Strategic Space Planning

Planon Software Suite

Version: L105

Planon
Building Connections

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About this Document

Intended Audience

This document is intended for *Planon Software Suite* users.

Contacting us

If you have any comments or questions regarding this document, please send them to: support@planonsoftware.com.

Document Conventions

Bold
Names of menus, options, tabs, fields and buttons are displayed in bold type.

Italic text
Application names are displayed in italics.

CAPITALS
Names of keys are displayed in upper case.

Special symbols

	Text preceded by this symbol references additional information or a tip.
	Text preceded by this symbol is intended to alert users about consequences if they carry out a particular action in Planon.

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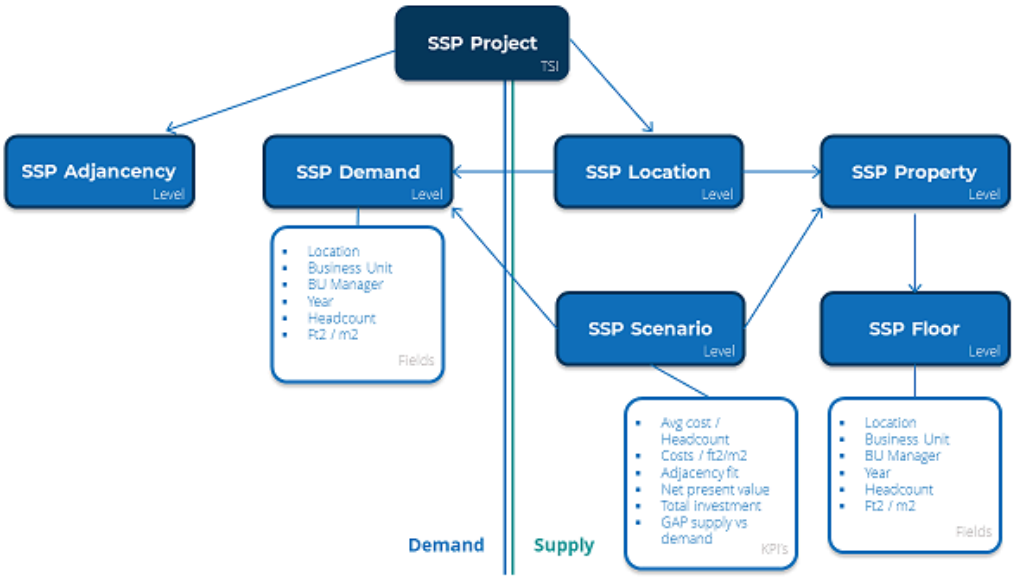
Introduction

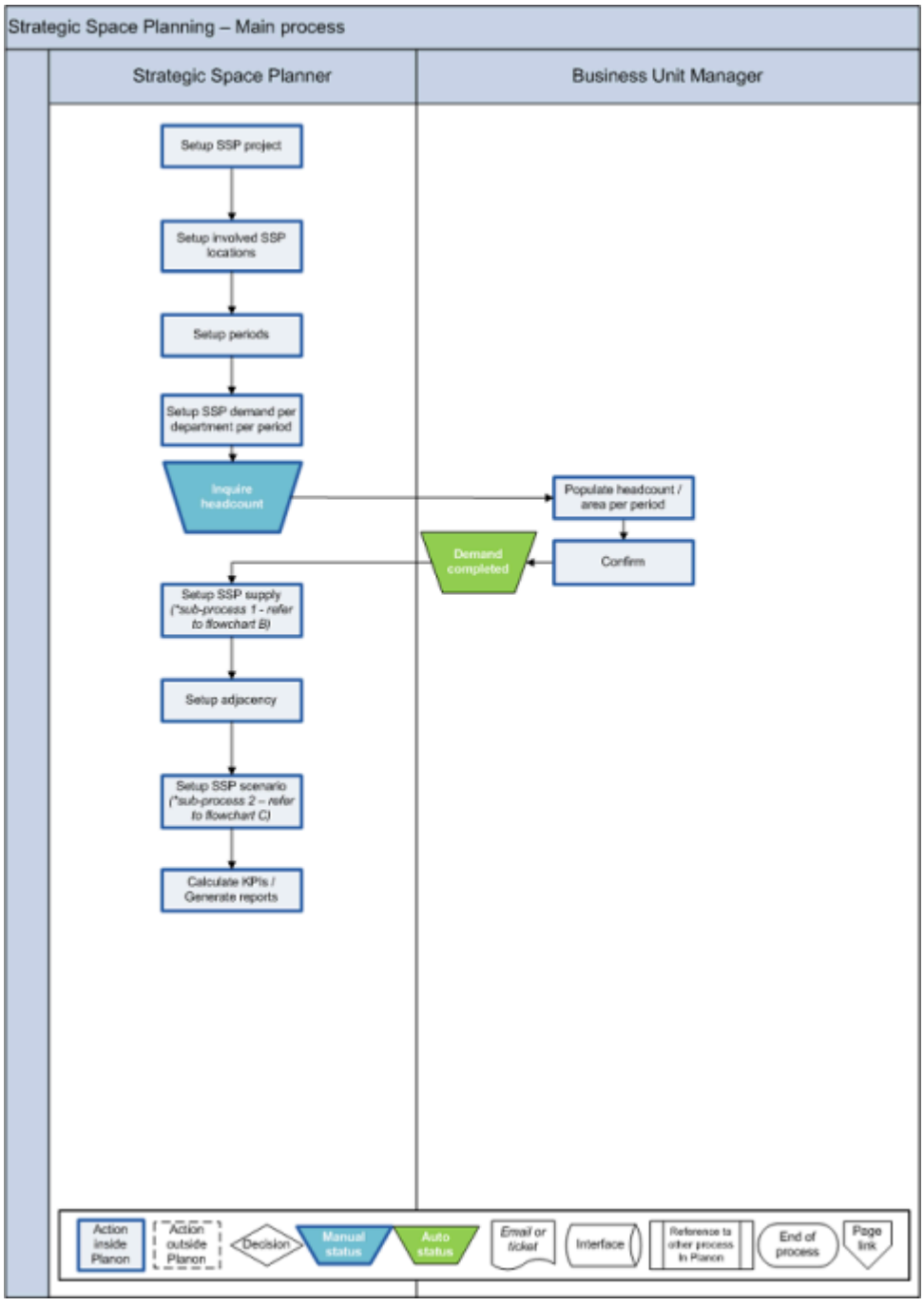
Planning an organization's real estate portfolio is one of the most challenging tasks that facilities and real estate professionals are facing. Expansions, the introduction of a flexible workforce or workforce reductions are just a few of the situations you may have to deal with. By entering estimates such as headcount and space requirements, Planon's **Strategic Space Planning** enables you to create multiple "what if" scenarios and get an overview of your likely space and occupancy requirements for the future.

