

# Next steps regarding the expansion plan



Department meeting 17 January 2020

# Level 2 - Teaching



2.nd floor

Kitchen area

Staff lounge

1 big multipurpose room

5 medium size teaching rooms

2 small teaching rooms

4 group rooms

3 high quality sound studios



# Level 3 – Administrative departments



Kitchen area

12 meeting rooms/flexible rooms

Research and Learning Support

IT

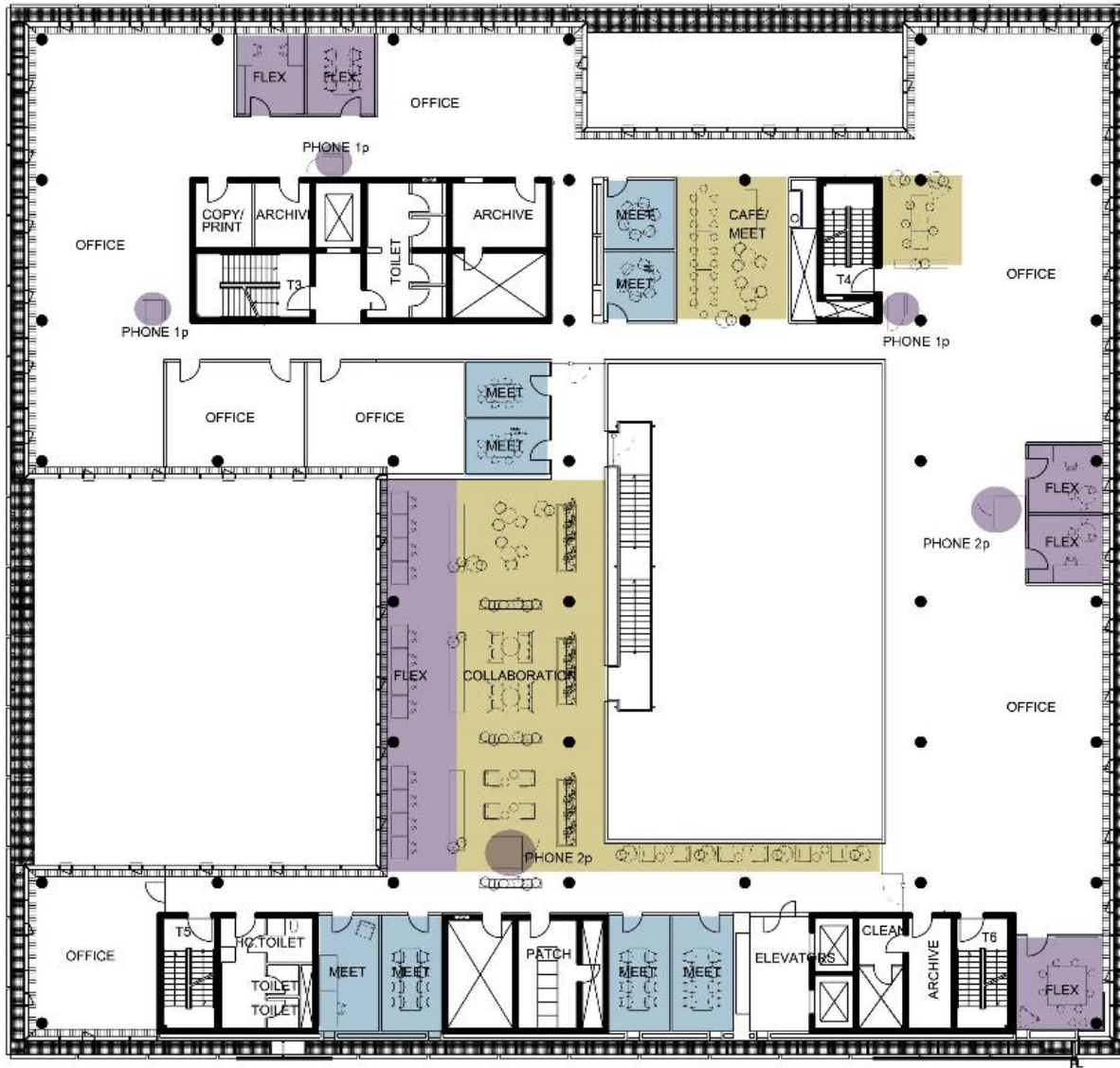
Finance

Legal

Executive Management

3.rd floor

# Level 4 – Academic departments



4.th floor

Kitchen area

13 meeting rooms/flex rooms

Drop-in zone for guests, students and unscheduled meetings

Digital Design:

- Play, Culture & AI Cluster
- Digitalisation, welfare and social design

Business IT:

- Part of TIME group
- Center for Digital Welfare (part of TiP group)

Computer Science:

