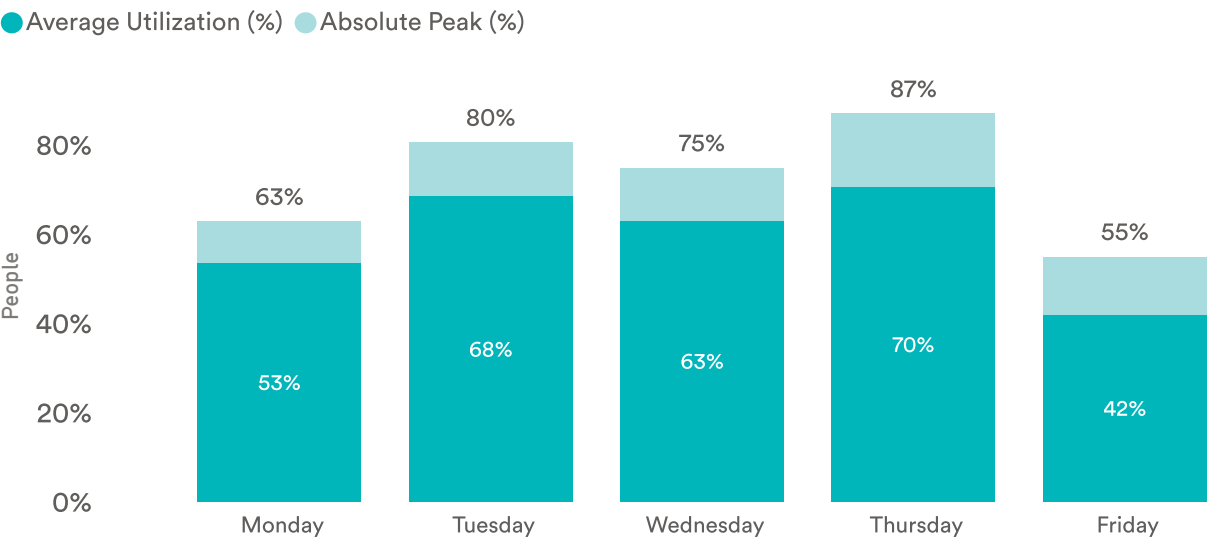
This section is used to get a high-level understanding of how the building was utilized in the given time period. Additionally, the difference of utilization by day of week is investigated.

## Utilization KPIs



This graph shows the Average Utilization and Absolute Peak, alongside the building capacity. These basic insights indicate whether the building is over- or under-utilized.

## Utilization by Day of Week



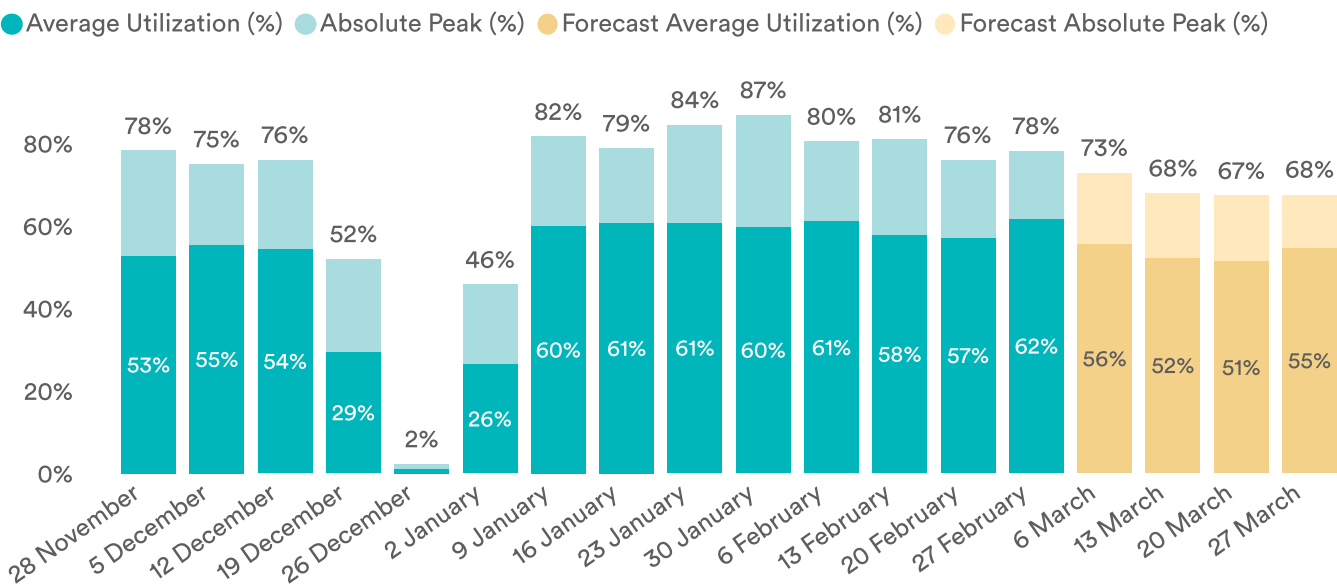
This graph shows the Average Utilization (%) and Absolute Peak (%) metrics by the day of week. This graph allows us to identify whether specific weekdays are more popular than the others in terms of office utilization.

# Building Trends and Forecast

Period: December 1 - February 28, 2023

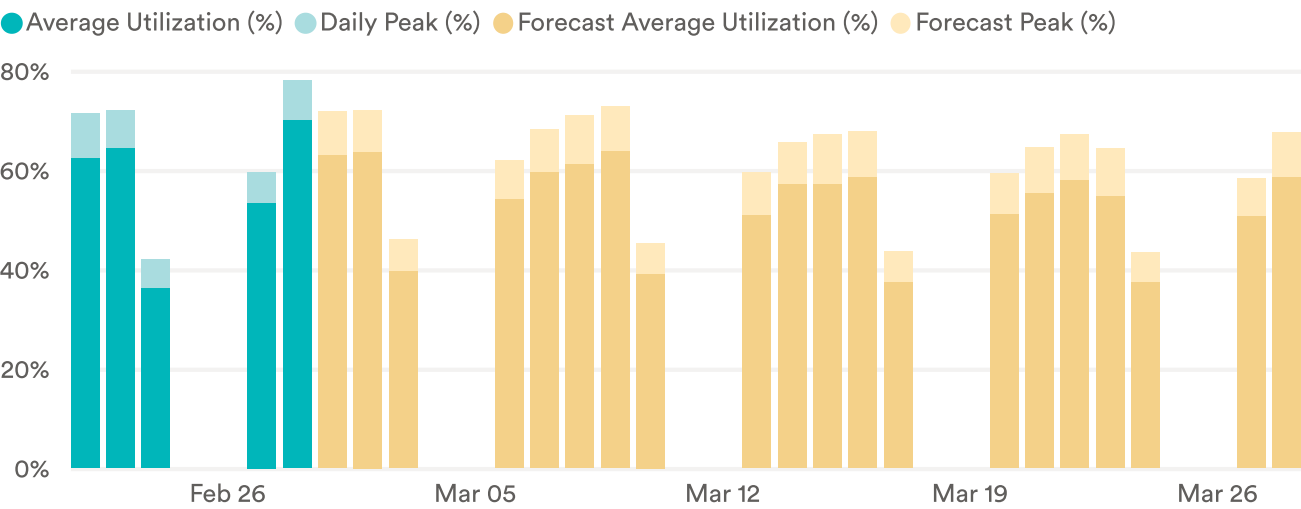
This section is used to identify trends and patterns in your building's utilization. Trends are a powerful tool to measure the impact of adjustments and actions over time. Additionally, a machine learning model is used to forecast the next four weeks. It is trained on utilization data and regional holidays.

