

SPACE

SPACE: PM

# SPACE: PM

What we are not is also our strength. We do manage projects and we also design, engineer and build projects. We are not independent of the process. We are hands on in projects. That means our Project Management services provide more, because we know more. More about budgets, current construction activities, good partners, good planning and design, what makes good details, potential product availability. A knowledgeable manager makes for a much better partner than one who stays on the fringes. The SPACE team is responsible for more and we are able to share that knowledge with our clients to deliver higher performing solutions.

SPACE: PM completed more than 20MSF last year alone in Project Management assignments, from very small to major programs. We moved and consolidated entire relocations of businesses while Managing the repair of a small retail ceiling. All done well, all done successfully. The reason is a focus on client service and doing whatever needs to be done to keep a long term relationship long term.

At SPACE, Project Management is about making sure everyone knows what they need to know, so the many skilled professionals who interface in the effort have a road map for success, and about making sure the smartest input comes forward to provide robust solutions from the initial project through the day to day operations.

## SPACE: PM practices:

There is no standard or ideal project profile, so the work is never routine, While every project needs delivery with speed, cost control, consistency and a very satisfied client

To **make a difference** the **SPACE: PM** team:

**PLANS THE PROJECT:** Spend time initially to make sure there is a well thought out and well communicated project game plan

**DRIVES STANDARDIZATION:** Gain time and cost advantages, tooling the delivery teams to standardize documentation, detailing, specifications

**PARTNERS WITH INTERNAL TEAMS:** Negotiate agreements that have value beyond just one project

**COMMUNICATES:** Develop strategies to engage the right people at the right time

**MANAGES TO THE HIGHEST QUALITY DELIVERABLES:** Centralize resources to drive efficiencies and decentralize where local knowledge is key

**COORDINATES AND COLLABORATES:** Anticipate Change and planning for the eventuality as a given

**TARGETS EXTREME USER SATISFACTION:** Communicate and provide resources to mitigate business disruption

**DEPLOYS ADVANCE TECHNOLOGIES:** Maintain on line access to project information with on line project status review, scheduling, budgets, document management and project data sources

**ORGANIZES POST PROJECT PROGRAM:** Plan for the post project space management, maintenance and operation needs

**FINANCIAL SAFEGUARDS:** Provide reporting, tracking and recommendations to accurate account for expenses

## SPACE: PM AS AN ESSENTIAL ELEMENT OF THE TOTAL SPACE SERVICE MATRIX

### % SPACE SERVICES



#### SPACE: PM

Taking charge of all the parts and pieces of a project, organizing, communicating, controlling costs, tracking time

#### SPACE: CONSULT

It's taking the time to plan, to think through the best approach to consider all the options, to find out what others have done before and to chart a path for moving forward

#### SPACE: DESIGN

Determining the needs, defining the details, designing and executing so well the solution speaks for itself

#### SPACE: FM

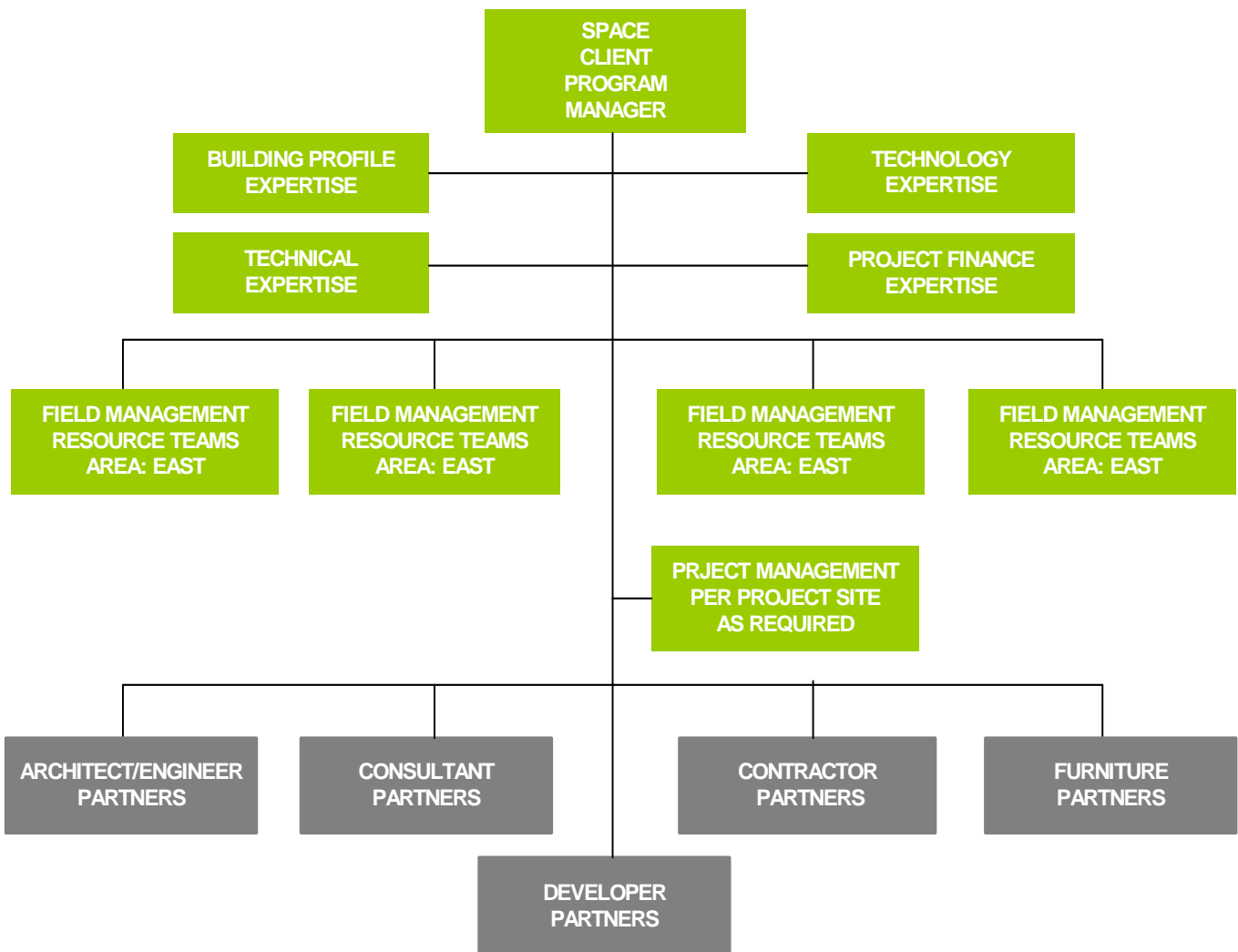
Before and after project life, providing the preventive maintenance to safeguard people and place