- Machine Learning
- Networks/NERDS
- SQUARE
- Software Engineering
- Robots

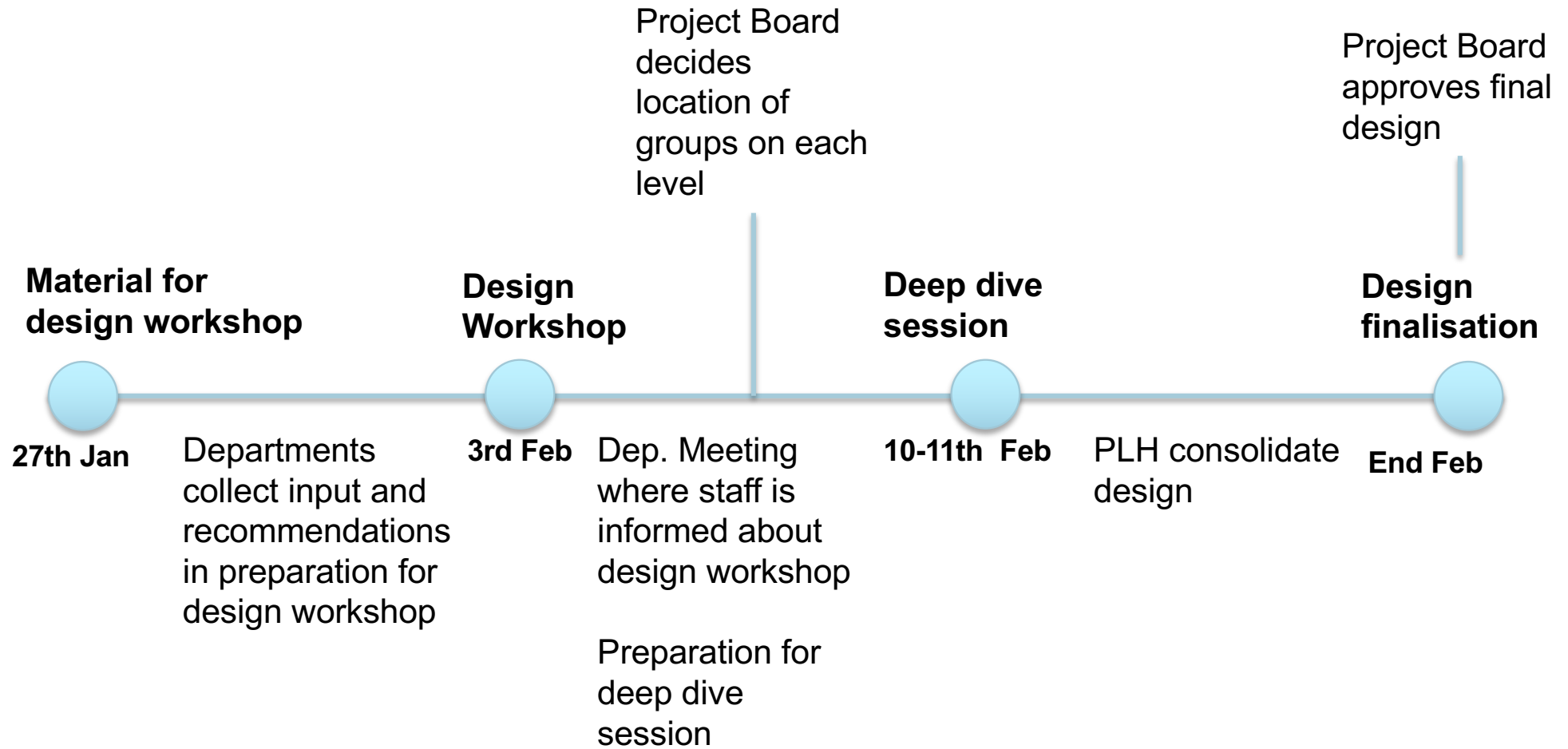
Heads of Academic Departments





Spatial impression (This is neither the final layout, colors, nor furniture)

# Design Phase



# One reference group per level

## Role: Provide input and recommendations to PLH

### Level 2:

- Head of Student Affairs and Programmes
- Head of Studies
- 3 Heads of academic departments
- Head of Facility Management

### Level 3:

- Head of administrative department + up to two employees from each department

(Legal: only Lene Dahl Prahm)

### Level 4 :

- 3 Heads of academic departments plus 4 staff from each department

# Preparation for Design Workshop

## Material will be issued 27 January

- Options: Locations of groups on the floor
- Alternatives: Placing desks, storage and other team/individual furniture
- Alternatives: How to furnish support rooms on the office floors & informal meeting areas (typologies)
- Alternatives: How to furnish Level 2 spaces





