

↑  
IMPLEMENTING  
**ACTIVITY-BASED WORKING**  
IN YOUR ORGANIZATION

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BodyBilt®

# What is Activity-Based Working?

With office space becoming more expensive and a larger number of employees working remotely, you may be looking for a way to more efficiently use limited work space. Activity-based working (ABW) is a modern solution to office layout that provides work areas designed for specific types of work. For example, you may have an enclosed space designated for focused work, meeting rooms for collaborative projects, and larger creative areas for brainstorming sessions.

Transforming your space from a traditional cubicle or open-office design to an ABW design can be a complicated and challenging undertaking. This guide is designed to walk you through the steps of implementing an activity-based working solution for your organization that meets the specific needs of your team.

## Build a Team

Implementing an activity-based working solution will take more than a single individual to accomplish - and will require buy-in from many departments and levels. An enthusiastic implementation team of the right individuals will make the process more efficient and enjoyable for everyone.

1. Write the names of all **internal team members** who will need to be involved in some way in the implementation process or will need to be updated on project progress. You'll want to consider including team members from a variety of departments, including:

- Administration
- Company Board
- Executive Team
- Facilities
- Finance
- Human Resources
- IT
- Marketing
- Operations

2. Identify any **external organizations or consultants** who may need to be involved or kept informed throughout the ABW implementation. This may include:

- Workplace Organization Consultant
- Designer or Design Agency
- Office Furniture/Accessories Provider

3. From the above internal and external lists, identify the individuals who should make up your **core ABW implementation team**.

4. Choose a **leader for the implementation team**. Based on your organization's policy and structure, the team and leader may be chosen by the executive team or other leadership, or via team vote.

5. For **departments and groups not represented on the implementation team**, identify the point of contact for any questions or decisions that may arise, as well as for communicating future information.

6. Make a list of **additional internal and external individuals or teams** that will need to stay informed on the project status.

## Define Your Goals

Before your team can begin to address your office space needs with an ABW layout, you need to be clear on your goals for changing your office design. This will not only help you make the right office layout decisions for your organization, but will also allow you to measure the results of the change compared to your goals.

1. Identify all of the **goals** you want to achieve by implementing activity-based working. Some relevant goals would be:

### Financial Goals

- Reduced energy costs
- Reduced maintenance costs
- Reduced property footprint
- Increased sustainability

### Productivity Goals

- Increased concentration
- Increased communication
- Increased collaboration
- Increased innovation
- Increased productivity
- Reduced sick time

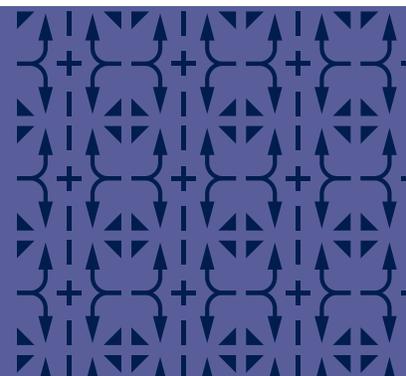
### Personnel Goals

- Increased recruitment
- Increased retention
- Increased flexibility
- Increased employee empowerment

2. Of the general goals that you have identified, rank your **top five goals** for activity-based working in order of priority.

3. For each of your top three goals, **turn the broad goal into a smart goal**: specific, measurable, achievable, results-focused, and time-bound.

**SMART GOALS ARE**  
SPECIFIC, MEASURABLE, ACHIEVABLE,  
RESULTS-FOCUSED, and TIME-BOUND.



# Do the Research

In order to determine the right use of ABW for your organization, you need to have a clear understanding of the resources and space that are currently available and/or used - as well as the work style and culture within your organization. The following questions will help you start gathering the information that you need.

## Current Space and Resource Questions

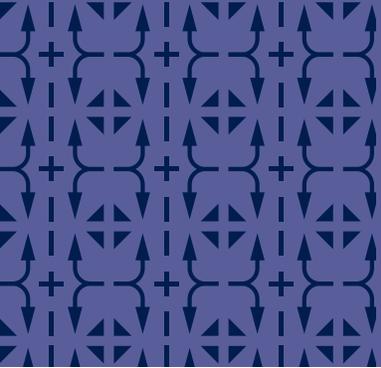
1. List all of the **different types of spaces** currently owned by or available to your organization. These may include:

- Individual workstations
- Meeting rooms
- Video conferencing and presentation spaces
- Private work booths
- Collaboration zones
- Training rooms
- Cafeteria/canteen

2. List out the **individual spaces** that are currently owned by or available to your organization, along with their dimensions, amenities, limitations, and any other key information.