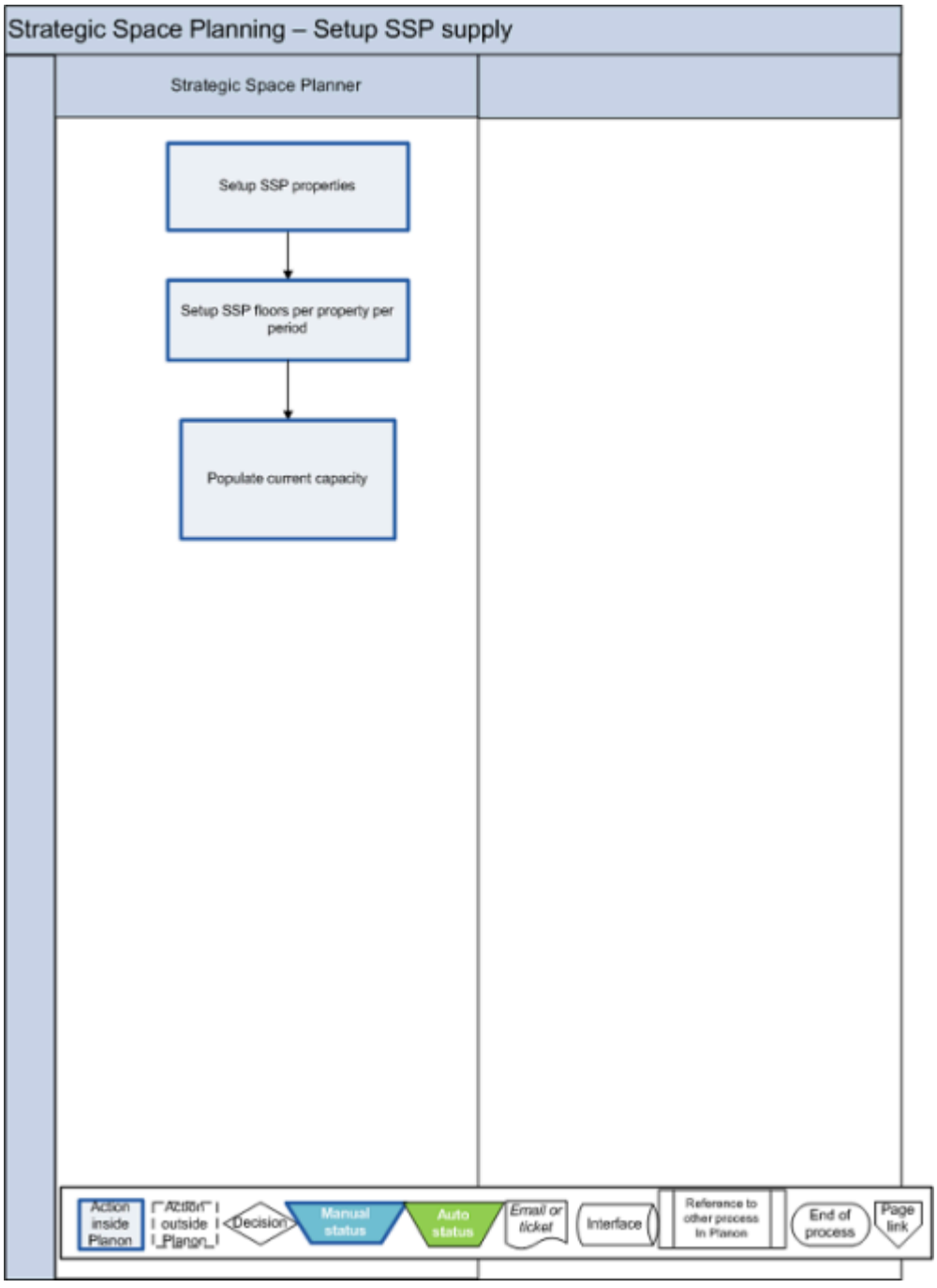


Since *Planon ProCenter* is a configurable system, the user interface described in this manual may slightly differ to your own; however, the functionality described is the same.

Processes

The below diagrams show the processes of setting up your supply data in Planon and subsequently creating several SSP scenarios to match your demand with varying supply figures.


Strategic Space Planning – Main process
Strategic Space Planner
Business Unit Manager
Setup SSP project
Setup involved SSP locations
Setup periods
Setup SSP demand per department per period
Inquire headcount
Populate headcount / area per period
Confirm
Demand completed
Setup SSP supply (*sub-process 1 - refer to flowchart B)
Setup adjacency
Setup SSP scenario (*sub-process 2 – refer to flowchart C)
Calculate KPIs / Generate reports
Action inside Planon
Action outside Planon
Decision
Manual status
Auto status
Email or ticket
Interface
Reference to other process in Planon
End of process
Page link