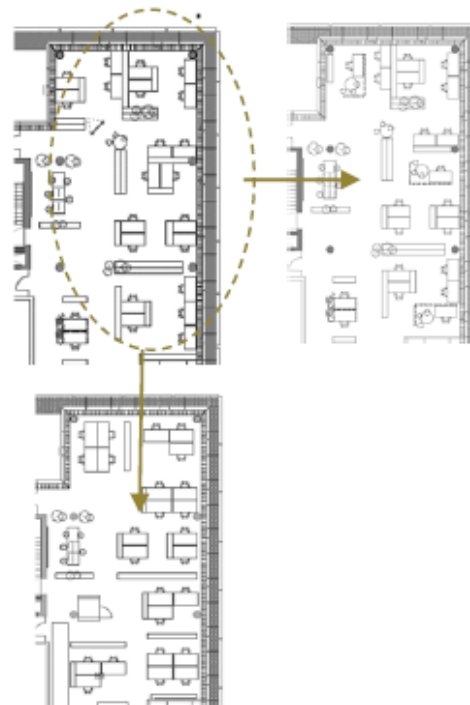
# Preparation for Design Workshop

Example material - issued 27 January

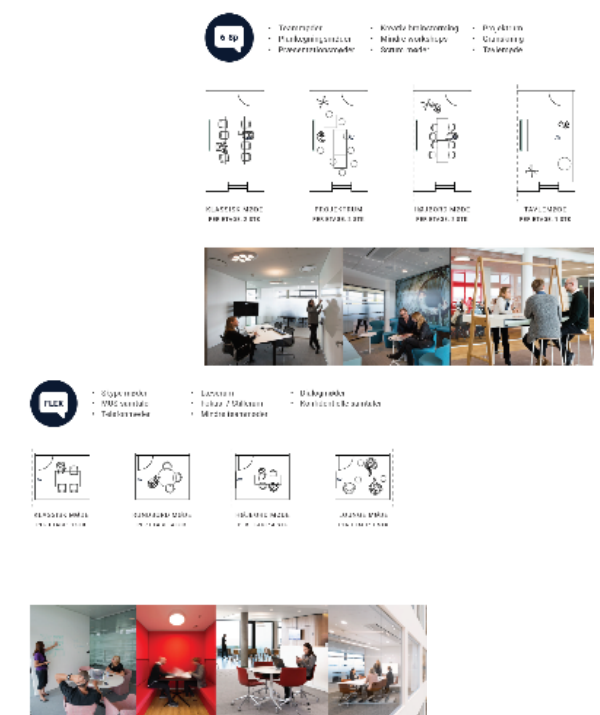
Location options



Alternative office layouts



Room typology options



# Preparation for Design Workshop

## Department activities

**27-31 January**

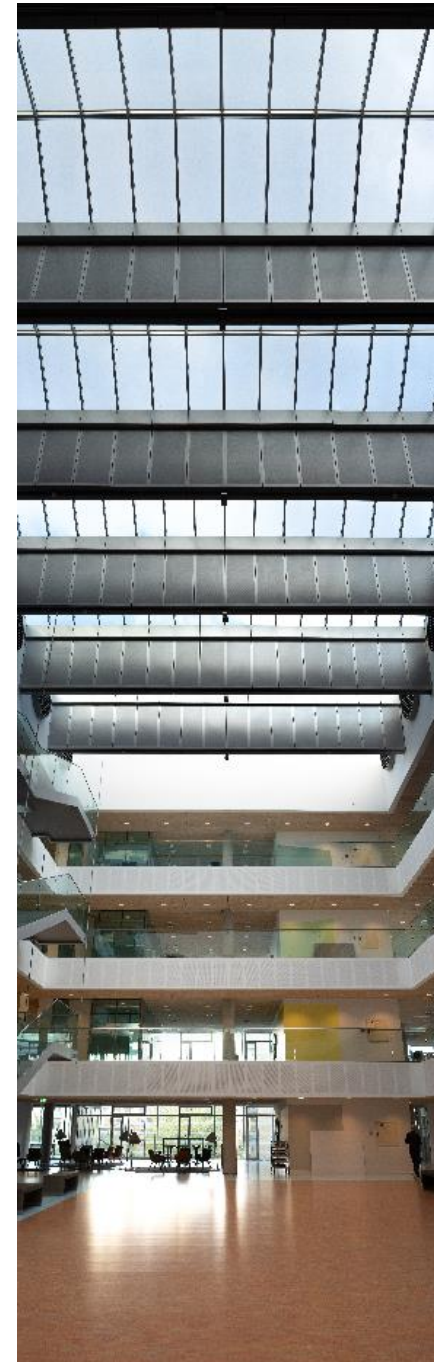
- Collect pros and cons regarding the proposed options/proposals
- Collect input to which type of rooms do we need and how do we see them furnished
- Collect other suggestions and comments before workshops on 3 February



# Design Workshop

## Workshop session with each reference group 3<sup>rd</sup> February

- PLH: Design principles & concept
- Review ideas & inputs from groups
- Gather feedback on preferred locations, layouts, furniture typologies / functions for the flex rooms, meeting & teaching rooms
- Gather feedback to design - “look and feel”-identity, display, materials





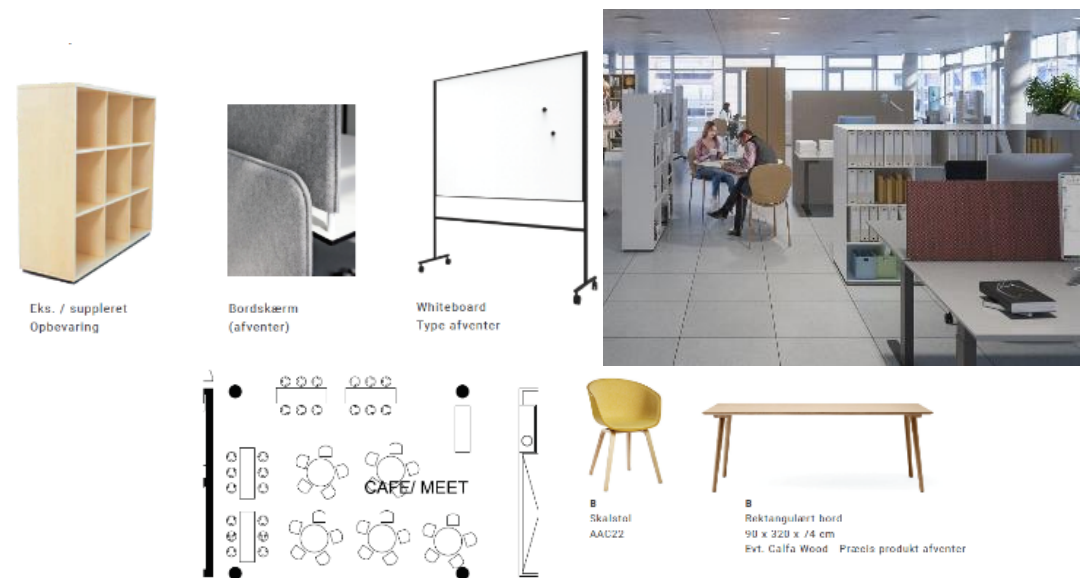
# Design Workshop

## Example material to be presented at workshop (in addition to material from 27 January)

### “Look & feel” / Materials



### Furniture types



# Outcomes of Design Workshop

- PLH recommends to the Project Board where each unit/group should be placed.
- PLH recommends the functional layout of the Level 2 rooms, and furniture typologies for office floors.
- Project Board decides on unit/group placement on 6 February

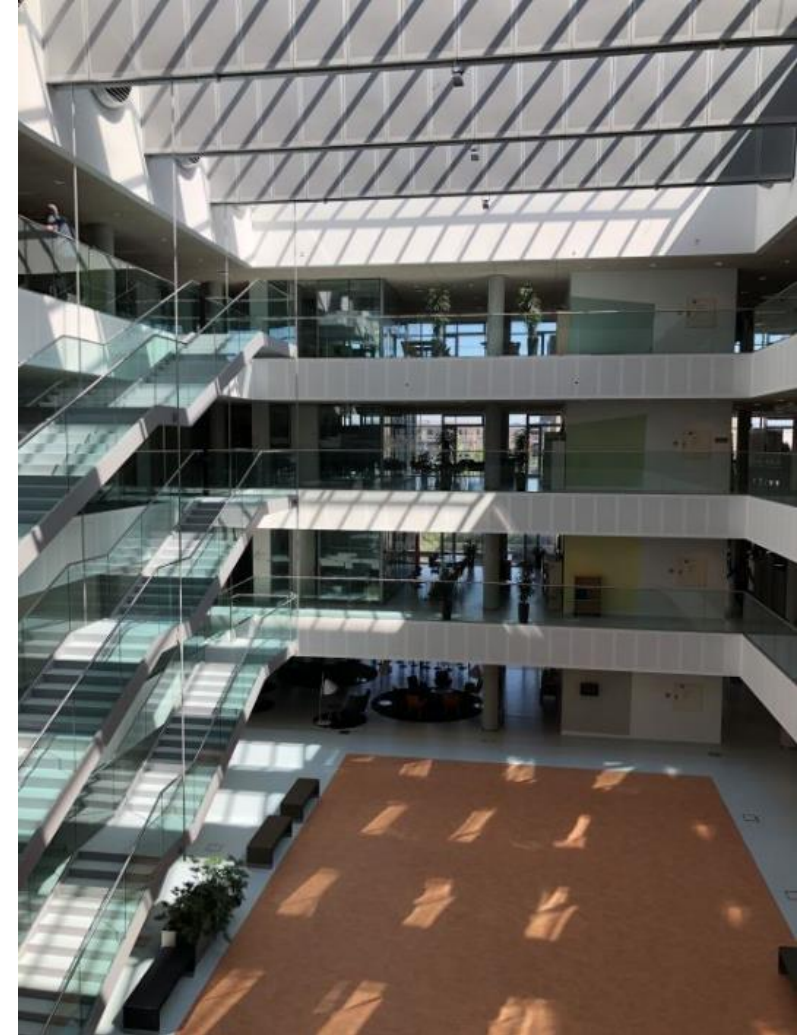


# Preparation for Deep Dive session

## Department activities

### 4-9th February

- Department/group meetings or similar activity (HoD decides)
- Purpose: Review outcomes from design workshop with the department
- Collect any input from staff to PLH before the deep dive sessions

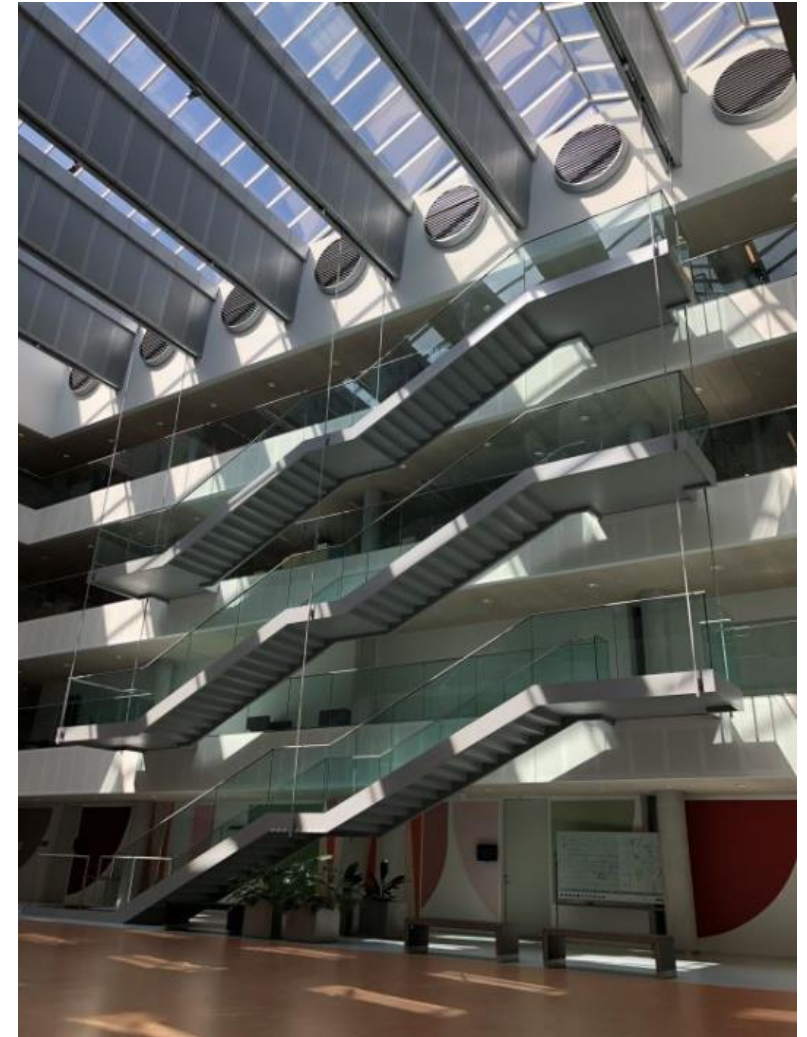




# Deep Dive session

## One session with each reference group 10-11<sup>th</sup> February

- A member of Executive Management joins the start of each session to communicate the final location of each group.
- Review of final layout plan showing department and group locations (as approved by Project Board).
- Fine-tune final furniture layout of each group's office area



# Design Finalisation

## PLH activities

### 12 – 25th February

- Finalise design & space plans  
(furniture types, quantities & specs)
- Budget verification, including options for re-use/ relocation of some types of existing inventory
- 25<sup>th</sup> February: Approval by Project Board

# Next steps - Rued Langgaards Vej 7

March - May:

- Elaboration of plan for moving

May

- Project Board approves plan for moving

Autumn 2020

- Internal moving

