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Module 6 Scenario Tasks - Über Consulting

Team Dan, Frank, Harry, Yuan

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Scenario 4 - New Office Planning

Über-Consulting is planning to open new offices in Darwin and Perth.

In line with Über's company culture of employee empowerment, the Über management team discusses ways to involve as many staff as possible in the decision-making about the facilities and interior design.

Consider:

1. Discuss essential functions for the new offices considering the size, layout, and required facilities.
2. Explore ways to involve staff in the decision

Essential Functions - Operational Needs

Essential for the `<mark class='highlight'>`daily operations`</mark>` of the business

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Workstations Provide ergonomic workstations for staff.

Meeting Areas Designate spaces for meetings and brainstorming sessions.

Reception Area Create a welcoming area for visitors and clients.

Office Equipment Include printers, copiers, and other necessary devices.

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Essential Functions - Support Facilities

Support the `<mark class='highlight'>general well-being</mark>` of staff and visitors

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Kitchenette or Break Room Include facilities for meals and breaks.

Restrooms Ensure accessible and well-maintained facilities.

Storage Allocate space for supplies and personal belongings.

Air Conditioning and Ventilation Maintain a comfortable working environment.

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Essential Functions - Technical and Compliance

Support the `<mark class='highlight'>technical and security</mark>` needs of the office

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IT Infrastructure Plan for network connectivity and power outlets.

Security Measures Implement access control and surveillance systems.

Emergency Exits and Procedures Ensure safety in case of emergencies.

Fire Safety Equipment Install alarms, extinguishers, and evacuation plans.

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Involving Staff in Decision-Making

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Staff Survey

Conduct a survey to <mark class='highlight'>gather preferences and ideas</mark> from employees.

Focus Groups

Organise focus groups to discuss design elements. Ensure <mark class='highlight'>diverse perspectives</mark>.

Design Brief

Develop a brief based on survey results and focus group discussions. <mark class='highlight'>Share</mark> with professional interior designers.

Collaborative Workshops

Host workshops where staff can <mark class='highlight'>actively participate in design

Decision-Making Process for Computer Purchases

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1 Needs Assessment

Identify staff requirements (e.g., software needs, processing power, storage capacity).

2 Market Research

Research available computer models, considering factors like performance, reliability, and cost.

3 Criteria Development

Define selection criteria (e.g., budget, compatibility, warranty, support).

4 Vendor Evaluation

Evaluate vendors based on product offerings, reputation, and customer reviews.