3. List out all of the **furniture pieces and work tools** that are owned by or available to your organization. Be sure to include:

- Desks
- Tables
- Task seating
- Executive seating
- Conference seating
- Guest seating
- Computers and monitors
- Storage/file cabinets
- IT storage
- Collaborative furniture



**RESEARCH AT THE START**  
WILL SAVE TIME, MONEY, RESOURCES,  
AND FRUSTRATION IN THE LONG RUN.

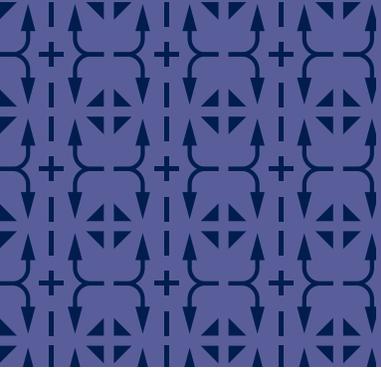
## Use Questions

1. Does the current office layout and work areas support your organization or department needs? Describe the **layout and work area needs that are currently met**, as well as those that are not.
2. Are the current work spaces used as initially intended, or has the use changed? Describe the **work spaces that are used as initially intended and those that have changed in use**. Be as specific as possible.
3. List and describe the work areas of the current layout that are **the most popular**.
4. Identify any of these areas that tend to be **overused and overcrowded**.
5. Identify any of the areas from Question 10 above that are **used 80% or more of the time**.
6. List and describe the work areas of the current layout that are **the least popular**.
7. Identify any of these areas that are **underused**.
8. Identify any of the areas from Question 7 above that are **used 20% or less of the time**.
9. List and describe the **resources and resource types that are the most popular**.
10. Identify any of these resources that tend to be **overused**.
11. Identify any resources from Question 10 above that are **used 80% or more of the time**.
12. List and describe the resources and resource types that are **the least popular**.
13. Identify any of these resources that tend to be **underused**.
14. Identify any resources from Question 13 above that are **used 20% or less of the time**.

# Do the Research (Continued)

## Culture & Intention Questions

1. Does your organization as a whole spend more time in **collaborative or individual work**?
2. Do your current resources and office layout support the culture and work style of your organization? Describe the **ways in which the layout fits your organization's work** and the ways in which it is not a match.
3. Is your **overall goal** to encourage more collaboration, more focused work, or a better balance through activity-based working?
4. For each department, does the department spend more time in **collaborative or individual work**?
5. For each department, do the current resources and office layout support the culture and work style of the department? Describe the **ways in which the layout fits the department's work** and the ways in which it is not a match.
6. For each department, is the **goal** to encourage more collaboration, more focused work, or a better balance through activity-based working?



**UNDERSTANDING CULTURE**  
IS A CRITICAL ELEMENT TO A  
SUCCESSFUL ABW IMPLEMENTATION.

# Identify Your Needs

Based on the resource, use, and culture and intention questions above, determine your organization's work space and resource needs. This should include space, furniture, and other items required to make an activity-based approach work effectively for your team overall and for each department.

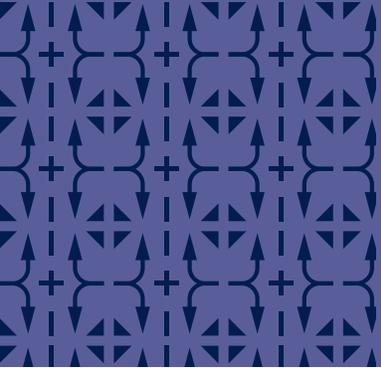
## Space & Resource Planning

1. By department, list the **different types of work** participated in by the team.
2. Based on the types of work listed above, list all of the **different types of work spaces** needed to accomplish those different types of work.
3. For each space in Question 2, identify all of the **specific requirements** the space will need to meet.
4. For each of the spaces in Question 2 above, list all of the **furniture and resources** that will be needed, in as much detail as possible (size, amount, etc.)
5. For all of the furniture and resources listed for Question 4, identify all the **specific requirements** the furniture and resource items will need to meet.
6. For each space in Question 2, identify all of the **specific technology requirements** that the space will need to meet.
7. For all the technology requirements in Question 6, describe each of the **specific technology needs** in as much detail as possible.
8. List and describe any **special needs or considerations** to keep in mind when planning the ABW layout overall.
9. List and describe any **special needs or considerations** to keep in mind when planning specific types of work spaces.

