

This template can be adapted by agencies to assist with a gap analysis in Phase 3 of the APS Location Framework.

	Current State	Future State	Gap	Actions
Geographic location/s	<ul style="list-style-type: none"> Where are our staff based? Where are our SES based? Where are our roles based? (usual work location) Where do we have offices? Do we have shared office space arrangements with other agencies? 	<p>Where should our staff be based?</p> <p>Will we share office space with other agencies in future?</p>		
Office arrangements	<p>What are our accommodation preferences? <i>Multiple may apply</i></p> <ul style="list-style-type: none"> Staff are usually attached to an office Remote work is supported A desk is provided for each employee / desks are shared Extra desk costs are funded centrally / by line areas 	<p>What should our office arrangements be?</p> <p>What other arrangements do we expect, based on case-by-case decisions?</p>		
Managing implications of location decisions	<p>What support do we provide for staff in particular scenarios? Do we think this is effective? Is it sustainable?</p> <p>Dispersed/hybrid teams may need:</p> <ul style="list-style-type: none"> Adjustments to work practices (e.g. virtual stand-ups, Kanban tools, virtual-first approach to meetings) Training for managers and staff Collaboration tools (e.g. video conferencing, instant messaging, virtual whiteboard tools) Advice on security, WHS, privacy when working from home <p>Remote staff/teams may also need:</p> <ul style="list-style-type: none"> Support to build networks and relationships Approaches to maintain physical and mental health Ways to understand in-person norms / on-site culture Deliberate approaches to capability development Contingency plans for ICT issues Travel budget <p>Staff/teams sharing office space with another agency may also need:</p> <ul style="list-style-type: none"> Clarity on site leadership and pastoral care arrangements Tailored security advice 	<p>What support will staff need under particular scenarios?</p> <p>What corporate factors need to be considered? (e.g. property, security, WHS)</p> <p>What support is reasonable?</p> <p>What are the costs of providing particular adjustments or supports?</p> <p>What are the consequences if we are unable to provide them?</p> <p>How can any risks be managed?</p>		