#### SPACE: TECH

A bastion of investments about which accurate and current information is needed for highest and best use

## SPACE: PM APPROACH

We see project management as a continuing service, with overall leadership of the client project management needs and a team of field resources to be available where and when required to take care of local needs as required. Once a need, policy, program has been directed to the space program manager it is the space responsibility to link the team members fully into the knowledge base. We are one unit. Working for one purpose, satisfying our clients.



## SPACE:PM RESULTS

Project management means delivering results; delivering successfully completed assignments within the cost, time and quality levels that meet the expectations of the client. At SPACE we think there's more and because of all we know can deliver more savings, and more value, and make a real difference that can be counted. We don't do it alone, we bring the full matrix of SPACE services forward as the SAVINGS SWAT TEAM to find the opportunities to do it better.

Potential range of % savings from SPACE proven experiences

	Low savings	High savings
<b>SAVINGS OPPORTUNITIES</b>		
Project Costs	10	30
Project Time	10	30
Space Metrics	10	80
Operating Systems	10	30
Standards/ Purchasing	10	30
Space Management	10	40
User Effectiveness	10	40

# RESPONSIBILITY

## Project Management

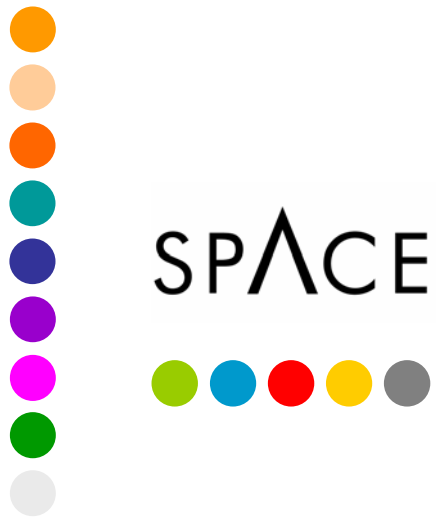
### Can early knowledge prevent later issues?

Aetna  
Amazon.Com  
American Express  
AON  
Arvato/Bertelsmann  
Ask Jeeves  
AT&T Laboratories  
Avaya Communications  
Bancomext  
Banco Probusa  
BASF  
Bed, Bath & Beyond  
Blue Shield of California  
Bigsby and Kruthers  
Bristol-Myers Squibb  
Cisco Systems  
Citicorp  
Cosine  
Cox Communications  
GE Mexico  
Extreme Networks  
Hewlett Packard/Compaq  
Industry Standard  
Lucent Technologies  
marchFIRST  
McGladrey & Pullen  
MetLife  
Merrill Lynch  
Merck/Astra  
Pharmaceuticals  
Novartis  
Ortho McNeil  
OTN  
Prudential Financial  
Rockwell  
RR Donnelley  
Salomon Smith Barney  
Schering Plough  
Sears  
SPL  
Sprint  
Qwest  
Verizon Wireless  
Wachovia



When did the choices get so hard  
With so much more at stake  
Life gets pretty precious  
When there's less of it to waste  
We're scared  
Scared to run out of time

Bonnie Raitt, Nick of Time



We Learn from the Past to See the Future  
SEE WHAT WE SEE

SEE [www.thinkspace.biz/space-trends.html](http://www.thinkspace.biz/space-trends.html)