## Utilization KPIs



This graph shows the relative peak and Average People Utilization for each week over the last twelve weeks. Additionally, the utilization of the following month is projected with machine learning.

## Utilization Forecast Timeline



This graph shows the daily Peak (%) and Average Utilization (%) for the last week of data and the forecast of the following month.

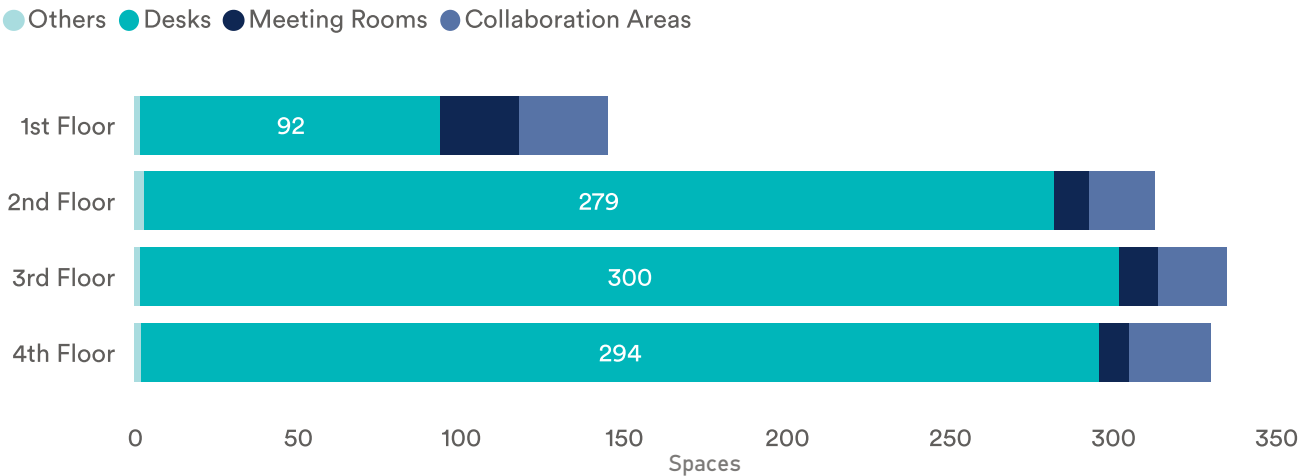
# Floor Key Metrics

Period: February 1 - February 28, 2023

This section gives a deeper look into the different floors and how they compare to each other. This can be useful to identify consolidation opportunities.

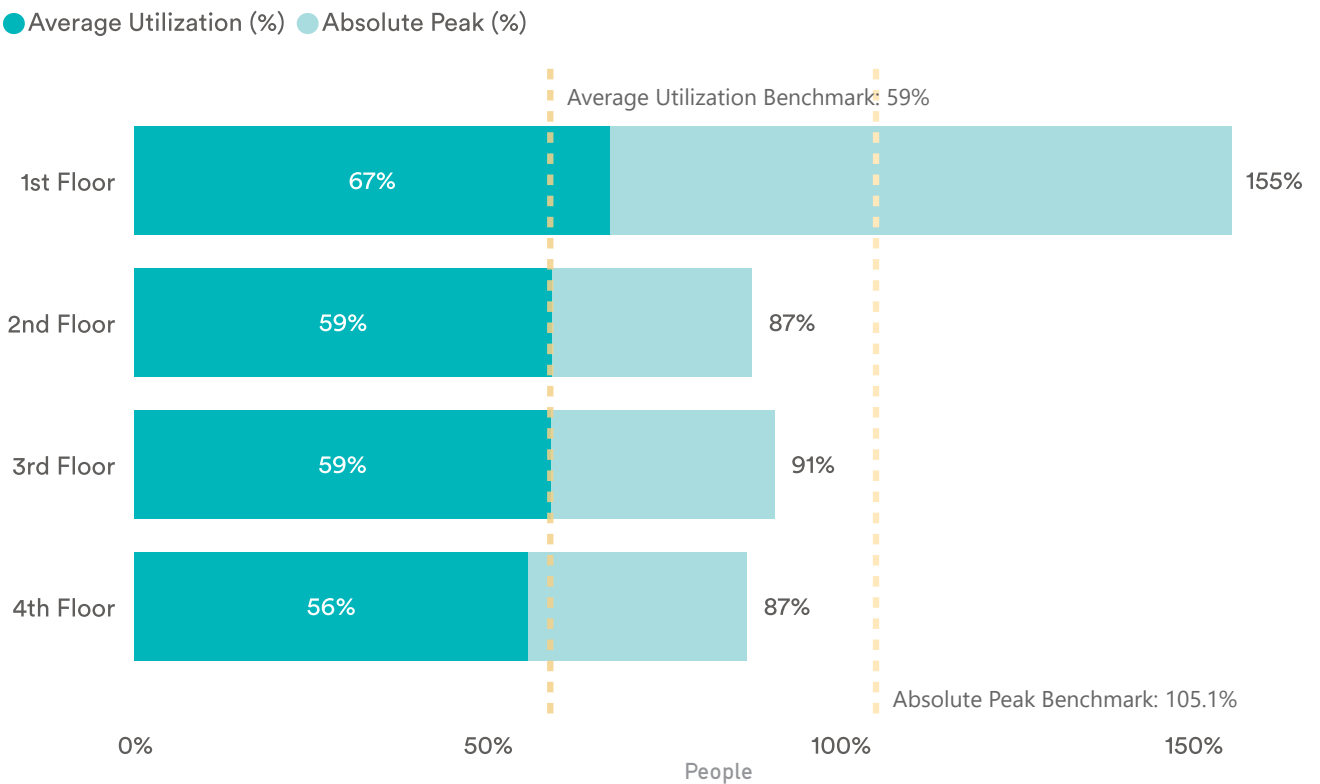
[Locatee Analytics Floor Overview](#)

## Space Types by Floor



This graph shows the distribution of spaces by their respective category as well as the number of *Desks* for all floors. These insights provide context to the Floor KPIs below.

