



Care. Integrity. Respect.

Office Move Project Plan

Take the hassle out of your office move with Johnsons' step-by-step guide to managing your office relocation.



Office Move Project Plan



A key part of any office move is a clear project plan. Whether the project is moving some office furniture around or a massive turnkey solution, an office move project plan is essential in bringing the project in on time and on budget.

At Johnsons, we are one of the very few removal companies that has its own dedicated in-house professional team of project managers. Our project management team are all PRINCE2 certified and specially qualified to bring the level of experience and expertise that will make your relocation successful.

Because forward planning is a key factor in any successful move, our specialist project managers will be involved from the start to develop a realistic project plan for your office move. This early involvement will help us to anticipate most problems and eliminate them before they arise. Your bespoke office move will cover key considerations as outlined in the office move plan below.

KEY CONSIDERATIONS

> Move Team

Select a team of people to support you in planning the move and to help you make big decisions. Appointing a Coordinator, or 'Move Champion' will ensure there's always one person keeping an eye on key milestones. When choosing the team and team leader, it's important to ensure that they have enough time available to dedicate to the project.

> Exit Strategy

It's vital you check the details of your current lease – when it expires, and what notice period you need to give. There may be a charge for terminating your lease early.

> Move Budget

Before you can start looking at new locations, removal companies, furniture and so on, you need to fully understand what budget has been assigned to the move, so that you know what you're working with. A budget plan should then be written and approved by Senior Management, outlining all costs associated with the office relocation.

> Hiring a Removal Company

A professional removal company like Johnsons can help you minimise disruption to individual staff and the wider business, whilst reducing impact on productivity and ensuring a smooth process for everyone. Office relocation can take hours of

preparation and experience, often with more time spent on the planning than the move itself. Lots of factors need to be considered such as the transfer of your IT and telecoms, which can be very complex.

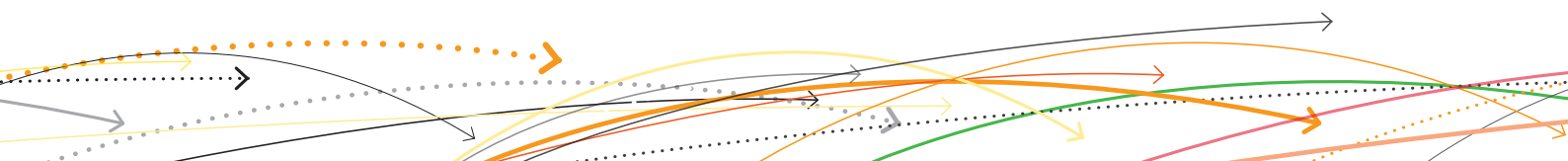
Businesses of all kinds across the UK rely on Johnsons to help them move. So whatever the nature of your relocation, we've probably done something very similar before and have the expert knowledge to handle it all easily. With nearly 150 years of experience, we can bring the knowledge, skilled personnel and proven work practices that ensure that your move goes as smoothly as possible. With Johnsons, you're not on your own. We are there to support you through the whole process.

> Site Survey

Your removal company will need to do a site survey. This will involve visiting both your current premises, and your new office location, to fully understand the requirements and quote accordingly. They will then provide a detailed plan, explaining how your items will be cared for and moved, and what the timescales will be in order to meet your final move date.

> Move Timetable

A move timetable will help you, and all those involved in the move, to understand your exact requirements and when all tasks need to be completed by. Your Move Champion will refer to this regularly with the Move Team and ensure that the move stays on track. Each task therefore will need a set completion date alongside it. When setting the completion dates, you will need to take into account the move date, and ensure that everyone involved in the move can commit to those dates. There may also be elements of the move that need to be completed before the next task can take place – for example, new cabling in the office and delivery of office furniture will need to take place before IT equipment can be installed.



Office Move Project Plan

> Space Planning

Obtain a floor plan of the new office space and consider how the layout will work. This is no easy task and careful consideration needs to be taken to ensure it will work practically, in terms of furniture space and IT/telecoms, as well as for your company's productivity. The way in which your office space is laid out can have a significant effect on staff morale and the way people behave in the office. For example, natural light, space and air circulation are all factors worth considering. Removal of partitions to create more space can provide a more open office environment and encourage better collaborative working.

> Furniture and Assets

Now you know what space is available in your new office, you can identify what furniture is required. This is likely to include existing furniture and equipment that needs to be moved, plus new office furniture which needs to be ordered. You may decide some of the furniture/equipment needs to be replaced or upgraded. If this is the case, Johnsons can support you with the disposal of any unwanted items (see 'Furniture and Equipment Disposal' section below) and also help you with the new furniture fit-out. To make sure that all new items arrive in time for the move, it's important to look at ordering what you need as early on as possible in the move process.

> Document Storage

As part of your relocation, if you are short of space, you could look at off-site storage facilities. Due to legal requirements, the long-term storage and management of business paperwork has become something that every company must do. If office space is at a minimum, you may consider Johnsons' Records Management service which operates from our multiple archive centres based across the UK – all with fully-secure, CCTV-monitored and alarmed storage facilities.

> IT and Telecoms

PCs, servers and phone lines can often be the biggest headache for those coordinating an office move. These days, almost all businesses are powered by their IT systems and as a consequence, any downtime during the move can be costly if not planned and managed correctly. All of your IT equipment and phone systems need to be transferred, assembled and fully operating in the new office with minimum disruption to the

business. At Johnsons, we have our own IT specialists who can manage all this for you as part of your relocation package. They will make sure that the commissioning, networking and patching of your IT and peripheral systems is synchronised with your business operations for minimum disruption. Services include server relocation, desktop relocation including PCs, workstations, printers and scanners, plus the roll-out of new cabling to fit the new desk layouts.

> Stakeholder Communication

Change can have a huge impact on staff. Therefore, all members of staff should be informed about the move and how it will affect them as soon as you are able. Focus on the positives. By using a reputable removal company to help you plan your move, there will be minimal disruption and downtime for staff so they can focus on settling into their new office environment. Once you have a move date to work towards, remember to inform all your service providers of your change of address – telecoms, utilities (gas, electric, water), insurance provider/s – and of course your customers and suppliers.

> Furniture and Equipment Disposal

Relocating to new premises often means that you have to dispose of redundant items or furniture, fittings and equipment, or look at recycling your unwanted office furniture. With **JohnsonsZero**, we can give you an environmentally responsible solution to manage your office furniture recycling. As part of your office relocation process, we can recycle, donate or sell all of these items in ways which will benefit the environment and your local community.

All in all, with a tailored office move plan and our project managers and office move specialists on hand, we can manage your office move seamlessly, while allowing you to carry on your business with the minimum disruption and downtime.

To arrange a free, no obligation consultation with our Project Team please call us on 0800 279 2505 or email us at contact@jms.uk.com.

