



DECEMBER 2022

State of Montana:
Remote & Office Workspace Study
Comprehensive Project Management Plan

Key Objectives, Milestones, and Outcomes

1 Enable and Optimize Telework

Assess telework eligibility, update policies, provide training materials, and communicate changes to the workforce

2 Enhance Operational Efficiency

Right size the portfolio and align space design to support the telework implementation

3 Develop and Action Plan for Implementation

Provide an actionable decision-making framework based on key opportunities

Evaluated Enterprise Telework Eligibility

Assessed 350 occupations (~6400 employees) in administrative positions



Assessed Portfolio Data and Information

Examined existing building condition data, reports, design and cost



Assessed Space Design and Space Standards

Site walk throughs and floor plan analysis revealed legacy design and varying standards in owned assets



Opportunity: Optimize Footprint

Reduce footprint to meet employee demand and support new ways of working



Assessed Manager and Employee Sentiment

Surveyed 14 departments with a 60% response rate, conducted 4 "live" discussions and interviewed 127 managers



Analyzed Lease Rates and Occupancy Costs

Reviewed annual department rent obligation across occupancy types



Opportunity: Optimize Space and Align to Workforce Needs

Implement telework and incorporate hybrid space standards



Opportunity: Achieve Cost Avoidance

Terminate leases and move employees to the Capitol Complex

Project Outcomes



\$2.09M

Annual savings resulting from a footprint reduction of 15% in less than 2 years.



63%

Of deferred maintenance addressed on Capitol Complex achieving **100% renewal of Cogswell, Mitchell, Walt Sullivan, and Metcalf.**



3,356

Employees have **signed telework agreements** and successfully working in a hybrid model.



72%

Of key Capitol Complex usable square footage will be renovated to **increase space efficiency and enable new ways of working.**



161K

SF of leased square footage will be exited, **reducing occupancy costs and optimizing the State's administrative footprint.**