## Utilization KPIs



This graph displays the Average Utilization (%) and Absolute Peak (%) for each floor as well as the building benchmark. Over or under-utilized floors could be considered for building optimization, by means of consolidation efforts or re-arrangement of teams.

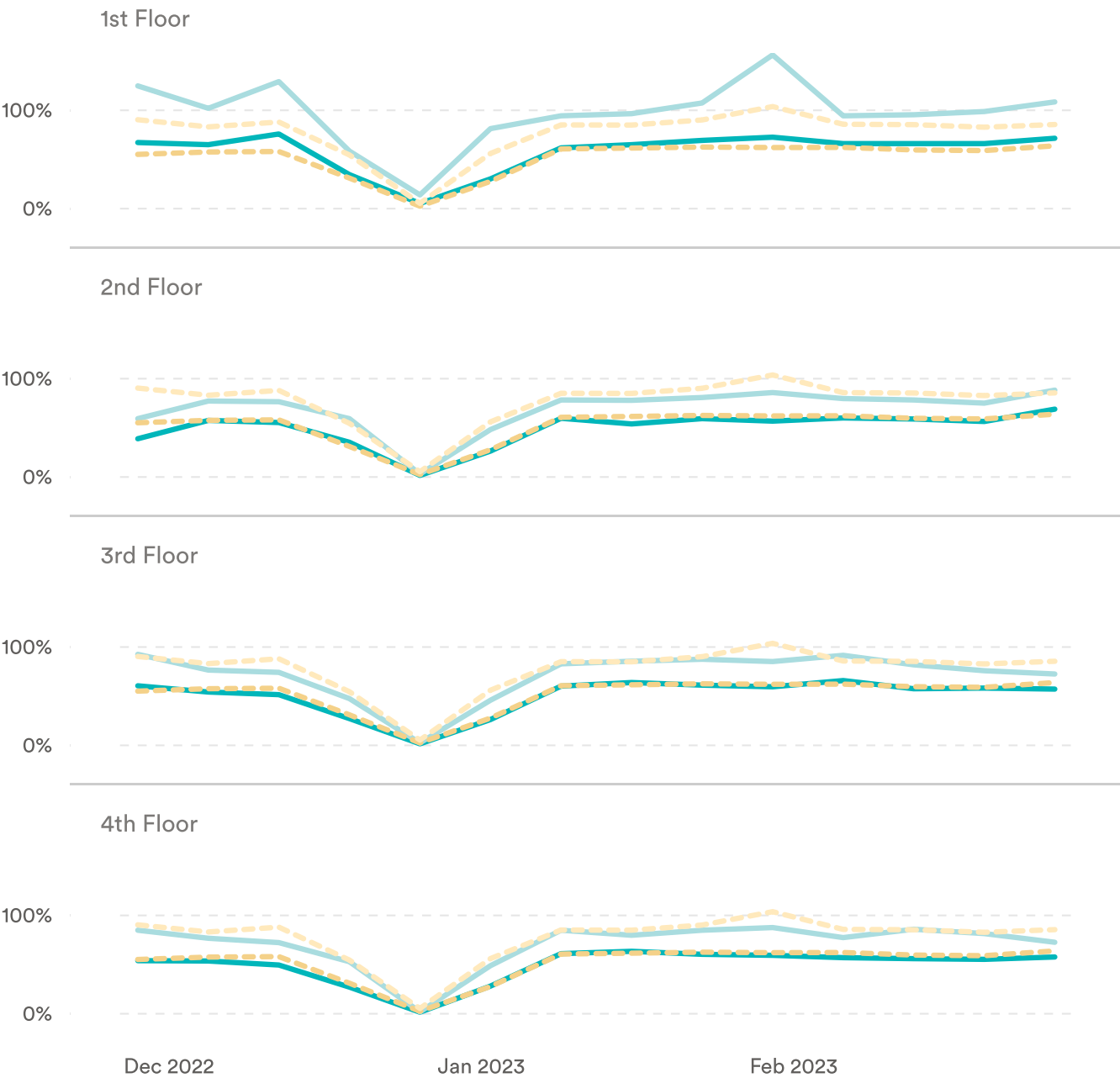
# Floor Trends

Period: December 1 - February 28, 2023

This section is used to identify trends and patterns in the utilization of the floors in your building. Trends are a powerful tool to measure the impact of adjustments and actions over time.

## Floor Utilization

● Average Utilization (%) ● Absolute Peak (%) ● Average Utilization Benchmark ● Absolute Peak Benchmark



The above graph details the Average and Peak Utilization trends of the floors, relative to the corresponding capacities. Additionally, the metrics are in comparison to the average of all floors. These insights can be used to identify changes that occurred over time and to spot outliers.

