



Guide

How to create a smart office in 8 steps

Practical tips to make your
smart workplace a reality

Do you want to transform your new or existing building into a smart office? Do you want to improve your employees' well-being? Understanding the implementation process before you begin is an essential step in your smart office journey. It will help you get better results from the project in the long run. This is how you create your own smart office in 8 steps.

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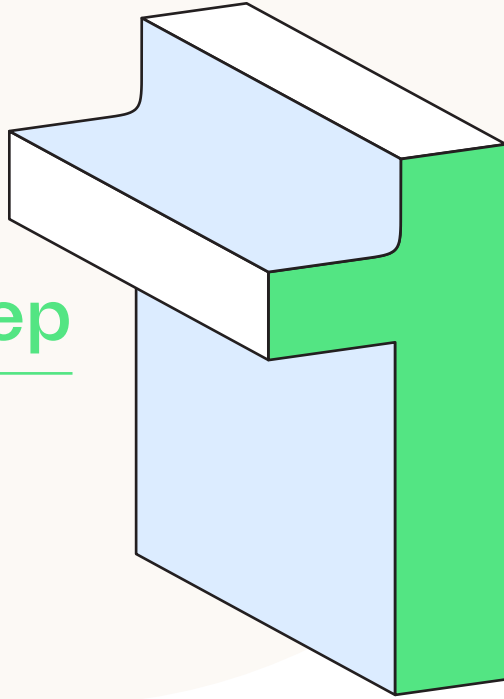
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Visualize the end goal

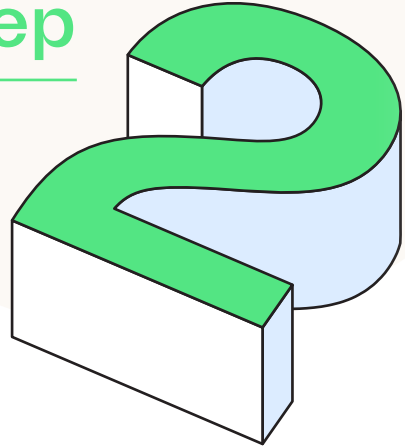
It might sound like an open door, but you have to be clear about what you want to achieve with your smart office. For example: How do you want your office to look a few years from now? How do you want your employees to feel in their workspace? How do you want them to collaborate?

The answers to these questions are important because smart office technologies provide endless possibilities. Our smart office advisors help you to answer these questions and visualize your future office. After that, it's important to combine your vision to specific use cases, to make sure you're really fulfilling your smart office needs.

Without a clear picture of the end goal, you could easily get distracted somewhere along your journey. If you're completely new to the smart office theme, we would advise you to seek inspiration in forward-looking companies.



step



Create your dream team

Once you have a clear picture of your future office, it is time to get your employees and other stakeholders on board. Create a team with whom you can realize the visualized end goal together.

Align your vision with the following stakeholders as soon as possible:

Application managers
Facility managers
Workplaces managers
Privacy officers
Security officers
HR
IT Management
Corporate Real Estate Managers
Operation Managers
Works council

By involving everyone at an early stage, you prevent yourself from being faced with surprises in a later phase of the project. For example: privacy officers may have unexpected requests related to privacy impact assessments that could have easily been handled in the early stage compared to later stages.

Now that you have gathered perspectives from everyone involved, it is time to reflect on your original picture. Will the image of the future that you initially had still benefit your organization? To find out the answer, Mapiq and your team will do 3 workshops to ensure you make the right decision.



Use case workshop.

To help you visualize your end goal.



Tech workshop.

To make sure that your customer IT and security team is aligned with our technical design.



Implementation workshop.

To create a clear implementation plan, that all stakeholders agree with, and risks are pointed out.

