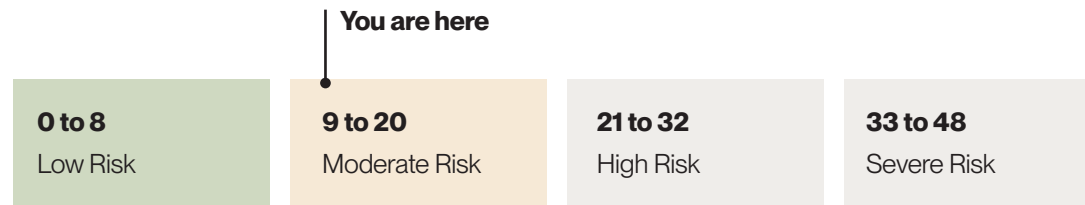


01 - TIMELINE RISK RATING

YOUR ORGANIZATION IS OPERATING IN A TRANSITIONAL STATE.

With 15 months until lease expiration, some early planning conversations have started but critical decisions around infrastructure, technology, and real estate direction have not yet been formally defined. At this stage, the window for comfortable, unhurried planning is narrowing.



02 - RENEW VS. RELOCATE SNAPSHOT

THE PICTURE IS MIXED. NEITHER PATH IS RULED OUT.

Based on our consultation, your current location continues to support talent retention and client access. However, infrastructure limitations and growing headcount uncertainty mean renewal as-is may not fully meet future needs without significant investment.

Signals pointing toward renewal

- Location supports client and talent needs
- Continuity is a stated leadership priority
- Building infrastructure is upgradeable

Signals pointing toward relocation

- Headcount growth may exceed current footprint
- Power and HVAC strategy not yet defined
- Leadership alignment is not yet confirmed

03 - EARLY ACTION PRIORITIES

FIVE STEPS TO TAKE BEFORE YOUR PLANNING WINDOW NARROWS FURTHER.

01 Convene a leadership alignment session

Bring key decision-makers together to establish a shared direction on renew vs. relocate before any further planning steps are taken.

02 Define headcount scenarios for the next three years

Build at least two growth scenarios to ensure space planning decisions are made against realistic projections rather than a single forecast.

03 Engage your landlord early

Understand the terms, timeline, and appetite for investment on their side before committing to a renewal path. Landlord review can add weeks to your schedule.

04 Bring IT into the conversation now

Technology decisions shape room layouts, power requirements, and infrastructure. Late involvement from IT is one of the most common causes of redesign and schedule compression.

05 Commission a workplace strategy engagement

A formal strategy process will surface space utilization data, align stakeholders, and produce a space program and scenario options before any real estate commitment is made.