# Identify Your Needs (Continued)

## Financial Planning

1. Describe in detail the **overall budget requirements** or limitations for implementing activity-based working.
2. Determine the percentage or exact amount of the overall budget that will be dedicated to **space renovations and changes**.
3. Determine the percentage or exact amount of the overall budget that will be dedicated to **furniture and office accessory purchases**.
4. Determine the percentage or exact amount of the overall budget that will be dedicated to **technology changes and purchases**.
5. Determine the percentage or exact amount of the overall budget that will be dedicated to **third-party assistance**, such as designer consultations.
6. If needed, break down the budget for each of the above areas **by individual department**.



**RESOURCES & FINANCIALS**  
ARE CRITICAL CONSIDERATIONS FOR  
YOUR ACTIVITY-BASED WORKING PLAN.

## Review the Options

The next step is another research stage - looking into the resources and options available to address the needs you have identified for your organization. Knowing available solutions for design, furniture, and other elements will make it easier to craft a detailed plan.

### Current Work Spaces & Resources

1. Identify specific work space needs that can be accommodated by **current spaces as they are**.
2. Identify work space needs that can be accommodated by **repurposing current spaces**.
3. Identify specific resource/furniture needs that can be accommodated by **current resources as they are**.
4. Identify resource and furniture needs that can be accommodated by **repurposing current resources and furniture**.
5. Identify technology needs that can be accommodated by **current resources as they are**.
6. Identify technology requirements that can be accommodated by **repurposing current resources**.

### New Work Spaces & Resources

1. Identify work spaces that will need to be **redesigned/created** to accommodate the work space needs not covered above.
2. Identify the possible **options for remodeling** work spaces to accommodate specific needs.
3. Identify the furniture and resources that must be **purchased** to accommodate the needs not covered above.
4. For each of the furniture and resources in Question 3 above, identify the **options for purchase**.
5. Identify technology items that must be **purchased** to accommodate needs not covered above.
6. For each technology need in Question 5 above, identify the **options for purchase**.

## Create the Plan

Finally you are ready to put together your full plan for implementing an activity-based working office design. The final plan should be as detailed as possible, including cost estimates and completion dates for each stage and element.

## Compile the Details

1. Create a spreadsheet and start a column with the header of “Spaces,” then list out each **space that will be affected by the change** to ABW.

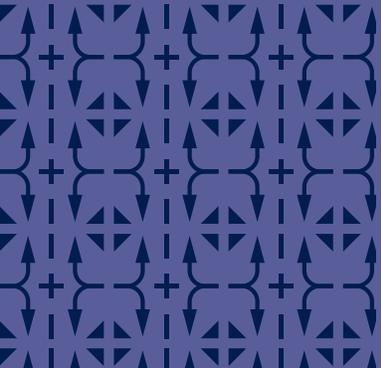
2. In the next column, list out each of the **tasks required** to complete the needed changes for that space. The task list should include considerations for furniture, resource and technology needs.

3. For the third column, provide a **time estimate** (hours, days) for each task.

4. In the fourth column, provide a **cost estimate** for completion for each task.

5. For the fifth column, list the name of the **individual responsible** for overseeing the task.

6. In the final column, provide any **other information related to the task**, such as the designer or design firm for the space(s), quantity and model of chairs and desks, etc.

