

## Client Enrichment Series – Q & A



**Topic:** *Workplace Feasibility Modeling Made Easy With WIFM 2.0*

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### **Additional WIFM Related Resources:**

CES Session - WIFM 2.0 [Presentation Video](#) and Passcode: w#y7fXmh

[Activity Based Planning Resource Guide](#)

CES Session - Shape Your Workplace with Activity Based Planning [Presentation Video](#)

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#### **Q1. How do I request access to WIFM 2.0 to get started?**

**A.** Email us at [workplace@gsa.gov](mailto:workplace@gsa.gov). We'll send you a copy of the tool and instructions on how you can customize some features on your own. Over the coming months, versions will be released that add in additional features such as rough order of magnitude cost calculations. You'll automatically receive these as they are released.

#### **Q2. How much does the WIFM tool cost?**

**A.** WIFM 2.0 is a **free** tool! In addition, GSA can also customize the tool to meet your agency's space needs or calculation preferences. This customization service is often free as well, as it allows GSA to identify improvements for future releases.

#### **Q3. You mention saving a copy so it's not tied to WIFM. Do you mean just copy the spreadsheet? Or create a copy of the whole workbook? And then we need to create another copy of that copy so it's not tied to WIFM?**

**A.** For each scenario, WIFM 2.0 also provides a detailed space calculation that you can use as a start point for future requirements development efforts. The best way to prepare for this next step is to copy your desired scenario calculation to a new, separate Excel worksheet. This can be done by unlocking the sheet (there's no password), copy the entire sheet into your clipboard, and then paste the entire sheet into the new Excel file. You may need to adjust some of the formulas, such as how subtotals are calculated, but this should be relatively straightforward.

#### **Q4. Is there a way to calculate the minimum total space required based on the level of remote work?**

**A.** Yes. WIFM automatically calculates the anticipated amount of space needed based on the level of

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remote work being adopted by the organization's employees. These four remote work levels are identified in the "Position Distribution" section of the WIFM Dashboard.

**Q5. Does the model offer the option to take into account groupings of people (admin, law enforcement, intel, etc) into the workplace pattern calculations?**

**A.** Not yet. Currently, you will need to run each group independently. However, this is a functionality that could be addressed in a future release or as part of a WIFM customization effort for your agency. Reach out to Ryan Doerfler at [ryan.doerfler@gsa.gov](mailto:ryan.doerfler@gsa.gov) if you're interested in exploring this further.

**Q6. Where do we find ROM cost calculations?**

**A.** The rough order magnitude (ROM) cost estimate calculations that were version 1.2 of WIFM have been removed in this latest release. The way the ROM estimates were presented confused some users. However, it is anticipated that the ROM cost calculations will be added back in a future release.

**Q7. Is there a feature that will assist in developing a delineated area?**

**A.** Not currently, although this is an intriguing idea. If your agency is interested in exploring this additional functionality, reach out to Ryan Doerfler at [ryan.doerfler@gsa.gov](mailto:ryan.doerfler@gsa.gov) and it could be investigated as part of a WIFM customization effort.

**Q8. Can we get the old version to see the ROM costs?**

**A.** GSA has stopped releasing WIFM 1.2, which used to have the ROM cost calculations. In large part this is because of the ROM calculation problems noted above. The cost lookup data (which is locked and hidden in WIFM 1.2) is also terribly outdated. It was last updated in 2016 and would not provide useful calculations.