Strategic Space Planning – Setup SSP supply
Strategic Space Planner
Setup SSP properties
Setup SSP floors per property per period
Populate current capacity
Action inside Planon
Activity outside Planon
Decision
Manual status
Auto status
Email or ticket
Interface
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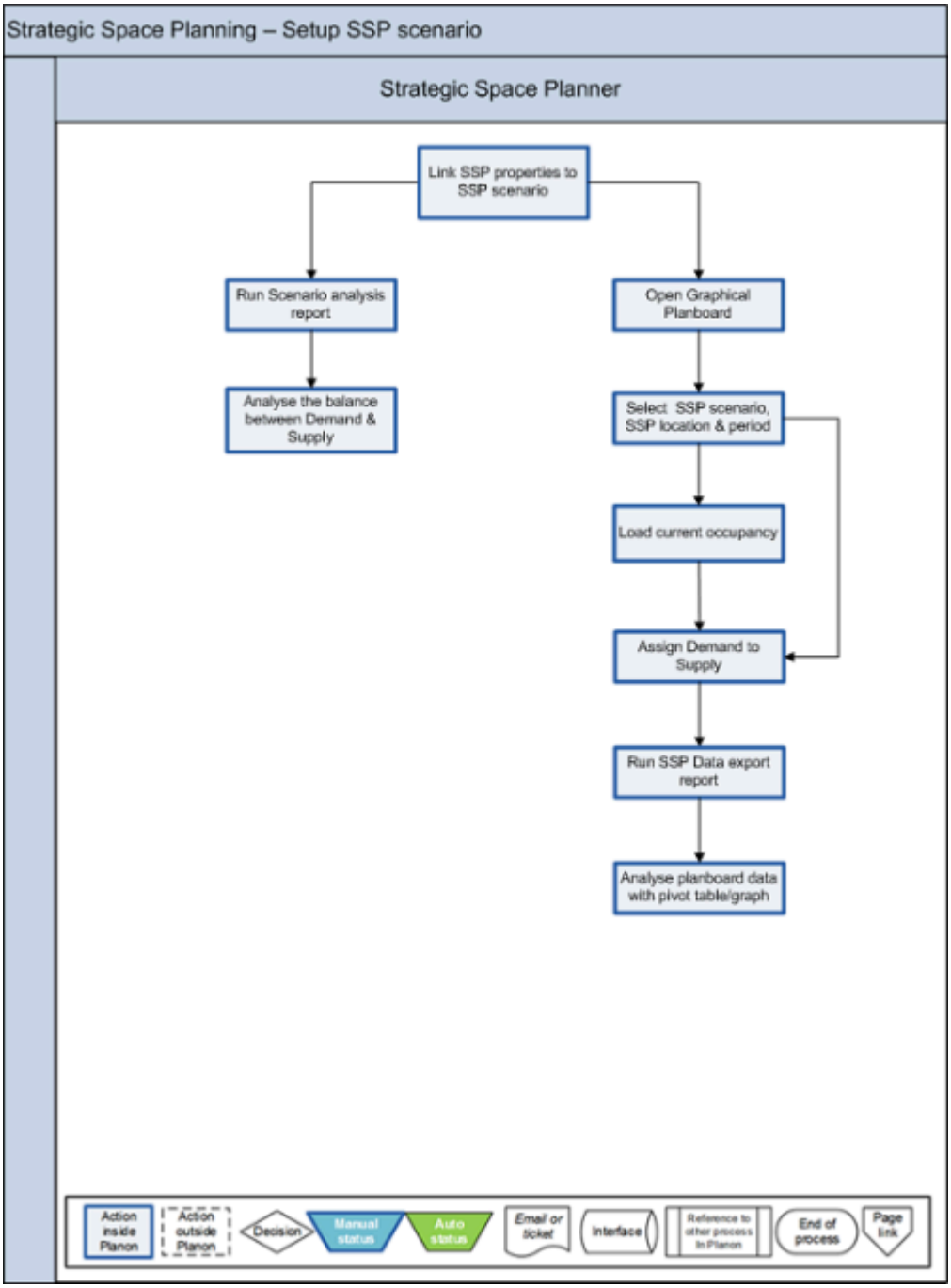
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Action inside Planon
Action outside Planon
Decision
Manual status
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Interface
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End of process
Page link

Strategic Space Planning - Concepts

The following concepts are explained in this section:

- Adjacency requirement fit
- Space demand form
- KPIs
- SSP adjacency
- SSP demand
- SSP floor
- SSP planboard
- SSP location
- SSP project
- SSP property
- SSP scenario
- SSP supply
- SSP system reports

Adjacency requirement fit

A KPI that indicates how well departments are situated that must be close to each other.

Description

The adjacency requirement fit is influenced by copied planning data from the SSP planboard and the subsequent calculation that is carried out by clicking the **Calculate adjacency fit** button on the action panel in the **Scenarios** TSI. The calculation is done per period and per scenario, and is stored in the **Adjacency fit** field. The higher the figure is, the better the fit.

Calculating the adjacency fit per scenario and period

Space demand form

A form, that can be configured with Self-Service (PSS) technology, at ProCenter modules > Web configuration > Space demand form. When published to the relevant navigation

group or home page, users can open the form and fill it out. They will be prompted by an e-mail that is sent out automatically, upon the **Inquire headcount** status transition. The addressees of this e-mail are BU managers who are requested to provide information about the headcount of their business units by returning the completed Space demand form.

KPIs

KPIs are *key performance indicators* or in other words: the main aspects by which you can measure the success of your efforts. In the case of Strategic Space Planning, typical KPIs are: costs per m2, net present value, adjacency requirement fit.

Description

The KPIs that are relevant in Strategic Space Planning can be entered in the **SSP scenarios** TSI > **SSP Scenarios** selection step.

SSP adjacency

The SSP adjacency definition specifies the required nearness (adjacency) between business units (departments) on the SSP demand side.

Description

SSP adjacency is defined in the **SSP demand & supply** TSI at SSP component > SSP adjacency.

Defining adjacency

SSP demand

The SSP demand specifies the demand per *Business Unit* in headcount or m2/ft2, per period.

Description

SSP demand is defined in the **SSP Demand & supply** TSI at SSP demand and supply > SSP demand.

Defining SSP demand

SSP floor

SSP floors are the available floors per period (your supply) in your SSP project.

If your SSP properties are linked to Planon properties, and you click the **Calculate fixed/ flex workspaces** button, floor data are retrieved from the Planon **Space usage** and **Flexible workspaces** database table. Note: the retrieved floor data will overwrite any existing SSP floor data!

Description

The SSP floor defines the floors per period that are involved in a particular SSP project. It is not required that all floors of a property are added to an SSP Project.

Defining SSP supply

SSP planboard

Planon functionality that you can use to match your demand with varying supply options.

Description

The SSP planboard can be launched in the **SSP Scenarios** TSI. Open the **Scenarios** TSI, select the relevant SSP project, drill down to Planboard - Linked properties > Planboard. The SSP planboard opens and you can start matching your demand with selected supply data.