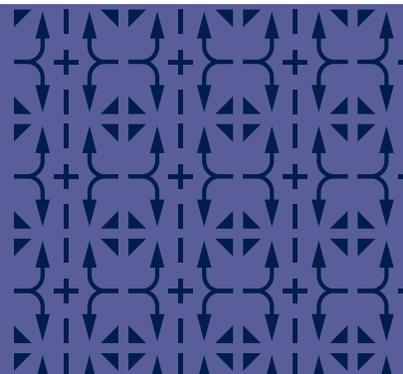


**YOUR ABW PLAN**  
SHOULD INCLUDE AS MANY DETAILS  
AS POSSIBLE TO AVOID LATER ISSUES.

## Finalize the Plan

1. Divide the plan into **phases** as needed (either by space or stages such as remodeling and furnishing).
2. For each phase, add up the **total time and cost estimate** for the phase.
3. Based on the requirements from the research stage of planning, ensure that the defined plan **meets all organization needs**.
4. Based on the requirements from the research stage of planning, ensure that the defined plan **meets each department's needs**.
5. Based on the requirements from the research stage of planning, ensure that the defined plan **meets the budget requirements**.
6. Write out a **proposal for ABW implementation**, including project phase details, budget, and timeframe.

**PROJECT PHASES**  
MAKE THE LARGE TASK OF ABW  
IMPLEMENTATION EASIER TO ORGANIZE.

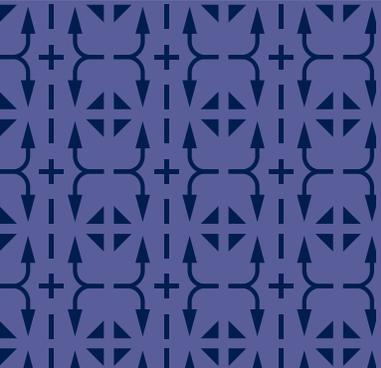


## Create the Plan (Cont.)

### Strategize Communications

The goal of activity-based working is to support employees by fitting their work environments to their work, while reducing business costs. An organized plan for communication and implementation of ABW will ensure that both the individual employees and the organization as a whole enjoys the full benefits and ROI of this latest evolution in office plan design.

1. Draft your **core messaging** on the ABW implementation project. This should include general information on the changes that will be made and the timing, but should mainly focus on the reasons behind adopting an activity-based working arrangement. Clear communication of the purpose and goals of ABW will ensure better participation in the program.
2. Create a **communication plan**. Identify the specific channels you will use to communicate updates, information, and even training related to your organization's activity-based working program. This can include everything from online tools such as company intranet and email to in-person events.
3. Build a **communications team**. One person will not be able to accomplish all of the necessary communication tasks related to activity-based working implementation. From phase one, you will need a team of committed individuals who will be responsible for building awareness and participation in activity-based working adoption through positive, consistent communication.
4. Provide **channels for feedback**. Along with communicating information to the organization, receiving feedback from individuals is essential to effective ABW implementation. All of those involved and affected by the changes should be provided with clear instructions on how to provide feedback, as well as informed on how that feedback will be evaluated and used.



**CLEAR COMMUNICATIONS**  
MAKE THE PROJECT SUCCESSFUL  
WHILE ENGAGING TEAM MEMBERS.

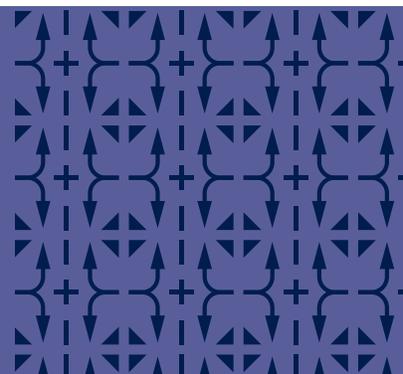
## Create a Calendar

1. Select a **start date** for the ABW implementation project (or use the project start date that has been provided).
2. Based on this start date, create a **calendar for the project**, beginning with the estimated start end dates for each phase of the project.
3. Add to the calendar other **project milestones and important dates** such as project updates and specific instances where communication will be needed (training dates, etc.)
4. Build in **evaluation points** at key points throughout the implementation calendar, especially at the midway point in each project phase. This will allow your team to better stay on the timeline and make adjustments to the plan in a more timely manner.

## Implement Activity-Based Working

After every aspect of your plan is in place and meets the required approvals, you are ready to put it into action. Following the plan is important to making your ABW implementation strategy a success, but there also needs to be room for flexibility as unexpected changes or needs may arise. The key to properly adapting to these changes is to keep the overall purpose and goals in mind.

