

Systems 3600

Fall 2014

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Portfolio 1

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Research

- Social Interactions in the Workplace
 - • Workplace interaction is characterized by
 - – Proximity
 - – Perceived Similarity
 - – Shared Tasks
 - – Extra-organized socializing
 - – Increase in conversation of non work related topics
 - • Social interactions are beneficial in the workplace
 - • No correlation between counterproductive behavior and workplace friendships has been found
 - • Workplace interactions “Break down silos and create new teams”
 - • “...organizations benefit as well, through improved communication and productivity of workers.”



Program

Summary										
Personnel Totals Per Department	Personnel Totals		Personnel				Support	Total	Circulation	Carpetable
	Current	Future	Sq. Feet	Computer	Printer	Fax	Sq. Feet	Sq. Feet		Sq. Feet
Executive	2	2	148	2	1	-	530	678	1.54	1,044
Administration	2	4	272	4	1	-	190	462	1.54	711
Account Admin	12	9	744	24	3	3	204	948	1.54	1,460
Creative Services	4	35	1,580	7	1	-	600	2,180	1.54	3,357
Support	-	-	-	-	-	-	2,280	2,280	1.54	3,511
Totals:	20	50	2,744	37	6	3	3,904			10,084

Executive										
PERSONNEL										
Position	Personnel Totals		Unit Square Ft.		Extended Sq. Feet	PC	Equipment		Notes	Department Summary Information:
	Current	Future	Office	Workstation			Printer	Fax		
					0					Personnel 148 Square Ft.
					0					Equipment 530 Square Ft.
					0					Sub Total: 678 Square Ft.
					0					Circulation 1.54
Director	1	1	100		100	1			Locate near Reception	Total Carpetable: 1044 Square Ft.
					0					
Administrative Assistant	1	1		48	48	1	1		Locate directly outside Mgr office	
					0					
					0					
					0					
					0					
Personnel Totals:	2	2			148	2	1	0		
SUPPORT/EQUIPMENT SPACES										
Space	Support/Equipment		Unit Square Feet	Extended Sq. Feet	Location		Notes	Department Notes:		
	Current	Future								
Waiting Area	1	1	100	100	Visible from Admin Asst		Seating for 4 guests	Entire company is progressive	Space is attractive	
					0					
Pantry	0	0		0	Near Admin Assts					
					0					
Fax/Copy	0	0		0	Near Admin Assts					
					0					
Storage	0	0		0			Shelving			
					0					
File Drawers	50	60	3	180			3-HI cabinets			
					0					
Executive Conference Room	1	1		250	Adjacent to Waiting Area		Full AV			
					0					
					0					
Support Totals:				530						

Program

Administration									
PERSONNEL									
Position	Personnel Totals		Unit Square Ft.		Extended Sq. Feet	Equipment			Notes
	Current	Future	Office	Workstation		PC	Printer	Fax	
Finance					0				
Manager	0	1		80	80	1			
Clerical	2	3		64	192	3	1		
					0				
					0				
					0				
					0				
					0				
					0				
					0				
					0				
					0				
					0				
					0				
Personnel Totals:	2	4			272	4	1	0	

Department Summary	
Information:	272 Square Ft.
Personnel	272 Square Ft.
Equipment	190 Square Ft.
Sub Total:	462 Square Ft.
Circulation	1.54
Total Carpetable:	711.48 Square Ft.

Interviews:
 Interview Date:
 Revision Submitted:
 Sign Off:

SUPPORT/EQUIPMENT SPACES						
Space	Support/Equipment		Unit Square Feet	Extended Sq. Feet	Location	Notes
	Current	Future				
Finance				0		
File Drawers	50	50	1.8	90	Lockable room	5-Hi cabinets
Equipment	1	1	100	100	Next to work area	3 Printers, shredder, work counter
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
Support Totals:				190		

Department Notes:

Account Admin									
PERSONNEL									
Position	Personnel Totals		Unit Square Ft.		Extended Sq. Feet	Equipment			Notes
	Current	Future	Office	Workstation		PC	Printer	Fax	
Account Executive	4	3	100		300	9			
Account Manager	4	3	100		300	12			
Administrative Assistant	1	3		48	144	3	3	3	Shared by entire Production staff
Account Assistant	3	0		0	0	0			
					0				
					0				
					0				
					0				
					0				
					0				
					0				
					0				
					0				
Personnel Totals:	12	9			744	24	3	3	

Department Summary	
Information:	744 Square Ft.
Personnel	744 Square Ft.
Equipment	204 Square Ft.
Sub Total:	948 Square Ft.
Circulation	1.54
Total Carpetable:	1459.9 Square Ft.

Interviews:
 Interview Date:
 Revision Submitted:
 Sign Off:

SUPPORT/EQUIPMENT SPACES						
Space	Support/Equipment		Unit Square Feet	Extended Sq. Feet	Location	Notes
	Current	Future				
File Drawers	10	30	3	90	Near Admin Assts	3-Hi cabinets
Equipment	1	1	64	64	Near Admin Assts	Copier, work counter
Digital Storage	0	0		0		Shelving; can be spread throughout
Storage	0	1		50		Lockable room; shelving
				0		
				0		
				0		
				0		
				0		
				0		
				0		
Support Totals:				204		

Creative Services

Position	Personnel Totals		Unit Square Ft.		Extended Sq. Feet	Equipment			Notes
	Current	Future	Office	Workstation		PC	Printer	Fax	
Team Manager	1	5	100		500	2	1		
Team Assistant	3	30		36	1080	1			
					0	2			
					0				
					0	2			
					0				
					0				
					0				
					0				
					0				
					0				
					0				
					0				
					0				
Personnel Totals:	4	35			1580	7	1	0	

Department Summary Information:	
Personnel	1580 Square Ft.
Equipment	600 Square Ft.
Sub Total:	2180 Square Ft.
Circulation	1.54
Total Carpetable:	3957.2 Square Ft.

Interviews:
Interview Date:
Revision Submitted:
Sign Off:

SUPPORT/EQUIPMENT SPACES

Space	Support/Equipment		Unit Square Feet	Extended Sq. Feet	Location	Notes
	Current	Future				
				0		
				0		
Concept Lounge	0	1		200		
				0		
Work Area	0	1		250	Adjacent to Teams	Work counters
				0		
Storage	0	1		150	Next to Work Area	Shelving
				0		
				0		
				0		
				0		
				0		
				0		
Support Totals:				600		

Department Notes:

Support

Position	Support/Equipment		Unit Square Ft.	Extended Sq. Feet	Location	Notes
	Current	Future				
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
Personnel Totals:	0	0		0		

Department Summary Information:	
Personnel	0 Square Ft.
Equipment	2280 Square Ft.
Sub Total:	2280 Square Ft.
Circulation	1.54
Total Carpetable:	3511.2 Square Ft.

Interviews:
Interview Date:
Revision Submitted:
Sign Off:

SUPPORT/EQUIPMENT SPACES

Space	Support/Equipment		Unit Square Feet	Extended Sq. Feet	Location	Notes
	Current	Future				
Reception	1	1		100	Direct access to Broadcast, Executive, Mktg	Waiting for 6, TV's
				0		
Conference Room	1	4		250	Shared by all areas	Full AV
				0		
Computer Service Area	0	1		100		Work counter, outlets
Computer Server Room	1	1		80	Near Account Admin	Raised floor, secure, 3 racks
Copy/Fax Station	1	2		100	Spread throughout	Work counter
Pantry	1	2		100	Spread throughout	Coffee, sink, refrigerator, cabinets
Lunch Room	0	1		300		Full kitchen, seating
				0		
Coats	40	75		0	Spread throughout	
Mechanical Room	0	1		300	Near Base Building air supply	Supplemental Air
				0		
Support Totals:				2280		

Concept

- History of building/city
- COWORKING
- Creative atmosphere
- Working with others/cooperation
- Pharmaceutical/Web Developer
- Crossover
- Sleek/hip
- Wood