Using the SSP planboard

SSP location

A location can be a country, state, city, property,…

Description

SSP locations are added in the **SSP demand and supply** TSI at SSP component > SSP location.

Defining SSP locations

SSP project

A project that contains all relevant supply and demand data you need to create your SSP scenarios.

Description

SSP projects are added in the **SSP Demand and supply** TSI at the **SSP project** selection level.

Defining SSP projects

SSP property

An SSP property can be an existing building in your property portfolio, or a property ‘to be acquired’. The SSP properties constitute the ‘supply side’ in your SSP project.

Description

All existing or potential SSP properties are linked to SSP locations, but it is not required to use all SSP properties of an SSP location in your SSP scenario. As the supply side is a variable, you can ‘mix and match’.

SSP properties are separate entities from properties registered at the **Properties** selection levels in *Planon ProCenter*, but you can link the two types of property, if you think that is convenient for your particular purpose. It will save data entry. If you link an SSP property to a ‘regular’ Planon property, the data of the Planon property can be inherited by the SSP property. This includes data on floors and space usage.

Defining SSP supply

SSP scenario

SSP scenarios are plans that include the KPI and cost data in an SSP project. In your SSP project, you can create different scenarios and compare them. Use the SSP planboard to match your demand with varying supply data and copy the results to a relevant scenario.

Description

SSP scenario data is registered in the **SSP Scenarios** TSI. An SSP scenario can be linked to one or more SSP properties in an SSP project. You can only assign demand to SSP floors if you have linked them to SSP properties (and underneath that SSP floors).

Setting up SSP scenarios

SSP supply

SSP supply consists of SSP properties and SSP floors (per period).

Description

SSP supply is added in the **SSP demand and supply** TSI at SSP Demand and Supply > SSP supply.

Defining SSP supply

SSP system reports

The following system reports are available for the Strategic Space Planning solution:

- **Scenario analysis**: this report includes a tabular KPI overview and a graphical Demand & Supply overview. The fields of the KPI overview are configurable by adding them in a sub-report (user-defined) and linking to the system report.
- **Export SSP data**: XLS overview of all SSP data (data-only report). The top part contains *assigned demand records* (planboard data) which

can be analyzed via a pivot table. The bottom part contains supply records.

The system reports are available in the **SSP scenarios** TSI, at SSP Scenario > SSP scenario. Click the **Report** action on the action panel and select the **System reports** tab.

Working with Strategic Space Planning

This section explains the processes and tasks that can be performed in the **Strategic Space Planning** solution. The **Strategic space planning** launch center lists the available TSIs in chronological order:

1. Start with defining relevant periods, projects and locations;
2. Then add demand & supply data and adjacency data;
3. Create various scenarios;
4. Finally, analyze these scenarios by running system reports and comparing data.

For the basic principles of using *Planon ProCenter*, refer to the *Fundamentals* documentation.

Defining periods

Goal: To define the periods used for Strategic Space Planning, proceed as follows.

Procedure

1. Start Strategic Space Planning > Periods.
2. At Periods, click Add.
3. In the data section, complete the relevant fields.

   For more information, refer to SSP period fields.
4. Click Save.

A new SSP period has been created.

Defining SSP projects

Goal: To enter all relevant data of an SSP project, such as start date, end date and project manager, proceed as follows.

Procedure

1. Start Strategic Space Planning > Demand & Supply > SSP projects.
2. At SSP projects, click Add.
3. In the data section, complete the relevant fields.

4. For more information, refer to SSP projects fields.
5. Click Save.

A new SSP project has been created.

> You can use the **Deep copy** action to copy a project with its underlying structure (SSP Locations, Demand, SSP Properties, SSP Floor, SSP Scenarios, Linked Properties & SSP planboard data).

SSP project

Defining SSP locations

To add the SSP locations that are involved in an SSP project, proceed as follows.

Procedure

1. Start Strategic Space Planning > Demand & Supply > SSP projects > Components > SSP locations.
2. At SSP locations, click Add.
3. In the data section, complete the relevant fields. For more information, refer to SSP location fields.
4. Click Save.

A new SSP location has been created.

> An SSP Location can be many things: a property, site, city, country or even a continent.

SSP location

Defining SSP demand

To specify the demand in headcount/surface area per business unit and period, proceed as follows.

Procedure

1. Start Strategic Space Planning > Demand & Supply > SSP projects > Demand & Supply > Demand.
2. At Demand, click Add.
3. In the data section, complete the relevant fields.

   For more information, refer to SSP demand fields.
4. Click Save.

A new demand has been created.

5. Change the demand's status to Inquire headcount.

   An e-mail with a request to fill in the Space demand form is automatically sent to the BU manager(s) involved.

   The responsible BU manager(s) can log on to the web application showing the **Space demand form** and start completing the form.

Please refer to the SSP installation guide for information about the correct template format.

SSP demand

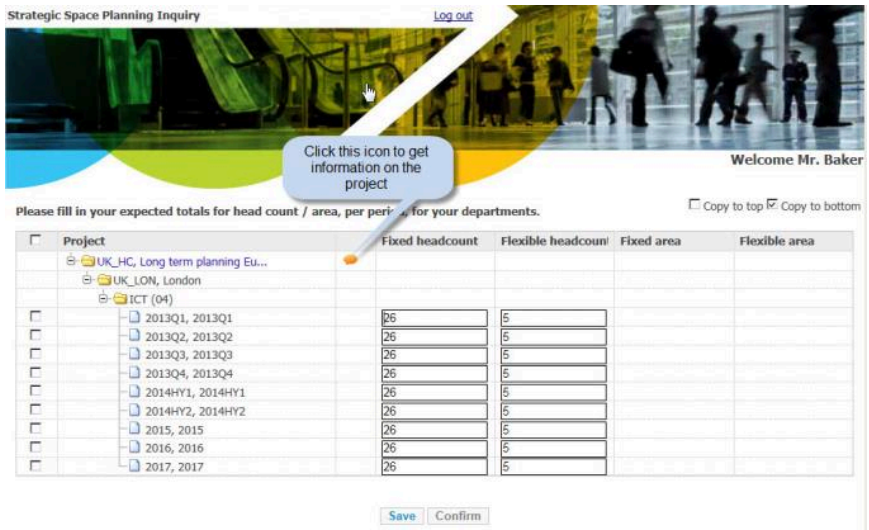
Completing the Space demand form

Goal: For BU managers to provide the space planner with reliable demand data on the required headcount or surface areas for their departments, per period.