Once these 3 workshops are successful, we sign a contract and are ready to start with step 3.

step



Kickoff and plan

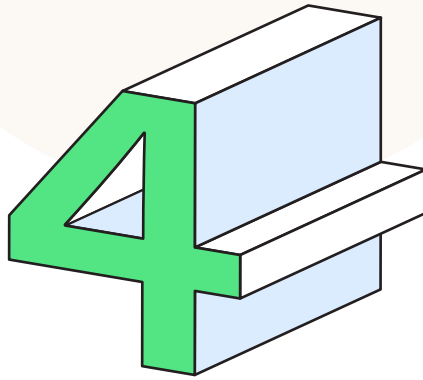
The real transformation of your office starts with a collective project kickoff with your company and Mapiq. The first steps of a project involve the drafting of an initial planning and the agreement on the User Acceptance Test. The UAT contains a set of test cases representing the scope of your project.

One of the goals of the kickoff is to discuss which responsibilities Mapiq has, and which responsibilities your company has. After the kickoff, you will be able to make an internal resource planning which can be combined with the overall project planning. One of the key elements in the planning are your own resources, as Mapiq will be integrating with your (IT) systems. For that reason, it is not possible to make a planning before the kickoff.



We both live in the real world, so an **unexpected situation** may always occur. A certain level of flexibility is therefore needed. Think of renovations that may have a delay due to holidays or processes that wait for approval.

step



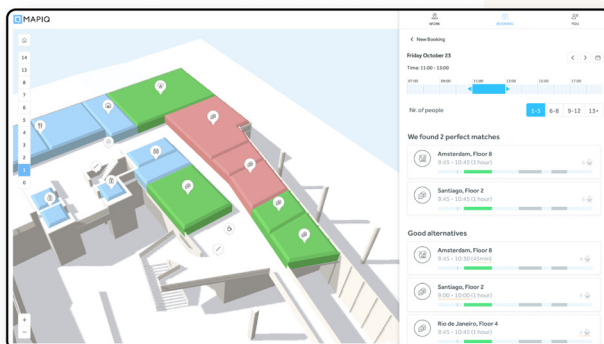
Configure your Mapiq environment

To set your office up for success, you configure your own Mapiq environment. The environment itself consists of several elements, and your Mapiq project manager will take you through their purpose and implementation. They are happy to let you know how to configure these elements and involve a technical expert if needed. A brief overview of what you might expect in your Mapiq environment:

Platform

The backbone of your Mapiq environment is the 3D model of your office. This model serves as the foundation in which all other integrations are configured. Employees can use this model to navigate through the office. It will show available workplaces, meeting rooms, and facilities.

Essential input to set up your environment is up-to-date floorplans, resources with room names, room capacity, and room (IT) equipment.



IT integrations

Depending on your wishes, several IT integrations may need to take place. This can be a single sign-on or an integration with your Exchange environment. If you integrate with your Exchange environment, you can easily let employees book meeting rooms in Mapiq.

Hardware integrations

Next are the physical products. The hardware parts are Mapiq's connection to the physical world, this would typically include a sensor network to measure your workplace occupancy, but it can also be other elements, such as kiosks, room panels, or even narrowcasting screens. These hardware products can improve the office experience of your employees and decrease the time searching for available meeting rooms or quiet workspaces.

Once your integrations are completed, Mapiq will test the entire solution before handing it over to you for the UAT (User Acceptance Test).

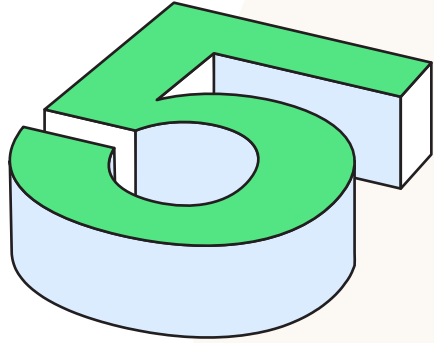


Together we make your office smart. Our teams will be working together side by side for the entire journey. As an organization, you are responsible for managing external suppliers that are compatible with our product. To help you in your smart office journey, Mapiq has a large library of technical information and guides available.