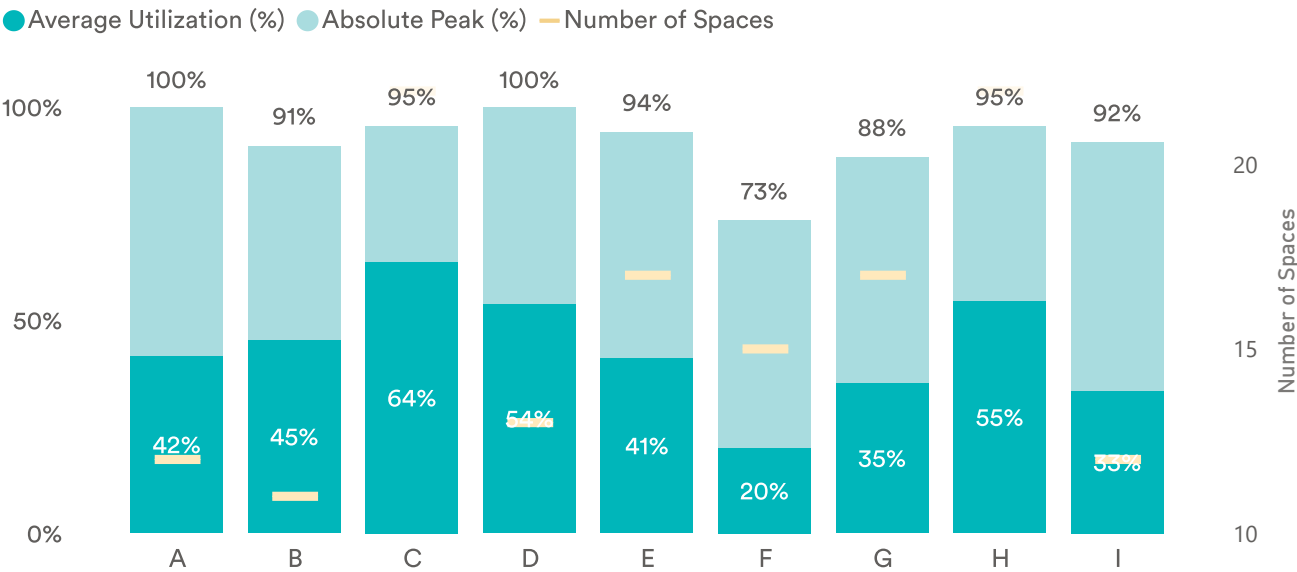


# Zone Key Metrics: 1st Floor

Period: February 1 - February 28, 2023

This section is used to gain an understanding of how the zones of the given floor are being utilized.

## Zone KPIs



The above graph details the Average Utilization and Absolute Peak of the zones, as well as the number of spaces contained. These insights can be used to identify opportunities for reallocating space to different business units. The floor plan below details the respective location of the zones in question.

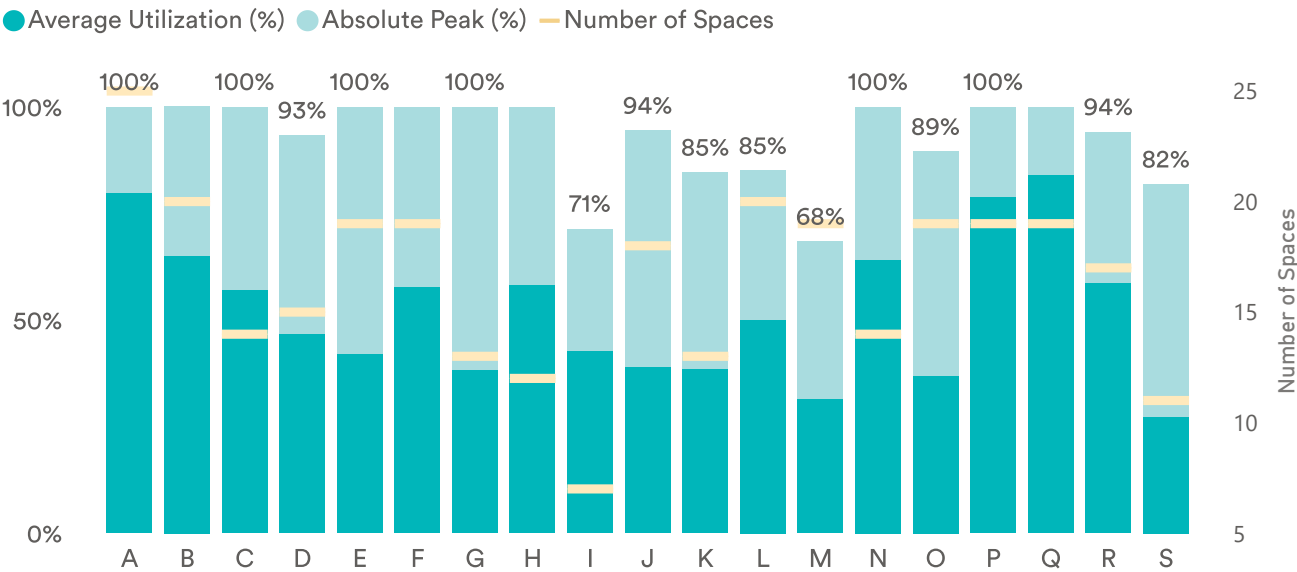


# Zone Key Metrics: 2nd Floor

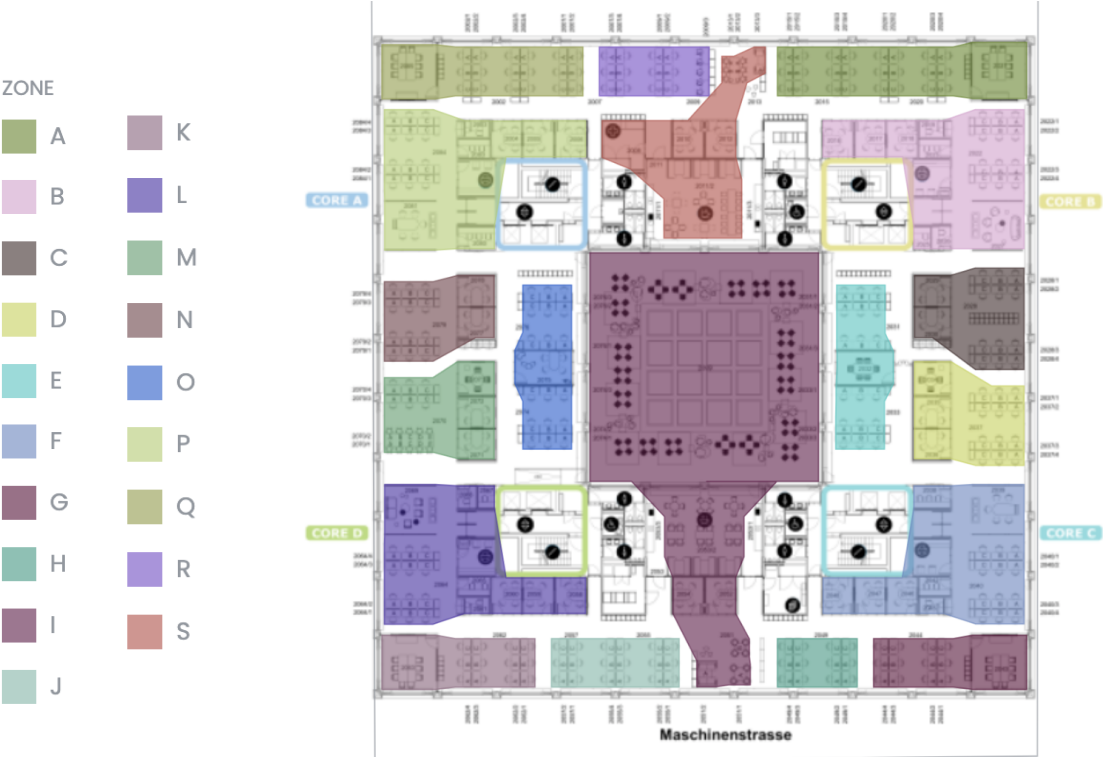
Period: February 1 - February 28, 2023

This section is used to gain an understanding of how the zones of the given floor are being utilized.

