

Organize Move Team (1 to 2 years before move)

- Assemble team members from cross-section of company
- Develop preliminary budgets and get approval to proceed
- Identify primary concerns
- Coordinate and plan project

Real Estate (1 to 2 years before move)

- Select broker and evaluate possible locations
- Develop space plan with architect
- Hire contractor for tenant improvements

Telecommunications (6 to 12 months before move)

- Select system hardware and soft ware
- Contract with voice and data cablers
- Install system and conduct user training

Computer Systems (6 to 12 months before move)

- Evaluate future requirements
- Develop shutdown schedule for move
- Schedule IT technicians for installation and test

Furniture (6 to 12 months before move)

- Conduct detailed existing inventory
- Solicit proposals and select furniture systems
- Deliver and install furniture
- Fine tune and punchlist

Moving Companies (3 to 6 months before move)

- Prepare RFP, interview and select a mover
- Conduct pre-move planning program
- Confirm schedules and access

Office Services (60 to 90 days before move)

- Evaluate office equipment, services and procedures
- Order new stationary and forms
- Send move notices and change of address
- Develop systems for servicing the new site

Contingency Planning (15 to 30 days before move)

- Verify insurance coverages
- Back-up equipment and services arranged
- Develop list of key vendors, contacts and phone numbers
- Coordinate vendor schedules

