

TWENTYTWO'S

8 TIPS

To help complete your Property Plan.

1 **Develop** snapshot of property/portfolio.

Develop a snapshot of your current premises/portfolio that highlights the key facts and metrics of interest to senior management.

2 Understand your organisation's **goals & objectives**.

Understand the overarching organisational strategies and enrol senior management in the planning process. Design a process to elevate property in the planning cycle.

3 Review **priorities & red flags**.

Engage with business groups/managers to understand their future needs. Overlay any property drivers or red flags where strategic direction and decisions are needed.

4 Look to Minimise Risks and **Maximise Opportunities**.

Understand the extent of change likely. Explore creative and alternative opportunities to match future needs. Work with others or use other assets/facilities owned by others. Challenge and provoke change.

5 Develop **principles**.

Work with senior management to build a set of principles that help guide future decision making. Avoid prescriptive instructions such as space per person as these potentially limit the opportunity. Integrate with HR and ITC strategies.

6 Map the optimal **property/ portfolio**.

Use the diverse intelligence gained through the investigation process to map the optimal portfolio. Test with management and refine.

7 **Compare** current portfolio to optimal (gap analysis).

Overlay the optimal business requirements onto the current portfolio to determine "fit" and extent of change.

8 Write up Property Plan in a **dynamic** form.

Capture the key outcomes from the planning process into a visual document that will drive future discussions and decisions - the Property Plan.



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Independent Property Advisers

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