**Together we
make your office
smart**

step

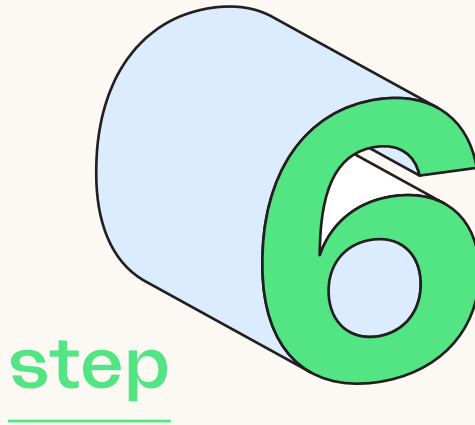


Meeting your Customer Success Manager

If you made it to step five without skipping any steps, you are well on your way to a fast smart office implementation. That's why, when you collaborate with Mapiq, you will now be introduced to a Customer Success Manager, who will be your personal contact to ensure smooth operation after the launch of your smart office.



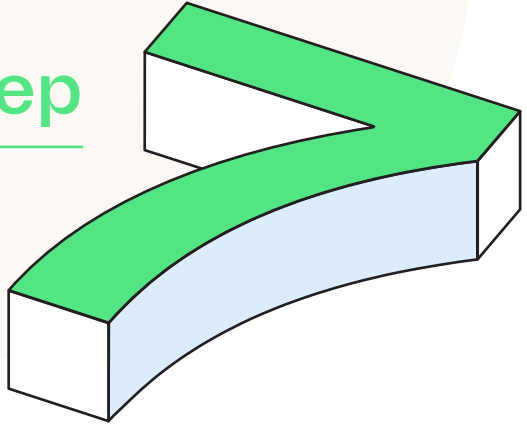
Together with the Customer Success Manager, you will draft a launching strategy: will you launch with the so-called 'big bang' or will you start with a small group of early adopters? The Customer Success Manager brings a lot of experience with go-live strategies to the table, and together you can ensure that the product is adopted and used to its potential by your employees.



Go live

Based upon the earlier agreed test cases in the UAT you can verify if everything is working as agreed upon at the beginning of the project. If the quality of your Mapiq environment is up to standards, you are ready to go-live.

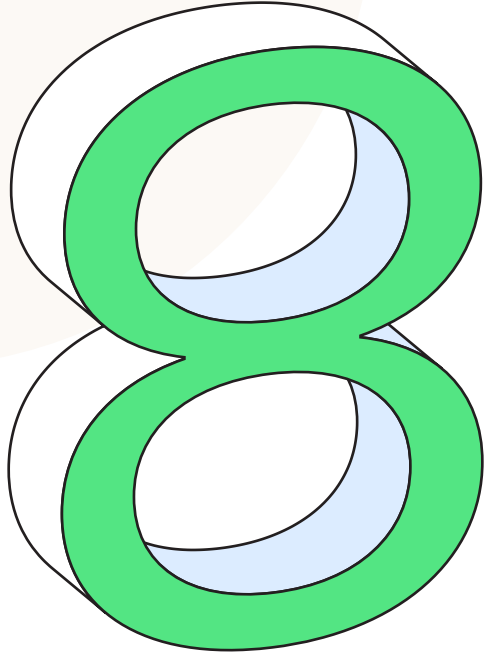
step



Launch your own smart office

One of the key elements in your go-live strategy is to communicate the benefits to your employees, to ensure a quick adoption rate. The faster everyone in your organization is used to the new way of working, the better it is for your business. Your Customer Success Manager supports you to share advice and best practices to increase the adoption rate.

step



Learn and develop

Now that you have realized the smart office you envisioned in step 1, you have the opportunity to monitor overall employee behavior in your office. You have real-time data that can help you make decisions that will result in the following outcomes:



Improved occupancy rates



Reduced operating costs



Increased employee well-being



Better fit between meeting spaces and demand



Less operational issues

Your Customer Success Manager can help you evaluate the goals you set at the beginning of your smart office journey.

Are you interested in implementing smart office solutions in your organization? [Contact](#) us to discover the potential impact on your business.

