

What gets you and your team up in the morning?

A starters guide to building the
perfect brief.



At Resilient Spaces we like to know what makes you tick. It's important we can truly understand who you are so we can curate the perfect environment and solution for you.

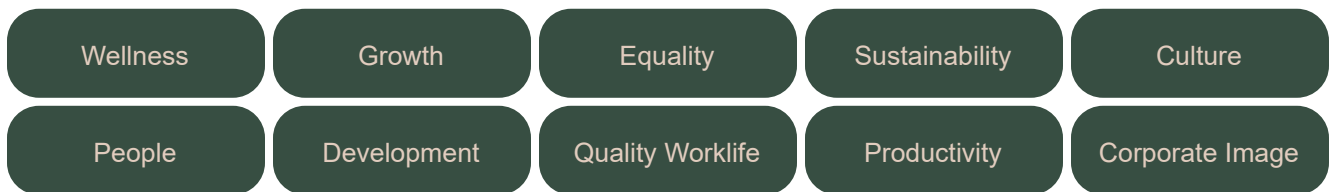


The below guide is to help you get started.

Who you are.

Firstly, set the scene. Tell us about who you are as a company - your personality, ambitions and aspirations. This will help us understand the bigger picture.

- What does your company do?
- Are there any organisations or competitors you aspire to be like and why?
- Who are your workforce? (Personality, specialities etc)
- Which of the below qualities are integral to your organisation, are some more valued than others?



Your reasons for change.

To help distil your reasons for change, think about how you work today and what is stopping you from working how you would like to work tomorrow and beyond.

Now:

What currently does not work, and why?

Think about:

Tasks and work-flows
Meetings, collaboration and creation
Development
Social aspect
Culture
Accessibility

What holds you back from achieving your ideal scenario?

In an ideal world:

How would you like to see the following happen?

Tasks and work-flows
Meetings, collaboration and creation
Development
Social aspect
Culture
Accessibility

What would you like to add to your offering?
i.e. a place for development, resources, inclusiveness, support, a sense of belonging, an immersive experience?



**Who will these changes affect?
 Selecting representatives from varied areas to create a steering group for your project can add great value and buy in. It gives the people who will live with these decisions a controlled gateway - allowing them to be part of and invested in the change.**

Your process of change.

Maybe you've started to put a team together already, perhaps some decisions have been made for you? Sharing this at the beginning helps us identify what needs to be done and helps us to manage your expectations - making your journey a smooth one.

- Are there a team of internal decision makers?
- What decisions have been made already?
- Is there a clear end goal? i.e. how would you measure success of the project?
- Do you currently occupy the space you have in mind?
- Are any other third parties involved within your process?
- What is your projected move in/ completion date and why?

Practical Information

Now for the nuts and bolts. What do you want to happen on site, and who and what must your space accommodate and support?

People - Who will the space accommodate? Will it host visitors and clients?

Purpose - what role will your workplace play in future?

Access - How will you host your team, visitors or guests? Will there be a hospitality team or a workplace experience team?

Occupancy - how many people will use the space permanently compared to ad hoc?

What's the maximum number of people you need to accommodate in the space at any one time?

Work-flows - How do teams work alongside each other, do they need shared spaces, resources or private spaces?

Which activities need to happen on site and what resources are needed for them? Do they need to be private? Do they require a blend of digital and analogue resources?

Should spaces accommodate people both physically and virtually - allowing for hybrid work-flows and collaborations?

Lifespan - What is the lifetime of this solution? Will all or part of your solution be transitional?

Do you want the freedom of flexibility allowing you to experiment and iterate the layout and use of the space?

What constraints do you have?

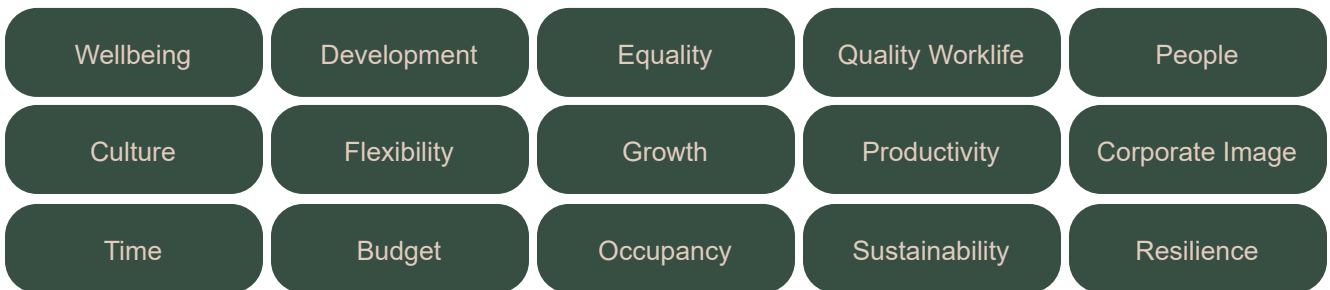
How often will you address the use of your space?

A collectively owned space can be the lynchpin that holds your business together. It can be a home, an incubator, a place for interaction and collaboration, a place where you can belong together and so much more. Let's make sure it works for you.



Priorities

Let us know what is important to you so we can steer your project in the right direction.



This guide will help you build the foundations of a great brief.

We believe taking a joined up approach will lead to better solutions.

That's why we recommend gathering information from a diverse steering group - it will help to provide a brief that captures a good cross section of the activities, nuances and other work based elements that naturally occur within your company.

A candid brief containing this information alongside your aspirations is a great first step to positive change in the workplace.

We are your gateway to inspirational design and insight. Our approach combines design with structure, communication and culture.

Whether you're testing the waters or in full swing - we are here to help.

From discovery workshops and brief building to concepts and proposals - we are your reliable experts.

Do you want to discuss how to build the perfect brief? We are happy to help without obligation.

[Contact](#) us or visit our [website](#) for more information.

We can't wait to hear all about you.

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Let's reimagine the way we work.



Resilient Spaces