## Zone KPIs



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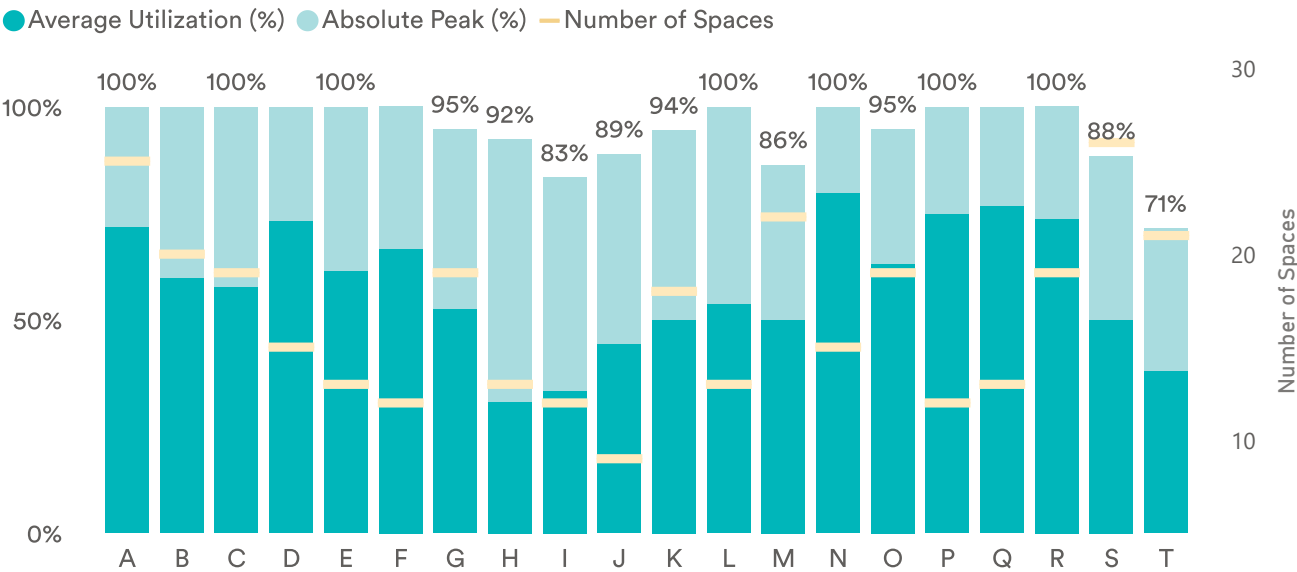


# Zone Key Metrics: 3rd Floor

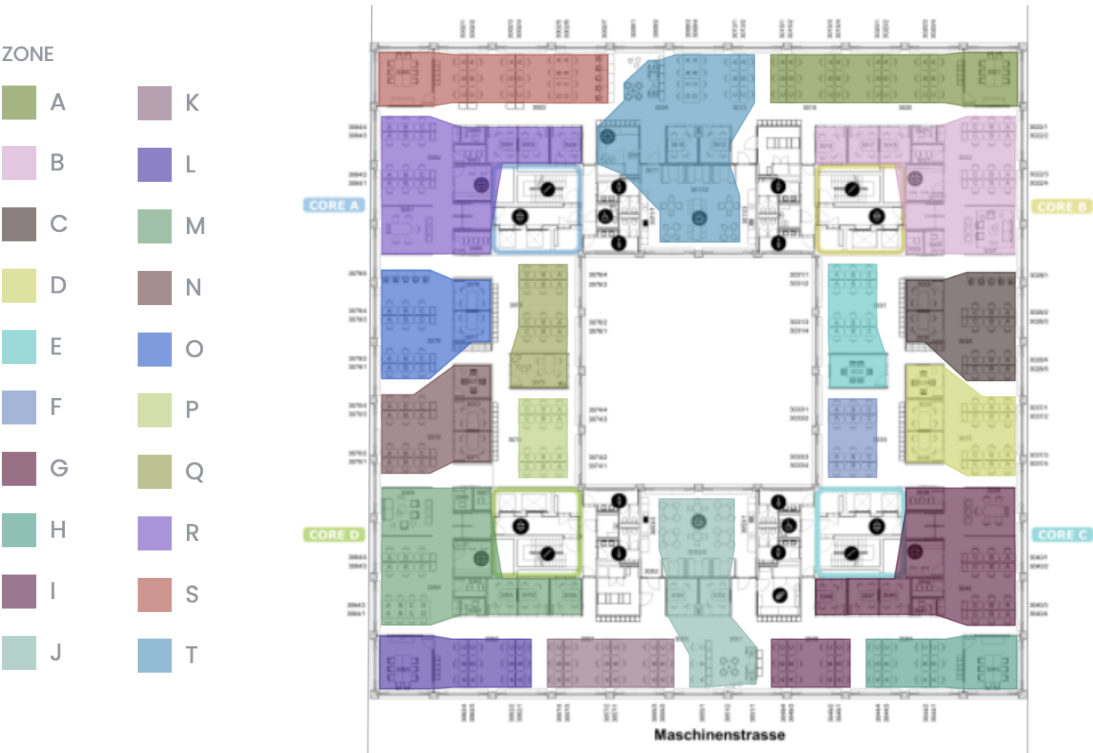
Period: February 1 - February 28, 2023

This section is used to gain an understanding of how the zones of the given floor are being utilized.

## Zone KPIs



The above graph details the Average Utilization and Absolute Peak of the zones, as well as the number of spaces contained. These insights can be used to identify opportunities for reallocating space to different business units. The floor plan below details the respective location of the zones in question.

