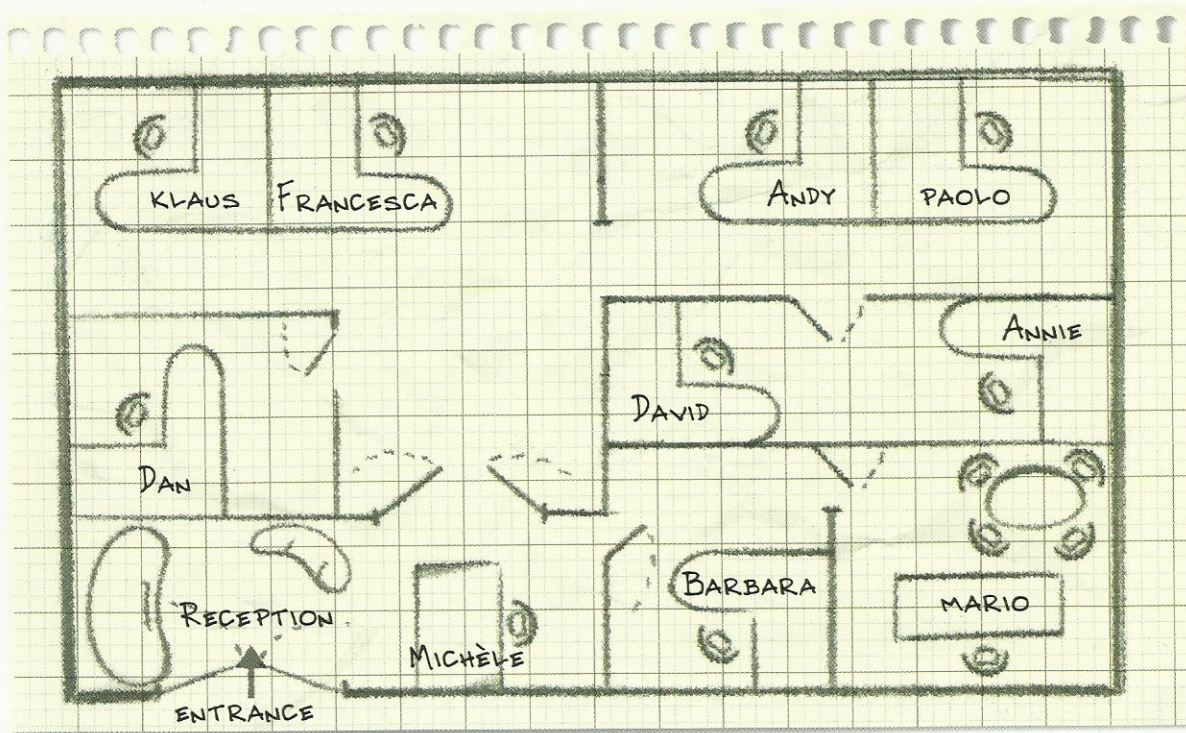


BUSINESS CASE STUDY

- 1 With your partner look at the information below and write a 200–250 word report proposing a new office layout where employees will be happier and more effective. Include a sketch if you wish (you can move the desks!). Use the report structure on page 38 as a model.

Background:

Gigabitze Ltd. is a small specialist software company. Unfortunately, nobody gets on very well with each other at the moment so you have been asked by the senior management to analyse the present layout of their mostly open-plan office (below) and the current seating arrangements, and decide how it could be re-organised.



People: current seating arrangements	Situation
Dan (32) accountant	Very quiet, liked by everybody. Dan currently has an office to himself because he smokes and nobody else in the office can stand cigarette smoke.
Francesca (25) tele-sales, and Klaus (34) dispatch	They get on extremely well. The only trouble is that they don't do enough work because they spend too much time laughing and chatting. Klaus is married to Annie.
Barbara (49) secretary, and Mario (35) marketing director	Barbara is a good secretary but is over-protective of Mario and is sometimes rude if people want to see him when he's busy. Mario is very charming but a bit lazy and likes having Barbara protecting him.
David (42) and Annie (29): software programmers	They currently share an office. Both have excellent programming skills but are very competitive with each other. This often leads to big arguments. Annie is also worried that Klaus is too friendly with Francesca.
Paolo (26) and Andy (29): technical support	Used to be best friends, but now refuse to talk to each other after Andy received a Christmas bonus from a big customer and refused to share it with Paolo, even though Paolo had done some of the work when Andy was on holiday.
Michèle (51): receptionist	Is very good with visitors but keeps on having arguments with Barbara, who sometimes won't let people see Mario.