**ABW IMPLEMENTATION**  
DOESN'T END AT IMPLEMENTATION - NOW  
IT'S TIME TO ANALYZE AND IMPROVE.



## Analyze the Results

The work of your activity-based working implementation project is not complete after the design changes and policies are in place. The success of your ABW implementation should be analyzed on an ongoing basis to ensure that your organization is meeting specific goals set for the project.

If these goals are not being met, your team should take the time to evaluate and determine where further changes can be made. Tracking and analysis of your ABW project can also be used to continuously refine and optimize your activity-based working approach.

1. For each of the specific ABW implementation goals set in the planning section, determine **how progress toward the goal will be evaluated**. This should include the person(s) responsible for gathering and analyzing the correct data, and how that information will be stored.
2. For each of the goals, determine **how progress toward the goal will be reported**. This may include specific formatting requirements or software for a digital or physical report as well as reporting meetings.
3. If helpful, these details on goal tracking and the responsible persons may be put into a **single comprehensive table** for future reference.
4. For each of the specific ABW implementation goals, determine **when progress toward the goal will be evaluated**. This may be one specific date (or a few, such as a midpoint evaluation then a final one), or the goal may be one that is continuously updated and analyzed to optimize the ABW project. These dates should all be added to the project calendar.

## Keep Improving

Planning and implementing an activity-based working strategy for your organization is an important step in encouraging greater workplace productivity - as well as employee health and job satisfaction.

Your organization and our understanding of workplace design will evolve over time, creating a need to re-evaluate your workplace layout as well as general work practices.

Staying informed about your organization and workplace design best practices will allow you to ensure that your workspace is a healthy and productive work environment.

# Activity-Based Working Solutions from BodyBilt

Successful implementation of an activity-based work space design means collaborating with the right partner on your workstation furniture and tools. With many different individuals using the same chairs, work surfaces, and tools, you need solutions that are adaptable for a variety of use cases and adjustable to multiple employees.

At BodyBilt, our ergonomic seating and workstation tools are designed to meet the unique challenges of ABW office design. From the adaptability of our ergonomic seating and tools to the modular design of each piece, our solutions provide every worker with a comfortable environment to complete every type of focused or collaborative work.

## Adjustability

BodyBilt's seating and workspace solutions flexibly - and ergonomically - fit a wider range of purposes and individuals. Our standard seating lines feature a minimum of ten different points of adjustment empower each user to position themselves for both comfort and productivity. At the same time, our height-adjustable tables, monitor arms, and sit-stand solutions enable perfectly-postured work from a range of seated and standing positions. BodyBilt seating and ergonomic tools also easily translate to different types of work environments.

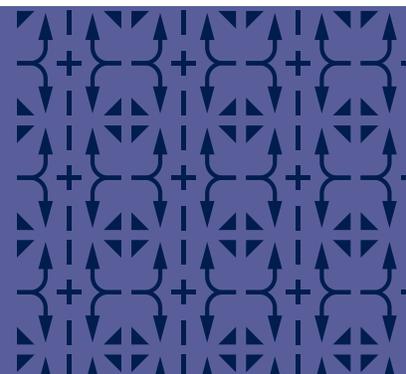
## Modularity

In seating alone, BodyBilt offers six different back styles, seven seat contour and size options, and an incredible range of arms - not to mention variations in bases and casters. Modular design means that most of these options can be interchanged easily to meet specific needs of the individual or the work solution. The same modular design is also applied to our ergonomic tools, such as our monitor arms, keyboard arms, and other workstation solutions.

## Comfort

The adjustability and modularity of BodyBilt products allow for a proper, ergonomic workstation solution for a much greater range of work area types and individual employees. As a result, workers are more comfortable and productive - and less likely from musculoskeletal injuries.

**AT BODYBILT, OUR FOCUS**  
IS ON IDENTIFYING THE IDEAL SOLUTIONS FOR  
YOUR TEAM MEMBERS AND ORGANIZATION.



## Get Started With an Expert Consultation

BodyBilt's workplace seating and tools can help you create a workplace design that takes advantage of activity-based working's many benefits. And as you continue to refine and optimize your office space layout, the flexible style of our products will adapt right along with your needs.

If you're ready to bring ABW to your organization, contact your local BodyBilt sales representative for a consultation. Our team member will help you identify the BodyBilt seating and workstation solutions that fit your organization, as well as your office layout and productivity goals.



## Contact Us Today

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