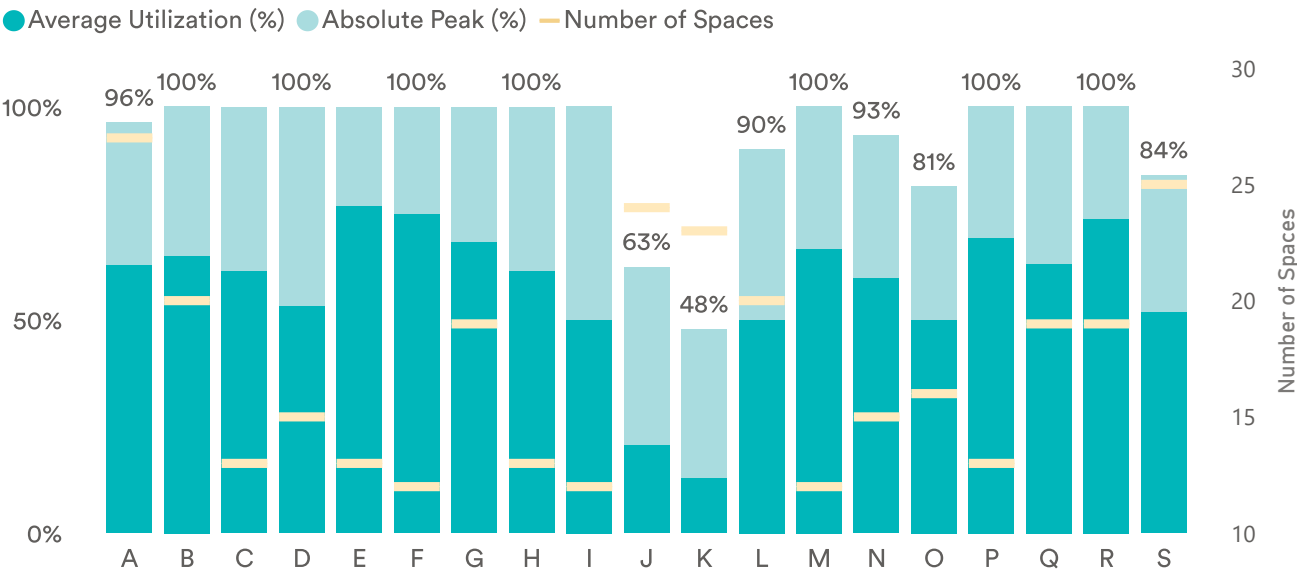


# Zone Key Metrics: 4th Floor

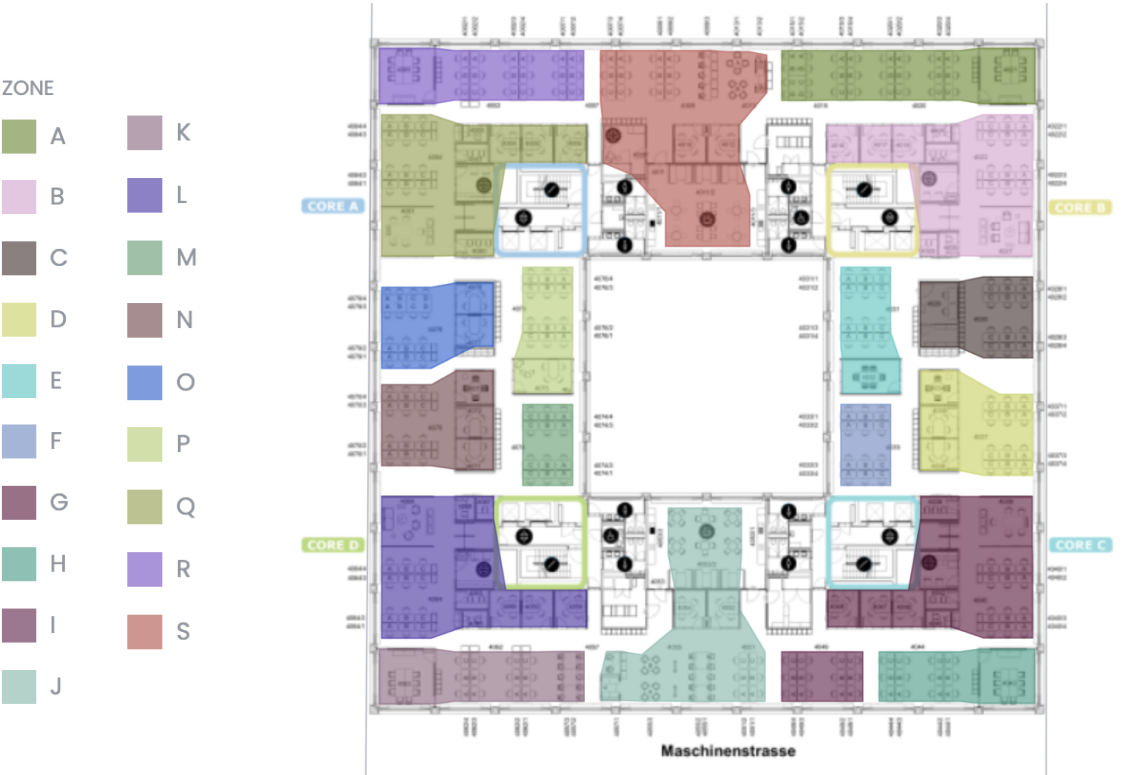
Period: February 1 - February 28, 2023

This section is used to gain an understanding of how the zones of the given floor are being utilized.

## Zone KPIs



The above graph details the Average Utilization and Absolute Peak of the zones, as well as the number of spaces contained. These insights can be used to identify opportunities for reallocating space to different business units. The floor plan below details the respective location of the zones in question.

