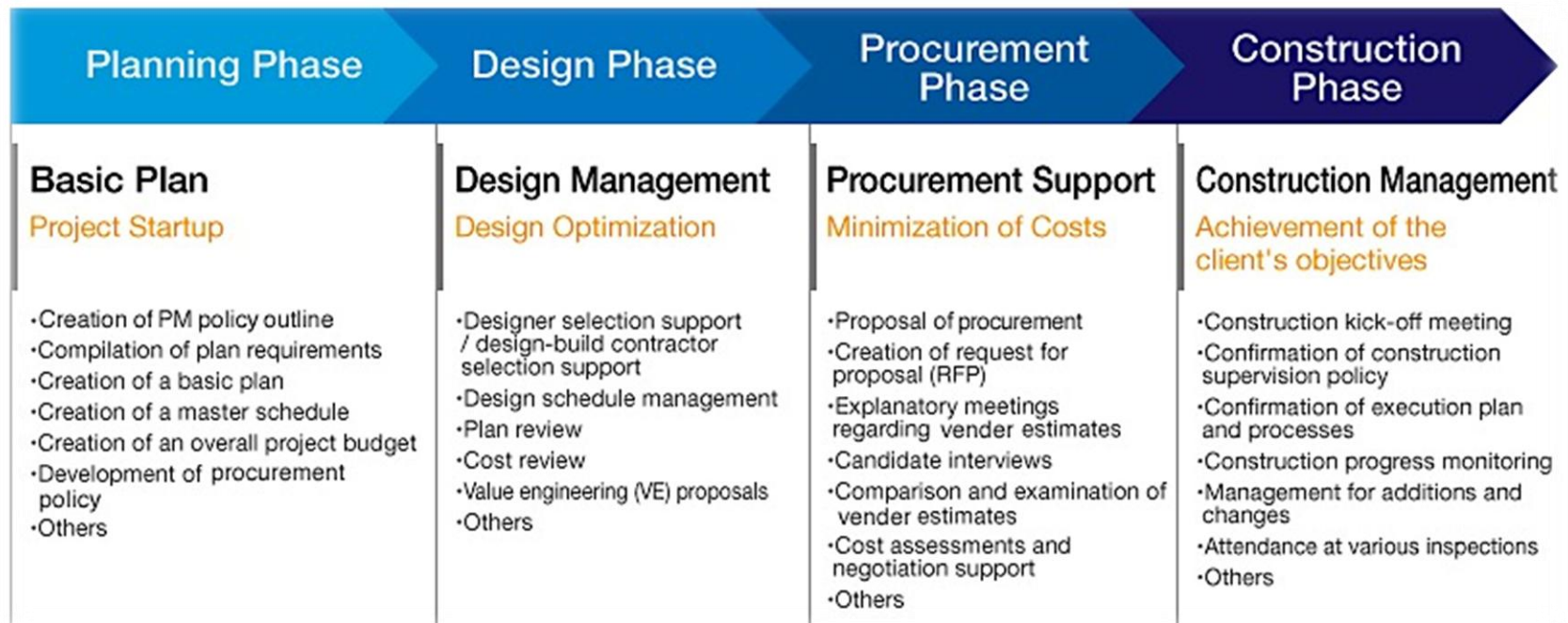


Relocation Task Breakdown

This document can be used as a checklist in support of an upcoming office relocation project.

Project Management

- Planning
- Budgeting
- Scheduling
- Procurement Management
- Quality Management



Relocation Task Breakdown



Requirements Definition

- New Office Location
- Customer Base Analysis
- Physical Office Structure
- Constraint Identification
- Staffing Plan

New Office Site Selection

- Contract / Lease New Facility
- Facilities Access Agreement
- New Office Location
- Notify Existing Realtor

New Office Design

- Architectural Drawings
- Interior
- Computer Room
- Product Lab
- Offices
- Boardroom
- Meeting Rooms
- Cubicles
- Reception
- Open Areas
- Employee Areas
- Bathrooms
- Exterior
- Veranda
- Parking
- Interior Design

Todo List

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Relocation Task Breakdown

New Office Design (continued)

- Lighting
- Flooring
- Walls / Partitions
- Furnishings
- Fittings
- Communications Requirements
- Computer Network
- Cabling
- Electrical
- Voice Network
- Cabling
- Security System
- Key Card Access
- Physical Security

○ Construction Build Out

- Planning Permission
- Bid Process
- Vendor Selection
- Vendor Contracts
- Utilities
- Open Accounts
- Activation
- Interior Construction
- Exterior Construction

○ Communications Network Build Out

- Bid Process
- Vendor Selection

Todo List

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Relocation Task Breakdown



Communications Network Build Out (continued)

- Vendor Contracts
- Equipment Purchase and Acquisition
- Vendor Selection
- Vendor Contracts
- Cabling
- Internet Connectivity
- Phone System
- New Equipment Implementation

Interior Design

- Painting
- Flooring
- Furnishings and Fittings
- Vendor Selection
- Vendor Contracts
- Installation

Quality Review

- Code Compliance
- Construction
- Electrical
- Occupancy Certificate

Existing Location

- Purchase Packing Materials
- Moving Company
- Estimates
- Vendor Selection
- Insurance

Todo List

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Relocation Task Breakdown

Existing Location (continued)

- Staff Packing
- Paperwork
- PCs
- Network Hardware
- Cleaning Company

New Location

- Cleaning Company
- Staff Unpacking
- PC Setup
- Packing Materials Disposal / Recycling

New Office Maintenance

- Housekeeping
- Insurance
- Sanitation Services

Marketing

- Change of Address Notification
- Customers
- WWW
- Print Media
- Radio
- Staff Business Cards
- Corporate Letterhead and Material

Todo List

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Relocation Task Breakdown



Sample Risk Matrix Priority Scale 1-5 (5 = greater probability)	Impact	Probability	Severity	Mitigation Strategy
Technology: Data and/or Voice circuits will not be available by (date). Company will not be able to communicate. (Note A)	5	3	15	<ol style="list-style-type: none"> 1. Contact solution vendor as redundant provider. 2. Seek alternate fixed data / voice provider 3. Allow employees to work from home 4. Extend existing lease by 1 month to provide additional circuit implementation time.
Operations: Inadequate insurance. Company may be underinsured.	4	1	4	<ol style="list-style-type: none"> 1. Check coverage 2. Review policy
Construction: Construction build not complete by (date) (Note B). Company will not be able to relocate according to schedule.	5	3	15	<ol style="list-style-type: none"> 1. Delay lease termination notice
Construction: Construction deficiencies. Office environment may be hazardous.	3	2	6	<ol style="list-style-type: none"> 1. Construction warranty 2. Phased payments 3. Use known good contractor 4. Request inspection
Move: Equipment breakage. Core networking gear and/or peripherals would need to be replaced.	5	2	10	<ol style="list-style-type: none"> 1. Adequate packing 2. Hire professional packing/moving company 3. Employees responsible for laptops 4. Ensure spare equipment available

Note A: Historically, vendor has had difficulty deploying high speed circuits to this part of town.

Note B: Project is currently 1 month ahead of schedule. However, project is complex, so some delays are expected.