

Step 2 Workflow analysis

BETTER OFFICE !

COMPLETE INTERIOR OFFICE DESIGN SERVICES

Workflow analysis

Workflow analysis will provide information about how you work, how your office functions, who interacts with who and how documents flow. We start by looking at your existing inventory and future needs, and then consider the corresponding service and support requirements. We can then help you make the right choice for new equipment, and even assist with the sale or remanufacturing of old inventory.

Peoples!

How many people, staff will work in this space? _____

Names: _____ their responsibilities? _____

Names: _____ their responsibilities? _____

Names: _____ their responsibilities? _____

Names: _____ their responsibilities? _____

Names: _____ their responsibilities? _____

Names: _____ their responsibilities? _____

Names: _____ their responsibilities? _____

Names: _____ their responsibilities? _____

Names: _____ their responsibilities? _____

Names: _____ their responsibilities? _____

Names: _____ their responsibilities? _____

Names: _____ their responsibilities? _____

Step 2-1 Workflow analysis suite

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Daily activities

1. Do you receive client at your office? _____
2. Is your image and branding have an important professional impact on your services and sales? _____
3. What is your daily activity? _____
4. Do you received and send package everyday? _____
5. Others activities? _____
6. Who interacts with who, what interdependencies exist between departments and how documents flow?

Distinctive space needed

7. Reception for one _____ for two _____ for three _____
8. Copy/storage/ fax room _____ (detail on question 12)

9. How many private offices? _____

Names: _____ their responsibilities? _____

Names: _____ their responsibilities? _____

Names: _____ their responsibilities? _____

10. Shared offices?

Names: _____ their responsibilities? _____

Names: _____ their responsibilities? _____

Names: _____ their responsibilities? _____

Step 2-3 Workflow analysis suite

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13. Conference room: _____ to seat how many peoples? _____

14. Meeting facilities room up to _____ peoples. _____

15. Staff room _____

16. Kitchen _____ fridge, counter, dishwasher, microwaves, double sink , space to seat XXX peoples etc, _____

17. Entrance _____

Inventory of existing furniture to relocate

Items	dimension	comments
1- _____	_____	_____
2- _____	_____	_____
3- _____	_____	_____
4- _____	_____	_____
5- _____	_____	_____
6- _____	_____	_____
7- _____	_____	_____
8- _____	_____	_____
9- _____	_____	_____
10- _____	_____	_____

Step 2-4
Workflow analysis suite

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Inventory of equipment to relocate

Items	dimension	comments
1-	_____	_____
2-	_____	_____
3-	_____	_____
4-	_____	_____
5-	_____	_____
6-	_____	_____
7-	_____	_____
8-	_____	_____
9-	_____	_____
10-	_____	_____