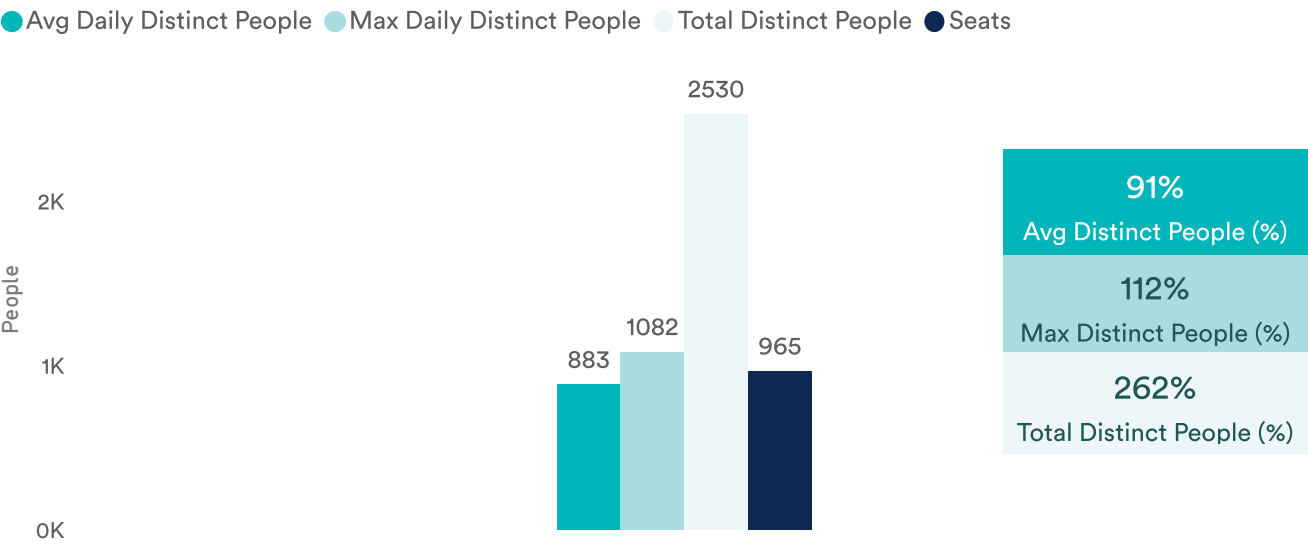


# People Behaviour

Period: February 1 - February 28, 2023

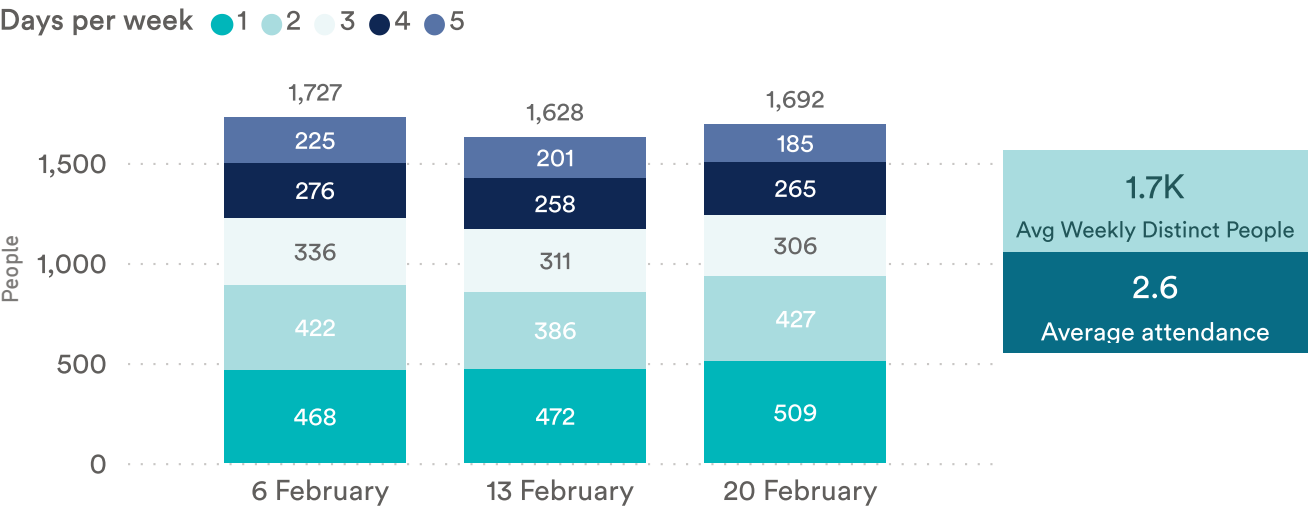
This section gives insight on how many people attend to the office and how often on a weekly basis. These metrics can be helpful to understand the working and attendance behaviour of the employees.

## Distinct People KPIs



This graph shows the Distinct People counts, or the number of different people that were measured by during this period. This offers a complementary viewpoint to utilization metrics. Note that the Distinct People counts can be larger than the number of Seats without necessarily over-utilizing the building at any point in time.

## Distinct People and Attendance by Week



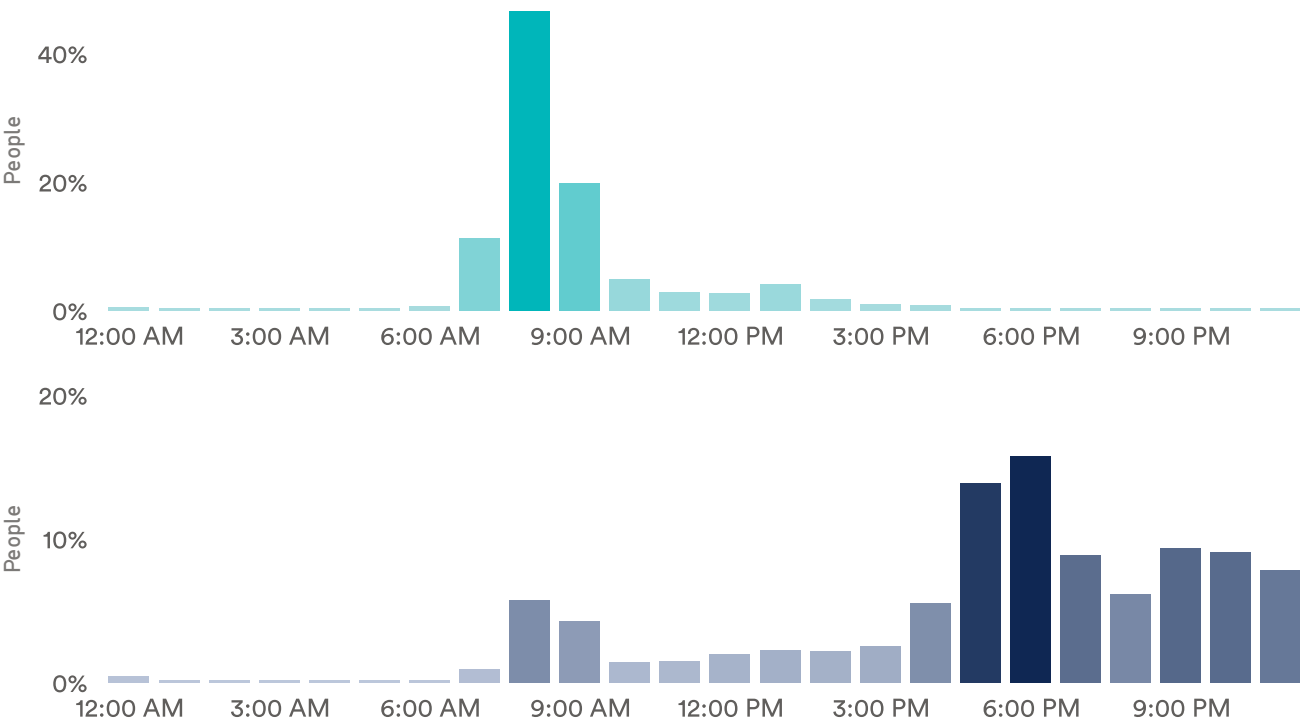
This graph shows the Distinct People count and the number of days employees came to the office each week. Incomplete weeks within the current month are excluded from the calculation to avoid any potential distortion of the results.