Procedure

1. Start the Space demand form web application in your navigation panel and log on with your credentials.

   The form is displayed, showing the demand records that are relevant for the logged-on BU manager:



2. For each period listed on the form, enter the expected fixed and flex headcount figures, or surface area data. By default, the **Copy to bottom** option is checked, which means that the entered value is

automatically copied to the lower cells in the row, representing the future situation. You can change the values where appropriate.

3. Once you have completed the cells, save the data. Note: after clicking **Save**, you log off from the Space demand form.
4. Once you are sure about the entered data, select (check-mark) the corresponding demand record(s) - at least one - and click Confirm.

   A message appears.

5. Click OK if you are sure about the correctness of the selected demand records.
6. The status of these demand records is now updated in Planon, to Demand completed.

Defining SSP supply

Goal: To specify the supply side of the SSP project per location, i.e. the current available capacity in surface area per location. To define the SSP supply, you have to specify the SSP properties you want to use in your scenarios and - per period - SSP floors.

SSP floor

SSP property

SSP supply

Defining SSP properties

To define SSP properties, proceed as follows.

Procedure

1. Start Strategic Space Planning > Demand & Supply > SSP projects > Demand & Supply > Supply.
2. At Supply, click Add.
3. In the data section, complete the relevant fields.

   For more information, refer to SSP properties fields.

4. Click Save.

   A new property has been created.

   SSP properties can be linked to a scenario. For more information, refer to Linking SSP properties to scenarios.

SSP Properties have no connection to ‘regular’ Planon Properties, unless you have linked them via the **Planon Property** field.

Defining SSP floors

To add the SSP floors per property and specify the capacity per period, proceed as follows.

Procedure

1. Start Strategic Space Planning > Demand & Supply > SSP projects > Demand & Supply > Supply > SSP floors.
2. At SSP floors, click Add.
3. In the data section, complete the relevant fields.

   For more information, refer to SSP floors fields.
4. Click Save.

A new SSP floor has been created.

If an SSP property (of the selected SSP Floor(s)) is linked to a Planon property, you can use the **Calculate fixed and flex workspaces** action, to have the fields regarding headcount and surface area automatically populated by Planon (based on the data stored in **Space Management** (Space usage) and **Reservations** (Flexible workspaces). To be able to use this action, it is also necessary that you have specified the **Period** & **Floor** in the SSP Floor record(s).

SSP Floors have no connection with the ‘regular’ floors in the Planon database (the floors in Space Management)!

Defining adjacency

Goal: To specify for a particular SSP project what the required nearness (adjacency) is between the business units/departments on the SSP Demand side.

Procedure

1. Start Strategic Space Planning > Adjacency.
2. At Adjacency, click Add.
3. In the data section, complete the relevant fields.

   For more information, refer to Adjacency fields.
4. Click Save.

A new adjacency definition has been created.

SSP adjacency

Setting up SSP scenarios

Goal: To set up and compare different planning scenarios that match demand with varying supply input (different selections of SSP properties). Scenario KPIs - such as costs per m2, net present value, adjacency requirement fit – will help you make the comparison between different scenarios.

Procedure

1. Start Strategic Space Planning > Scenarios > SSP projects > SSP scenarios.
2. At SSP scenarios, click Add.
3. In the data section, complete the relevant fields.

   For more information, refer to SSP scenario fields.
4. Click Save.

A new SSP scenario has been created.

You can use the **Deep copy scenario** action to copy a scenario, including linked properties and SSP planboard data. Note that the copy is only displayed after you have refreshed the list (F5).

SSP scenario

Linking SSP properties to scenarios

To link the SSP properties that you defined to one or more SSP scenarios. Example: you have defined *5* SSP properties. You use property *1, 2* and *3* in scenario 1, and property *1, 4* and *5* in scenario 2. The idea behind this is that you make several scenarios based on different combinations of linked SSP properties.

Procedure

1. Start Strategic Space Planning > Scenarios >SSP projects > SSP scenarios > Linked properties.
2. At Linked properties, click Add.
3. In the data section, complete the relevant fields.

   For more information, refer to Linked properties fields.
4. Click Save.

The property has now been linked to the scenario.

Using the SSP planboard

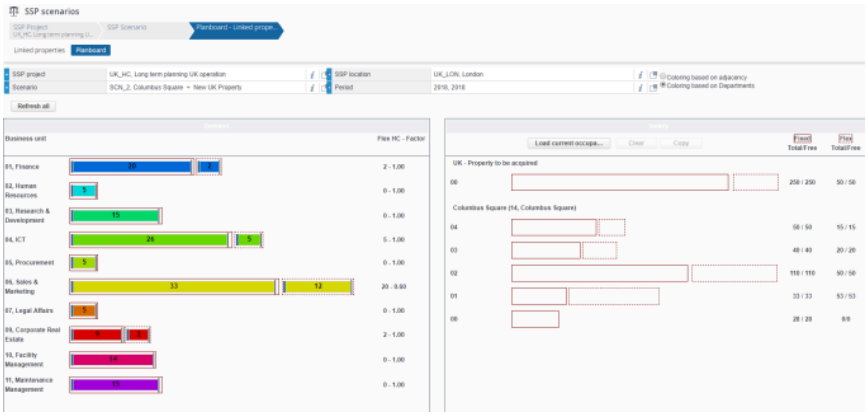
Goal: To allocate the demand by departments to buildings and floors (match demand side with the supply side), based on the selected SSP data.

Make sure that your demand and supply records in your SSP project have been completed. Then go to the **Scenarios** TSI and select the relevant SSP project.

To match demand with supply, proceed as follows.

