



Change Management Playbook



Guiding a Successful Workplace Technology Implementation

The New Workplace Challenge

In recent months, organizations have embraced change and flexibility, especially in the workplace. New hybrid home/office workplace software solutions have become crucial to ensuring business continuity and a smooth transition to new workplace configurations.

But enabling technology is only part of the story. People, processes, physical space, and organizational objectives must be considered for such a sweeping workspace transformation to be successful. Without attention to these areas, the risk is high for business disruption and erosion of employee confidence and productivity.

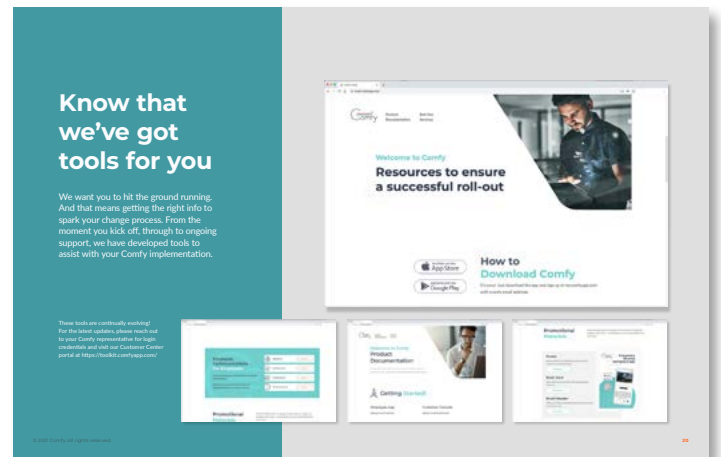
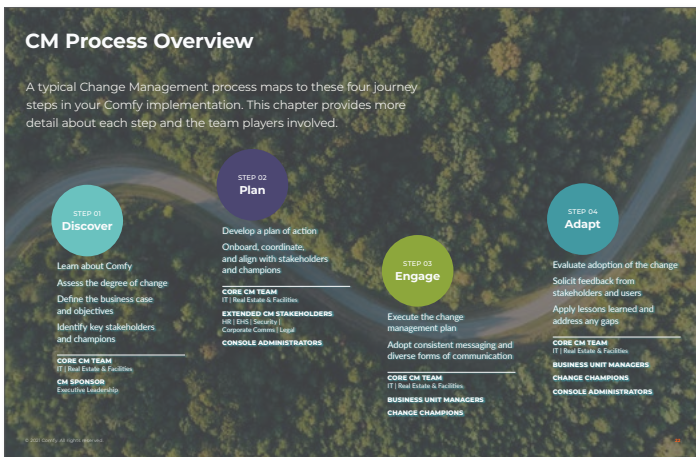
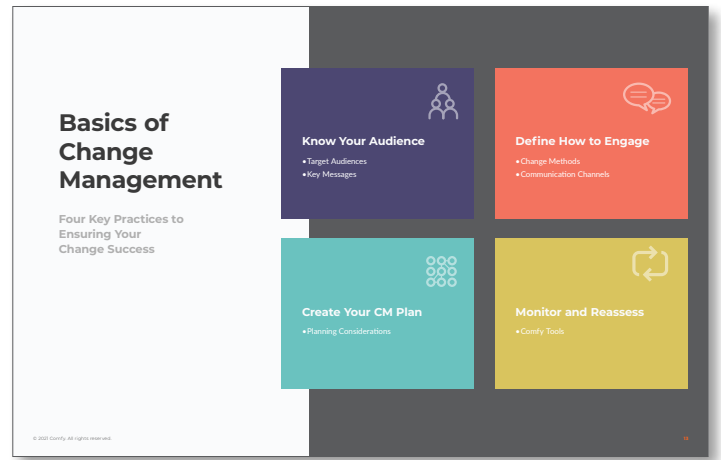
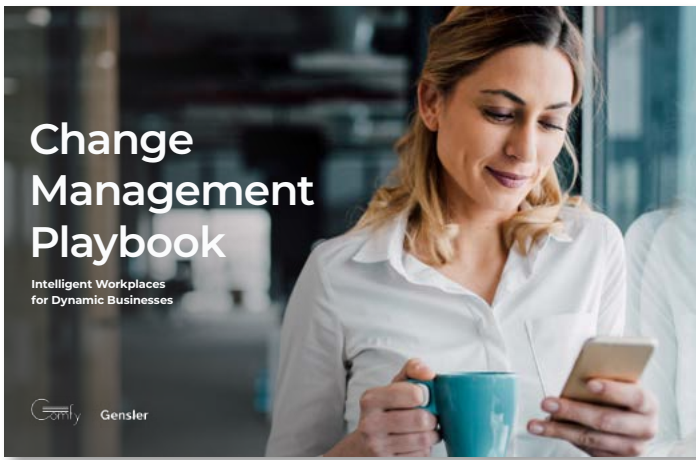
A Smooth Workplace Transformation

To ensure Comfy solutions are implemented in alignment with your company's policies and needs, we've co-created a **Change Management Playbook**, a step by step guide to transitioning to a hybrid workplace.

The methodology in this playbook—complete with tear-out worksheets—equips you with the tools and tactics needed to deploy workplace technology at scale—everything from standing up a team to deploy the new working model, prioritizing technology solutions based on workplace needs, best practices for getting employees on board, and methods for sourcing feedback and sentiment. With this playbook you can:

- Understand when to engage key members of your organization
- Make the process of implementation intuitive and engaging
- Increase awareness and educate employees about the value of Comfy
- Create a sense of community and excitement around the workplace program
- Discover how to optimize workplace strategy and design





Deep Knowledge: Workplace Technology and Change Management

Comfy's extensive experience implementing workplace technology solutions globally has allowed us to understand the complexities and risk of deployment. We combine these skills with change management best practices to deliver a well-architected blueprint for your new way of working.

"We recognized that technology, combined with a thoughtful change management process, would help our clients successfully navigate new hybrid workplace scenarios," said Erica Eaton, Comfy CEO. "This playbook helps organize the people side of the equation: their motivations, behaviors and engagement toward a successful transition."

Multiple Ways to Succeed

Comfy provides the Change Management Playbook to every customer, with options for implementation:

- **Self-Serve:** Follow the change management journey independently, leveraging your internal teams to manage the step-by-step approach.
- **Partner-Assist:** Acquire additional help available through Comfy's Partner Ecosystem, trained on the playbook methods.

Learn More

For more information on our approach to change management, please email info@comfyapp.com

Visit our website: www.comfyapp.com

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Intelligent Workplaces
for Dynamic Businesses

Comfy, a Siemens Company

Comfy, a Siemens company, was established in 2012 and serves customers and their employees worldwide. With a consumer-grade app designed to improve employee safety, engagement and productivity, Comfy provides the link between employee facilities utilization and corporate real estate insights and planning.