# People Behaviour

Period: February 1 - February 28, 2023

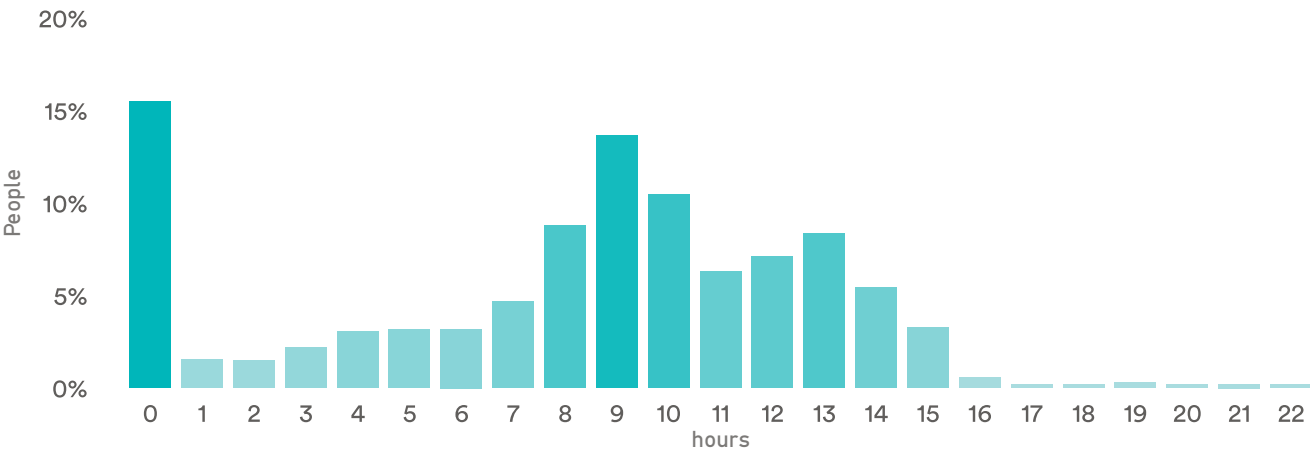
This page details the entry and leave patterns of the people that utilize your building. These insights describe when and for how long people typically attend the office.

## Entry and Leave Hours



These graphs show the most popular time to enter and leave the building, based on the last month of data. The upper graph displays the entry hours, the lower graph the leave hours. Constantly connected devices have been excluded in this metric.

## Time Spent at Office



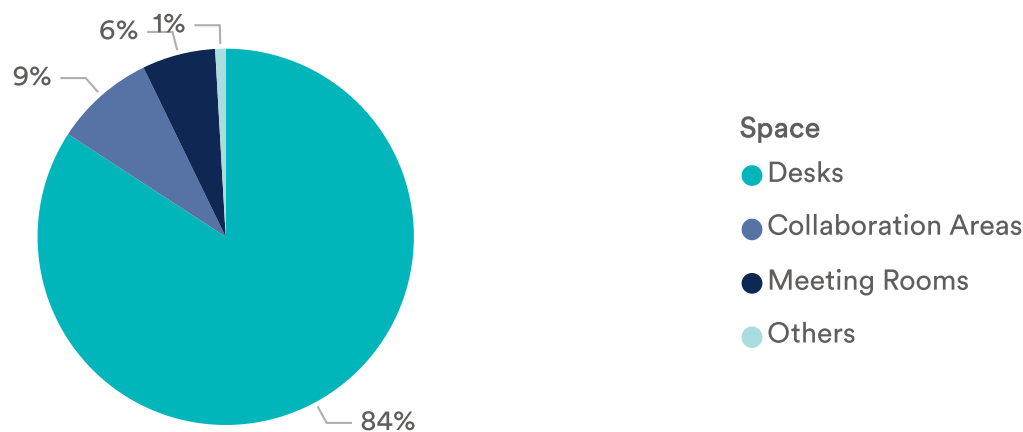
This graph shows the Time Spent (Hours) at the office. This data can be useful in understanding working patterns throughout your building. Constantly connected devices have been excluded in this metric.

# People Behaviour

Period: February 1 - February 28, 2023

This section gives insight on how the people in your building utilize the time in the office. This data can be helpful to understand how the different space types are being utilized.

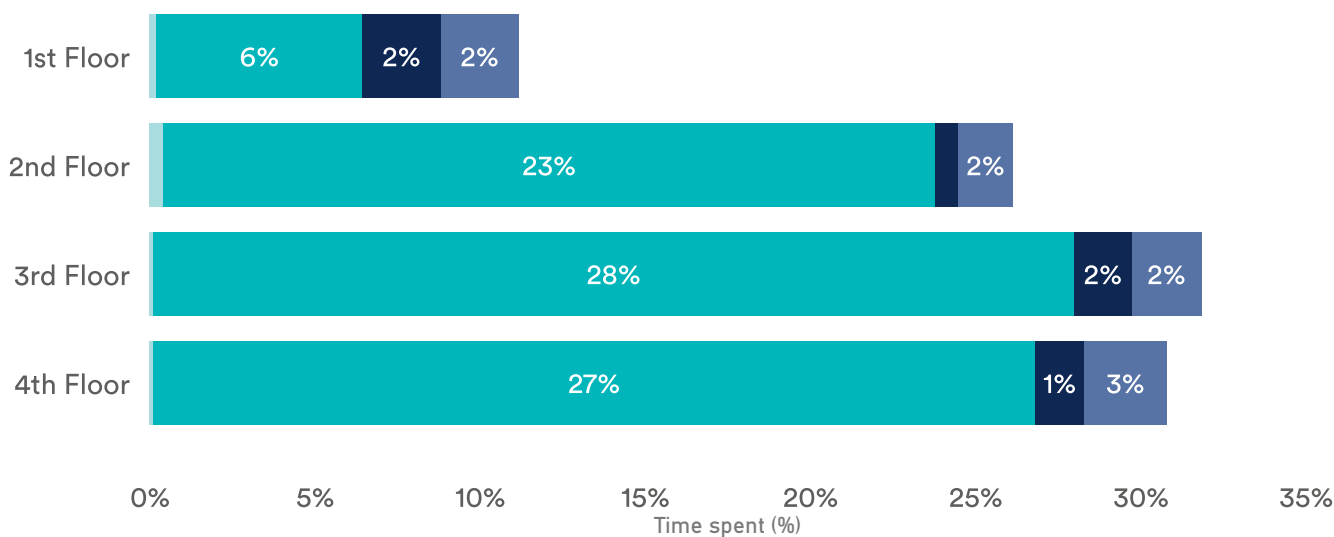
## Time Spent by Space Type on Building Level



This graph shows the percentage of time people spent at the corresponding space types across the whole building. This allows for an overview of the buildings usage and gives insights on collaboration.

## Time Spent by Space Type on Floor Level

Space Others Desks Meeting Rooms Collaboration Areas



This graph shows the distribution of time people spent at various spaces across each floor for the whole building. The percentages add up to 100% which corresponds to the whole building usage. This allows a more detailed view, helping visualize the most and least collaborative floors.