Procedure

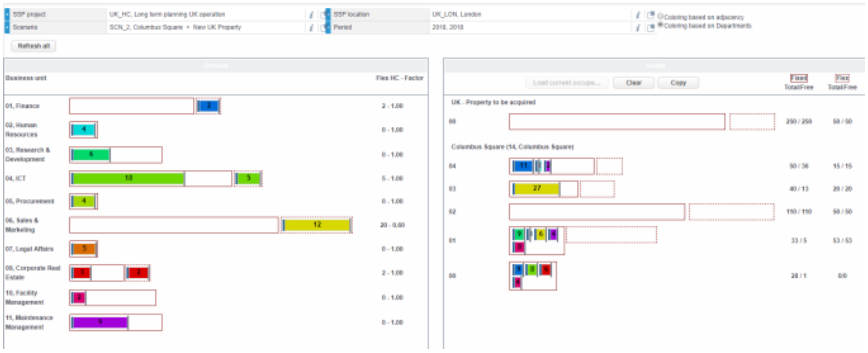
1. At SSP scenarios, select the required scenario.
2. Go to Planboard - Linked properties > Planboard.
3. In the SSP planboard, select the required project, scenario, location and period. By default, the type of coloring is based on department. Based on these settings, the planboard data is generated:



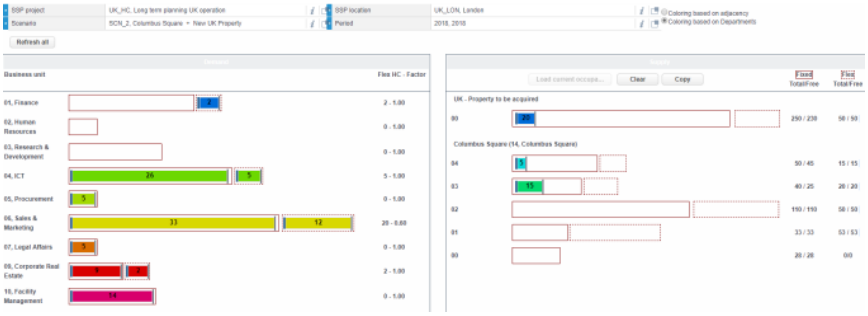
The left side of the screen displays your demand information (headcount per department for the selected period); the right side displays the supply information (available buildings and floors for the selected period).

4. If you prefer to take the current occupancy of properties and floors as starting point for planning, click the Load current occupancy button at the top right side of the screen.

After clicking this button, the current floor occupancy – for the selected period – is loaded per floor, per property.



5. In order to assign departments to buildings and floors, use drag-and-drop to move fixed and flex headcount from the Demand side to the Supply side (SSP properties and floors). Pick up the colored blocks by the little blue bar on the left, and drop the block by placing your cursor in the center of the box (floor) to which it must be assigned.



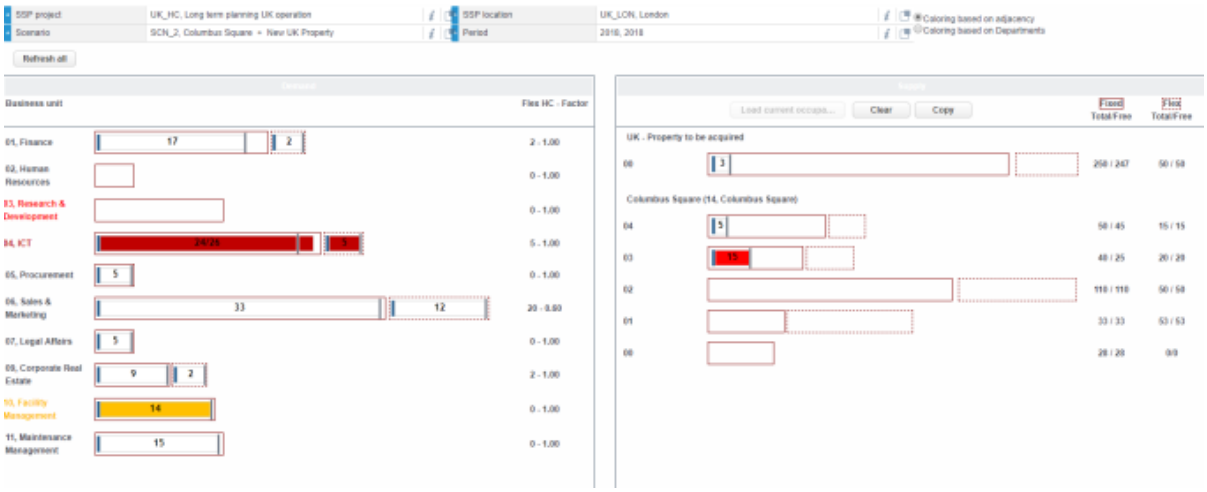
By default, the full headcount of the departments is displayed in the bars on the **Demand** side. If you don't want to move the full headcount of a department to the **Supply** section, but only part of it, click in the bar to activate a slider which can be moved to decrease/increase the headcount to the required number.

6. After you have finished your planning activities and you are satisfied that the data is as you intended, you can check whether the adjacency fit was taken sufficiently into account for each department, by clicking the department description on the Demand side, for example the *ICT* department, followed by clicking the Coloring based on adjacency button.
7. The color scheme based on adjacency appears, indicating whether you have done a good job for the selected department. In the default settings, a red color means that adjacency is highly important, orange means that nearness is still quite important, a gray color means that it isn't important at all.

See the Strategic Space Planning installation guide for information on defining settings for the color schemes in the SSP planboard.

8. If necessary, make changes for this department by moving headcount to more suitable locations.
9. If required, check the adjacency fit for all departments, the same way as in steps 6, 7 and 8.

   The example shows what the best option for *ICT* is in the selected period:



10. Once you have finished, you can copy the planboard data to the next period, for example from *Quarter 1* to *Quarter 2*, as a starting point for planning *Quarter 2*.
11. You can also use the copy functionality to copy planboard data to another scenario or location. Attention: existing data in the selected scenario / location / period will be overwritten.

    If your planning activities are not as you intended, or if you get stuck, don't copy the data, but click the **Clear planboard data** button and start over with your planning.

12. If you have finished creating planboard data for all periods in your scenario, you can check how your planning affected the Adjacency fit KPI per period, by going back to the Planon ProCenter > Scenarios TSI.

SSP planboard

Calculating the adjacency fit per scenario and period

Goal: To populate the **Adjacency fit** field with the average fit for all periods in the scenario.

To calculate the average Adjacency fit per period, proceed as follows.

