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| **Compensation** | **Assessed?** |
| Review current job vacancies |  |
| Review current job vacancies: Freeze some roles |  |
| Review current job vacancies: Freeze all roles |  |
| Review current job vacancies: Cancel some vacancies |  |
| Review current job vacancies: Cancel all vacancies |  |
| Review all current job roles |  |
| Conduct FTE calculation exercise |  |
| Explore offshoring options |  |
| Explore automation options |  |
| Explore restructuring options |  |
| Identify opportunities for Junior staff members |  |
| Reduce the use of contractors |  |
| Freeze pay for X amount of time |  |
| Delay pay rises by X amount of time |  |
| Cut the amount of pay rise scheduled by X amount |  |
| Split the scheduled pay rise into 2 rises |  |
| Cancel pay rises completely |  |
| Move to a performance related pay structure |  |
| Move to a performance related bonus structure |  |
| Freeze bonuses for X amount of time |  |
| Delay bonuses by X amount of time |  |
| Cut the amount of bonus scheduled by X amount |  |
| Split the scheduled bonus into 2 payments |  |
| Cancel bonuses completely |  |
| Embed improvements into the teams goals |  |
| Eliminate coordinator type roles |  |
| Eliminate support type roles (where no impact) |  |
| Reduce overtime: Change the “overtime” culture |  |
| Reduce overtime: Develop a new approval process |  |
| Reduce overtime: Deliver an annual year ahead plan |  |
| Reduce overtime: Mandate team to find savings |  |
| Reduce overtime: Deliver process improvements |  |
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| **Office** | **Assessed?** |
| Go completely remote |  |
| Adopt a hybrid approach |  |
| Reform facilities management approach |  |
| Reform supplies approach |  |

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| **Systems & subscriptions** | **Assessed?** |
| Find alternative providers |  |
| Merge / reduce number of systems |  |
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| **3rd parties** | **Assessed?** |
| Assess contract approach |  |
| Adopt standard / fixed term contract |  |
| Adopt alternative / flexible contract |  |
| Adopt reward contract |  |
| Adopt standard+ contract |  |
| Change provider |  |
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| **Equipment** | **Assessed?** |
| Task procurement to find cheaper alternatives |  |
| Change loss & damage policies |  |
| Explore outsourcing of maintenance |  |
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| **Things you must consider as part of this effort** | **Assessed?** |
| Risk |  |
| Communication |  |
| Timeframe |  |
| Resourcing |  |
| Need to invest |  |
| ROI |  |
| Market trends |  |
| Long term planning |  |
| Stakeholders |  |
| Business case |  |
| Approach you can take |  |
|  |  |