

# 1.0 Needs analysis and strategy development

1.1	Strategy development
	Getting the tenant representative onboard
	Business strategy and alignment
1.2	Review existing lease and occupancy terms
	Lease essentials
	Rental structures
1.3	Undertake needs analysis and space planning
	Space planning and headcount review
	Workplace strategy
	Opportunities to reduce floorspace requirements
	Technology considerations
1.4	Cost comparison benchmark current and potential locations
	Benchmarking and checking viability of staying put
1.5	Meet with existing landlord
	Ending your commercial lease
1.6	Confirm client requirements
	Location decisions
	Workplace strategy and design brief
1.7	Develop strategy
	Quantity surveying budget
	Calculating costs for projects
	Own versus lease
	Why own real estate operating assets
	Planning the strategy for a facilities portfolio
	Sub-leasing