Procedure

1. Go to the Scenarios TSI and select the project and the scenario to which you have copied new planning data using the *SSP Graphical planner.*
2. Click the Calculate adjacency fit button on the action menu.

   A dialog box appears in which you must select a period.
3. Select a period and click OK.
4. The adjacency fit for the selected period and scenario is calculated and stored in the Adjacency fit field. The Comment field will also specify a date-time stamped adjacency fit per SSP location and the average for all locations.
5. Repeat calculating the adjacency fit for all relevant periods.

The results can be viewed in the **Comment** field.

Adjacency requirement fit

Example of adjacency calculation

The SSP adjacency definition specifies the required nearness (*adjacency*) between business units, departments or teams. The adjacency requirement value (1 to 9) is a factor that indicates whether departments (or teams) should be put closer together or further apart. Value 9: the adjacency of the two departments is very important. Value 1: the adjacency of the two departments is not important at all.

- Are departments in different buildings, but close by, for example the same site? This adds adjacency 'points'.
- Are departments in the same building? This adds adjacency 'points'.
- Are departments on different but consecutive floors? This adds adjacency 'points'.
- Are departments on the same floor? This adds adjacency 'points'.

Table: Co-location values

Co-location type	Description	Value
On the same floor	Persons on the same floor	9

Co-location type	Description	Value
One floor above or below	Persons on a different but near floor	7
In the same building	Persons in the same building	5

The following table indicates the prioritization, i.e. the requirement for adjacency:

Table: Adjacency priorities

Department	D 1	D 2	D 3	D 4	D 5
D 1	9	-	-	-	-
D 2	-	9	-	-	-
D 3	4	2	9	-	-
D 4	5	6	-	9	-
D 5	7	8	-	1	9

What do the values in this table express?

- All staff of a department should preferably be co-located (values 9)
- Departments D1 and D5 take first priority in co-locating (value 9)
- Departments D2 and D5 take second priority in co-locating (value 8)
- Department D4 should be co-located with D1 and D2 evenly, this is the third priority (value 5)
- Departments D1 and D3 should be co-located, taking fourth priority (value 4)
- Departments D2 and D3 should be co-located, taking fifth priority (value 2)

Analyzing scenarios

Goal: To get a tabular and graphical overview of your scenario KPIs, in order to analyze this data. In the **Strategic Space Planning** solution there is a system report available for this purpose:

Scenario analysis: this reports includes, among other things, a tabular KPI overview and a graphical Demand & Supply overview. The fields of the KPI overview are configurable by adding them in a sub-report (user-defined) and linking to the system report.

For more information on creating user-defined reports, refer to the *Planon ProCenter Help > Report feature*.

To run the scenario analysis report, proceed as follows.

Procedure

1. Go to the Scenarios TSI **>** Scenarios selection level.
2. Select the scenario(s) whose KPIs you want to analyze.
3. Click the Report action on the action menu.
4. In the Reporting dialog box, select the System reports tab.
5. Select the Scenario analysis report.
6. Click Edit report settings if you want to link a user-defined KPI report to the system report, or if you want to enter a report title / subtitle.
7. Link the user-defined report to the system report by selecting it in the Scenario analysis – KPI data field and clicking OK.
8. Preview the report by clicking the Preview button.

Subsequently **Save** and/or **Print** the report.

Exporting SSP data to Microsoft Excel

Goal: To get an overview of your demand and supply per floor or per period, or to stack demand data per department.

In the **Strategic Space Planning** solution there is a system report available for this purpose: **Export SSP data**.

This report is an XLS overview of all SSP data in the selected scenario(s) (data-only report). The top part of the .xls file contains *assigned demand records* (= planboard data). The bottom part contains supply records. You can analyze your supply and demand data by running the report and exporting the data to Excel pivot tables.

For your convenience, three pre-configured Excel launch items were added to the **Strategic Space Planning** launch center, each including a template for a different type of pivot table:

- Assigned demand and supply per floor
- Assigned demand and supply per period
- Assigned demand stacked per department

To export SSP data and view in Excel

1. Go to the Scenarios TSI > Scenarios selection level.
2. Select the scenario(s) whose data you want to export.
3. Click the Report action on the action menu.
4. In the Reporting dialog box, select the System reports tab.
5. Select the Export SSP data report.
6. Click Save as.

7. Enter an output location, save the file as file type *XLS: only data* and click OK.

The exported file can now be viewed and analyzed in all three pivot table types.

Linking an SSP scenario to a transaction plan

Goal: To acquire additional property/-ies for an SSP scenario by linking it to a transaction plan.

In this example, a transaction plan for the acquisition of an additional property has already been created in the **Transaction management** TSI.

To link a transaction plan to an SSP scenario, proceed as follows.

Procedure

1. Go to the Scenarios TSI > Scenarios selection level.
2. Select the scenario that must be executed and for which an additional property must be acquired (-> transaction requests must be added).
3. In the field Transaction plan, select the transaction plan you want to link to this scenario.
4. If required, use the Transaction plan navigation action on the action menu to view, add or modify transaction request(s).

Once the transaction plan is set in motion, your SSP project can be completed.

For more information on creating and executing transaction plans, refer to the *Planon ProCenter > Transaction management*.

Field descriptions

SSP period fields

Field	Description
Code	Enter a code for the SSP period. It is recommended to keep code and name the same. For a logical sorting of the SSP periods in the elements list, start with the year, followed by the quarter, for example *2013Q1*.
Name	Enter a name for the SSP period. Please also refer to the description given for the **Code** field.
Start date	Enter a start date for the SSP period.
End date	Enter an end date for the SSP period.

SSP project fields

Field	Description
Code	Enter a code for the SSP project.
Name	Enter a name for the SSP project
Status	This read-only field displays the project's status (**In preparation**, **In progress** or **Completed**).
Project manager	Enter the responsible project manager.
Planned start date	Enter the planned start date of the project. Note: there is no functional relationship with dates in the SSP periods.
Planned end date	Enter the planned end date of the project. Note: there is no functional relationship with dates in the SSP periods.
Comments	Enter comments on the project, if required.

