

Business Affairs in Redwood City 2019

2016-2017 Continuation Initiative:

Business Affairs in Redwood City 2019: Support and Collaborate with Capital Planning to design the Redwood City Campus to attract and retain world class staff

- Continue to actively participate on committees to support Design Process:
 - Technical Infrastructure Committee, Advisory Committee & sub-committees, Campus, Executive Steering Committee, Focus Group/Change Agent group and Workspace Programming committees - to be established in PY.
Goal to continue to influence and shape design and operations in RWC.

- Educate, Listen & Model:
 - Begin to implement the Business Affairs, Design Guidelines when relocating staff. (RFCS, Privacy, other moves prior to 2019 TBD)
 - Complete office assignment guidelines with input from RWC workspace pilot - **April 2017**
 - Develop guidelines for privacy, HIPAA, claim, & benefit work spaces (BA & UHR) - **April 2017**

- Continue Development:
 - Detailed Workspace & Technical Infrastructure plans & Final groups/headcount moving to RWC. Complete for Schematic Design **Sept. 2016.**
 - On-Site service needs (Cashier, Card Office, CRC, Facilities Ops, Training, etc)

- Activity Based Work - Pilot:
 - Business Affairs departments to participate in the RWC workspace design pilot. A few departments will volunteer to relocate to a RWC mock up in a vacant facility in the Research Park for 2-4 weeks. We will commit to rotate through several (possibly many) working groups

Business Affairs in Redwood City 2019

Noel's Specific Goal/Deliverables in addition to BA Initiative

2016-2017 Continuation Initiative:

Business Affairs in Redwood City 2019: Support and Collaborate with Capital Planning to design the Redwood City Campus to attract and retain world class staff

- Continue to actively participate on committees to support Design Process:
 - Technical Infrastructure Committee, Advisory Committee & sub-committees, Campus, Executive Steering Committee, Focus Group/Change Agent group and Workspace Programming committees - to be established in PY
Goal to continue to influence and shape design and operations in RWC

- Educate, Listen & Model:
 - Communicate Business Affairs in Redwood City information via the BA Website and in all hands and department meetings. Create a collection point for BA input. Complete by **9-1-16**
 - Collect work group adjacency input Complete for Schematic Design **Sept. 2016**

- Continue Development:
 - Participate in the design & development of drop-in spaces on the residential sides of Bay Area commutes(if this idea moves forward)
 - Advocate for and assist with design of Business Centers on main campus

- Meet Deadlines set by Architects & LBRE for input into the Design process
 - Conceptual Design completion 9/30/16; Schematic Design Completion February 2017; Design Development July 2017