



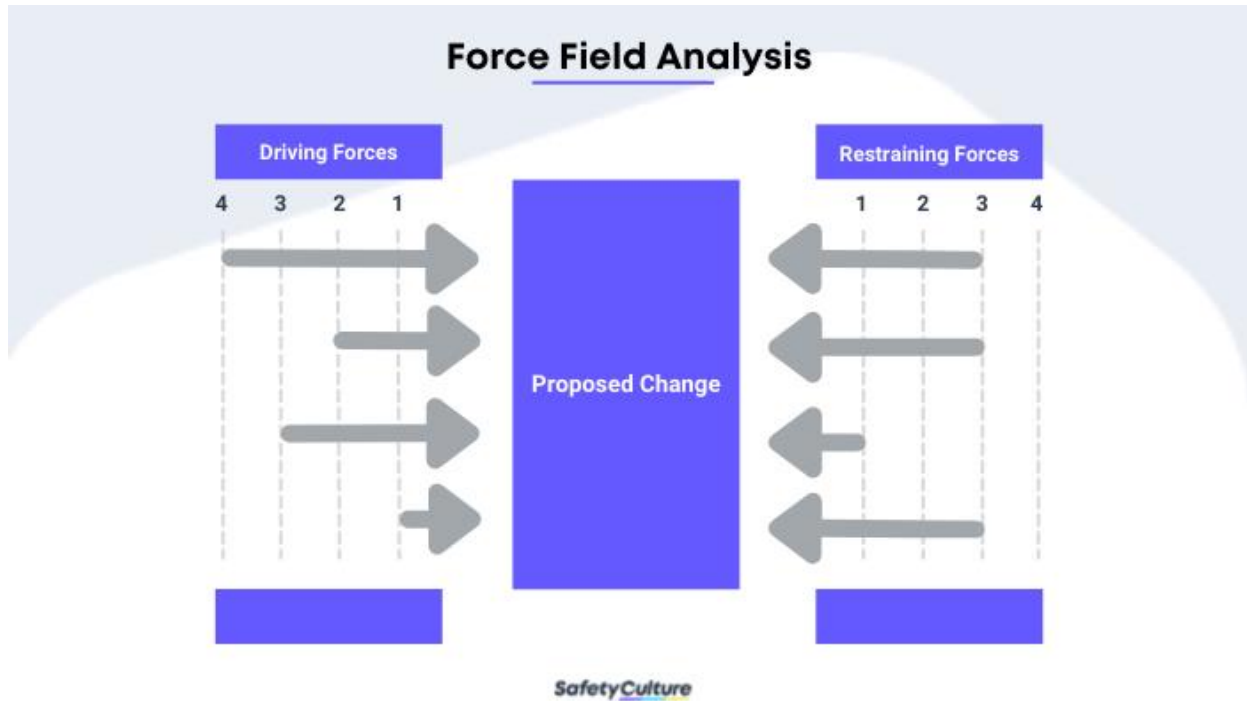
# Force Field Analysis Template

19 Apr 2022 / Annabel Swan

Complete

| Score                             | 37 / 50 (74%)   | Flagged items | 0 | Actions | 0 |
|-----------------------------------|---|---------------|---|---------|---|
| <b>Name of company or project</b> | ABC Software Company's Hybrid Work Arrangement        |               |   |         |   |
| <b>Prepared by</b>                | Annabel Swan  |               |   |         |   |
| <b>Conducted on</b>               | 19 Apr 2022 15:48 PST                                 |               |   |         |   |
| <b>Location</b>                   | MFQQ+G6 Sanger, CA, USA<br>(36.6887691, -119.5118849) |               |   |         |   |

Note that this template is not capable of visually presenting the elements of the force field analysis but it allows you to list the identified driving and restraining forces and score them. It also follows the concept of the force field analysis principle (image attached for reference).



List down as many forces as possible

Driving Force

20 / 25 (80%)

Driving Force 1

3 / 5 (60%)

Efficient use of space and workstations

Choose a corresponding score for the driving force

3

Driving Force 2

4 / 5 (80%)

Increased productivity

Choose a corresponding score for the driving force

4

Driving Force 3

4 / 5 (80%)

Better employee engagement

Choose a corresponding score for the driving force

4

Driving Force 4

5 / 5 (100%)

Improved company culture

**Choose a corresponding score for the driving force**

5

Driving Force 5

4 / 5 (80%)

Lowered costs

**Choose a corresponding score for the driving force**

4

Restraining Force

17 / 25 (68%)

Restraining Force 1

4 / 5 (80%)

Communication issues (e.g., for projects that always need quick responses)

**Choose a corresponding score for the restraining force**

4

Restraining Force 2

4 / 5 (80%)

Potential burnout (e.g., employees working beyond their schedules)

**Choose a corresponding score for the restraining force**

4

Restraining Force 3

4 / 5 (80%)

Feeling of isolation (e.g., remote employees finding it harder to communicate and adapt to new habits)

**Choose a corresponding score for the restraining force**

4

Restraining Force 4

3 / 5 (60%)

Increased reliance on technology

**Choose a corresponding score for the restraining force**

3

Restraining Force 5

2 / 5 (40%)

Having to redesign existing office space (i.e., to cater to the changes in the working arrangement)

**Choose a corresponding score for the restraining force**

2

## Completion

### Other notes or recommendations

With the driving forces or supporting factors summing higher than the restraining forces or opposing factors, we can take this into consideration and push through with our planned hybrid working arrangement. Further, a separate meeting can be conducted before the month ends to further weaken the opposing factors before implementing the change.

### Add signature

A handwritten signature in black ink, appearing to read 'Annabel', is displayed within a light gray rectangular box.

Annabel Swan  
21 Apr 2022 09:58 PST