SSP location fields

Field	Description
Code	Enter a code for the SSP location. The structure of the code is freely definable, but it is recommended to use a smart code that contains abbreviations for country and/or city.
Name	Enter a name for the SSP location.
SSP project	Enter the name of the corresponding SSP project. If you descended from a project, this field is already populated with the project description.
E-mail template	Contains an e-mail template that is used to automatically send out e-mails upon the status transition **Inquire headcount** on the **Demand** selection step. The addressees are BU managers who are requested to provide information about the headcount of their business units (through the *Space demand form*; refer to the section Defining SSP demand). The e-mail template has a special format and contains two parameters. These parameters can be omitted or reused any number of times. Please refer to the SSP installation guide for information about defining a correct template format.

SSP demand fields

Field	Description
SSP location	Enter the name of the SSP location. If you descend from a location, this field is already populated with the location information.
Department	Enter the department to which the demand applies.
BU manager	Enter the name of the responsible BU manager.
Period	Enter the period to which the demand applies.
Status	This field displays the current status of the Demand record. The initial status is **In preparation**.
Headcount for fixed workspaces	The number of persons for whom a fixed workspace is required. This field is used in the SSP planboard.
Area for fixed workspaces	The required surface area for fixed workspaces.

Field	Description
Area for flex workspaces	The required surface area for flex workspaces Note: the fields **Headcount for fixed workspaces**, **Headcount for flex workspaces**, **Area for fixed workspaces** and **Area for flex workspace** are used - by the strategic space planner - to get information from BU managers on demand numbers. The BU manager has to specify these numbers on the Space demand form. If no information is needed from the BU manager for a specific field, leave this field empty. However, if you want this field to be filled in on the *Space demand form,* you should enter a value. After the BU manager has confirmed the data in the completed *Space demand form*, the system updates the fields with the values specified by the BU manager in the form. The status of the Demand record automatically changes from **Inquire headcount** to **Demand completed**.
Flex factor	Enter the flex factor that should be applied to the number of flex workspaces. This flex factor takes into account that flex workspaces are not continuously occupied. Example: a flex factor of *0.8* means that a headcount of *20* results in *16* stackable flex workspaces.
Stackable number for flex workspaces	The value in this read-only field is automatically calculated by the system, based on the number specified in the **Headcount for flex workspaces** field and the value specified in the **Flex factor** field. The value of this field is used in the SSP planboard. For more information on the SSP planboard, refer to the section Using the SSP planboard.
Stackable area for flex workspaces	The value in this read-only field is automatically calculated by the system, based on the number specified in the **Area for flex workspaces** field and the value specified in the **Flex factor** field.
Comments	Enter comments on the demand, if required.

SSP properties fields

Field	Description
SSP location	Enter the name of the SSP location. If you descended from a location, this field is already populated with the location information.
Planon property	Use this field if you want to link the SSP property to an existing property in the Planon database.

Field	Description
	The advantage of linking an SSP property to a Planon property is that all property details are automatically inherited from the Planon database. Furthermore, this field enables you to use the **Load Current Occupancy** function in the SSP planboard that retrieves department occupancy information for the demand records in the selected period.

SSP floors fields

Field	Description
SSP property	Enter the name of the SSP property. If you descended from a property, this field is already populated with the property information.
Period	Enter the period to which the supply applies.
Floor	Enter the floor for which you want to specify the capacity.
Number of fixed workspaces	Enter the number of fixed workspaces available on the floor.
Number of flex workspaces	Enter the number of flex workspaces available on the floor.
Surface area for fixed workspaces	Enter the available surface area for fixed workspaces on the floor.
Surface area for flex workspaces	Enter the available surface area for flex workspaces on the floor.
Total number of fixed workspaces	This calculated read-only field displays the total number of fixed workspaces of the entire SSP property for the particular period.
Total number of flex workspaces	This calculated read-only field displays the total number of flex workspaces of the entire SSP property for the particular period.
Total area for fixed workspaces	This calculated read-only field displays the total surface area for fixed workspaces of the entire SSP property for the particular period.
Total area for flex workspaces	This calculated read-only field displays the total surface area for flex workspaces of the entire SSP property for the particular period.

Field	Description
Comments	Enter comments on the floor, if required.

Adjacency fields

Field	Description
SSP project	Enter the name of the corresponding SSP project. If you descended from a project, this field is already populated with the project information.
Department A	Enter the department for which you want to specify the adjacency to another department (specified in the **Department B** field). The combination of departments should be unique.
Department B	Enter the department for which you want to specify the adjacency to another department (specified in the **Department A** field).
Requirement value	The requirement value (1 to 9) is a factor that indicates whether departments/teams should be put closer together or further apart. Value 9: the adjacency of the two departments is very important. Value 1: the adjacency of the two departments is not important at all. If no values are specified, no adjacency calculations are possible.
Comments	Enter comments on the location, if required.

SSP scenario fields

Field	Description
Code	Enter a code for the scenario.
Name	Enter a name for the scenario.
SSP project	Enter the SSP project the scenario is created for. If you descend from a project, this field is populated with the project information. Multiple scenarios can be linked to a project. Note: Use the **Deep copy** action to quickly create various scenarios.

Field	Description
Transaction plan	Use this field to link your SSP scenario to a transaction plan.
Total investment	Enter the total investment costs that apply to this scenario.
New construction costs	Enter the new construction costs that apply to this scenario.
Refurbishment costs	Enter the refurbishment costs that apply to this scenario.
Move costs	Enter the move costs that apply to this scenario.
Maintenance costs	Enter the maintenance costs that apply to this scenario.
Rent costs	Enter the rent costs that apply to this scenario.
Occupancy %	Enter the occupancy percentage that applies to this scenario.
Costs/person	Enter the costs per person for this scenario.
Costs/m2	Enter the costs per m2 for this scenario.
m2/person	Enter the surface area (in m2) per person for this scenario.
Adjacency fit	Enter the required adjacency fit for this scenario. The value in this field indicates how well the scenario fits to adjacency requirements. The higher the number, the better the adjacency fit.
Net present value	Enter the net present value of all locations that applies to this scenario.
Ownership %	Enter the ownership percentage that applies to the building portfolio in this scenario.
Comment	Enter comments on the scenario, if required.

Linked properties fields

Field	Description
SSP scenario	Enter the SSP scenario to which you want to link the property. If you descended from a scenario, this field is already populated with the scenario information.

Field	Description
SSP property	Enter the property you want to link to the scenario.

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