Distributed Teams Fusion Cell
Space Group

Agency Analysis - Hoteling Workstation Calculator
*This is an inception of a potential "online" worksheet that would allow Directors/Agency Facility Managers to perform a more detailed preliminary analysis of a Distributed Team environment, specifically an analysis of how many workstations would be required for the Distributed Team Members

Unit Team Member Name (Distributed and non-Distributed)	Number of Days Team Member is to be Present in Office per Week
Employee 1	0
Employee 2	1
Employee 3	1
Employee 4	2
Employee 5	0.5
Employee 6	3
Employee 7	1
Employee 8	0
Employee 9	1
Employee 10	3
Employee 11	4
Employee 12	2
Employee 13	5
Employee 14	2
Employee 15	0
Employee 16	1
Employee 17	2
Employee 18	3
Employee 19	5
Employee 20	5
Employee 21	1
Employee 22	5
Employee 23	1
Employee 24	3
Employee 25	5
Employee 26	1
Employee 27	0
Employee 28	0
Employee 29	3
Employee 30	0.25
Employee 31	0.5
Employee 32	2
Employee 33	4
Employee 34	0.5
Employee 35	3
Employee 36	5
Employee 37	2
Employee 38	2
Employee 39	1
Employee 40	1
Employee 41	1
Employee 42	5
Employee 43	0.25
Employee 44	0.5
Employee 45	0.25
Employee 46	3
Employee 47	5
Employee 48	1
Employee 49	1
Employee 50	2

Number of Total Team Members	Number of Team Members to be Distributed Team Members	Percentage of Distributed Team Members
50	42	84%

Total # of Office Workdays per week *(Distributed and non-Distributed Team Members)*	Total # of Office Workdays *(Distributed Team Members)*
100.75	60.75

Maximum Recommended Distributed Team Member to Workstation Ratio		Recommended Number of Distributed Team Workstations required#
3.46 = 3 :1 Ratio		12

Maximum Recommended Overall Team Member to Workstation Ratio		Recommended Number of Individually Assigned Workspaces#
2.48 = 2 :1 Ratio		8

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(green)	=end user input/provided information (agency specific)
(orange)	=calculated result (embedded formula)

 # Adjustment may be necessary - see GUIDE below

GUIDE

The Hoteling Calulator is intended as a management tool for determining the appropriate number of shared workspaces. Hoteling needs vary based upon the number of staff who work at the office, away from the office, and at what regularity. This calculator is primarily designed with individual worksite office space planning in mind, however multiple locations information can be compiled to demonstrate hoteling needs at broader organizational levels.

For the purposes of this tool, Column B is based on a 5 day work week. Staff who work in the office full-time, but work four 10's or some alternate schedule should be noted as 5 in number of office days per week.

Teammate names (column A), and the number of days they need to work from the office (column B), are the only manual data entry required. Employees who only need to be in the Office once a month = enter .25 Days; twice an month = enter .5 Days

Number of hoteling workstations and individually assigned workspaces are rounded to the nearest whole number.

The data in the calculator tab is purely an example of hoteling needs based on a workforce of 50 staff, and the number of office days each individual teammate would require in their position.

This calculator only identifies number of workstations/cubicles. Adjustments may need to be made - case by case - to account for distributed management staff who require a private office.