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Respect ◆ Integrity ◆ Excellence ◆ Leadership

XXX Project

Programming Questionnaire
for Functional/Operational Groups

This generic Programming Questionnaire has been prepared to gather preliminary information on Client's organization in relation to the XXX project currently underway in Winnipeg, MB. This questionnaire is to be filled out separately for each distinct functional/operational group within PHAC and HC's organizations (ie. Finance, Security, HR, etc.). This questionnaire is intended to gather programming information, which will be provided to a consulting team that will be hired to provide design services for this project.

This programming questionnaire presents an opportunity to evaluate how the new space could be organized to best facilitate the type of work people do, the functions performed and the services delivered. Tell us how you would improve on the way your space currently functions. The objective of the space planning exercise is to ensure that the space requirements for each functional/operational group are clearly identified and that the appropriate amount of space for each functional/operational group is programmed accurately. This will enable Client to review, analyze and realize an efficient physical layout for their programs, special purpose space, inter-office adjacencies, and other space elements that will be impacted. Workplace 2.0, the new government fit-up standard, will be applied to this project and the information provided in this questionnaire will be vetted through PWGSC and Client project representatives to ensure compliance with Workplace 2.0 and Client's organizational requirements and needs. We value your input and will strive to implement Workplace 2.0 standards, in conjunction with meeting Client's organizational requirements and needs.

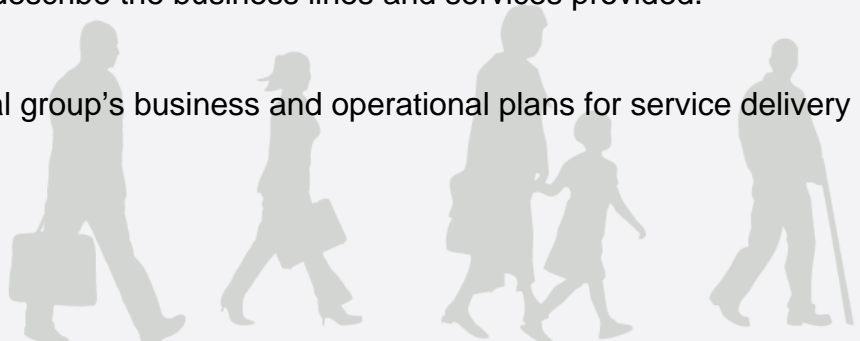1. What is the functional/operational group name?
   Response:

2. Please provide a brief overview of the mission, role and responsibilities of the functional/operational group, and describe the business lines and services provided.
   Response:

3. What are the functional/operational group's business and operational plans for service delivery now and in the future?
   Response:

4. List the "Position Title" (not the person's name) and its Classification/Level ("Level") for each FTE in the functional/operational group. Include any vacant positions and any approved projected new positions. Also identify whether each position is a Leadership, Fixed, Flexible or Free Address worker as per the Workplace 2.0 definitions (Section A3.4). For EX Equivalent positions, include number of funded reports to the position and number of levels below the DM or ADM.

Position Title	Level	Leadership	Fixed	Flexible	Free Address	Total	Comments (Number of funded reports, levels below DM or ADM)
Grand Totals		0	0	0	0	0	
						0	
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5. Please identify the number of workstation types that must be located in specific rooms (e.g. Mail Room, 3 Fixed, 1 Flex)?
Response:

6. Are there any workers that fall under "duty to accommodate" within this functional/operational group? If so, please provide the accommodation requirements for each person.
Response:

7. How many external contractors and field staff typically come to work in the office with your functional/operational group and how often? How much time do they spend in the office?
Response:

8. What is the total number of workstations required within the functional/operational group?
Response:

   a. How many FTE's in the functional/operational group do not require workstations?
   Response:

   b. Are any non FTE workstations are required? If so, how many and what type?
   Response:

9. Describe the nature of the functional/operational group's work, in general? (i.e. telephone, computer, physical labour)
Response:

   a. Is the functional/operational group's work primarily undertaken individually or in groups/work teams?
   Response:

   b. What type of work is undertaken (e.g. analytical, clerical, customer service, confidential, etc.)?
   Response:

10. What type of support space does the functional/operational group require? (Support space includes any shared common space within the functional/operational group such as common filing, layout area, or resource area. Support space does not include common organizational space such as meeting rooms, quiet rooms, shared equipment rooms, kitchenettes, or reception.)
Response:

11. Collaborative spaces provide a place to go for quick informal or team meetings, brainstorming and problem solving sessions without having to book a meeting room, thereby saving time and increasing productivity.
   a. Does the functional/operational group perform collaborative work?
   Response:

   b. In your current space, do you have space designated for collaborative work?
   Response:

c. If collaborative spaces were provided in the new space, would the functional/operational group use it?
Response:

12. Does the functional/operational group hope to achieve any specific objectives from this consolidation and reorganization/restructuring project? (i.e. improve communication, employee productivity/efficiencies, encouraging team work, need to partner with other service agencies, etc.)
Response:

13. What are the inter-relationships and adjacency needs of the functional/operational group?
a. What other functional/operational group(s) is it mandatory for your functional/operational group to be adjacent to?
Response:

b. What other functional/operational group(s) would you prefer to be adjacent to and why?
Response:

c. What functional/operational group do you interact with on a daily, weekly or monthly basis?
Response:

d. Does the functional/operational group have requirement to meet with the public?
Response:

14. If you could change your work area and use of support space (i.e. Meeting rooms, files, storage, copy room) to assist you in the way you work and deliver services, what would you do? (i.e. Consider how you manage supplies, files, printing, IT.)
Response:

15. What technologies will most likely impact future work processes, business lines, and service delivery methods, and will this have an impact on future space requirements?
Response:

16. What types of space and/or equipment does the functional/operational group share, and which other functional/operational group(s) do you share it with?
Response:

17. Consider meeting space needs for the functional/operational group.
a. Typically, how often does the functional/operational group hold meetings?
Response:

b. Are the meetings formal, informal, ad hoc/impromptu?
Response:

c. Do the meetings require use of technology such as video conferencing?
Response:

d. How many people typical attend a meeting and are they internal to the department or external (public)?
Response:

18. Does the functional/operational group provide training courses on-site?
Response:

    a. What is the frequency of the training courses provided on-site?
    Response:

    b. What size groups need to be accommodated for these training courses provided on-site?
    Response:

19. What existing furniture, fixtures and equipment do you plan to move to the new location?
Response: