

How-To Build a: Workplace Experience Team

TECHNOLOGY



Responsibilities:

- Building a workplace tech stack
- Installing and integrating new tools
- Implementing new tech

Project owner(s): _____

Notes:

PEOPLE



Responsibilities:

- Gathering employee feedback
- Analyzing and identifying pain points
- Communicating changes to teams

Project owner(s): _____

Notes:

OPERATIONS



Responsibilities:

- Identifying processes to streamline
- Strategizing workplace processes
- Managing workplace projects

Project owner(s): _____

Notes:

FACILITIES



Responsibilities:

- Maintaining the physical office space
- Tracking office usage to make smarter real estate decisions
- Connecting with external vendors

Project owner(s): _____

Notes:

