



# Farnborough Projects Limited

## Farnborough Projects Limited

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## Case Study – Office Relocation

**People and IT can be moved easily – dealing with the builders may not be so simple.**

The trouble with office relocations is considering all of the things that you probably hadn't thought about! It helps to have someone who has undertaken these from both sides of the fence. We have been involved in both the construction elements and the office and IT move itself.

Areas to consider are the provision of correctly positioned services, how complete the fit out work is prior to moving and what contingency plans are in place in case there are problems. Unfortunately it is often the case that building work overruns or services that should be in place are missing so a planned approach to ensure that everything is ready is key to make an office relocation a smooth logistical success.

### Problem

How do you ensure that the office is going to be ready on time and that the move goes ahead with as little trauma as possible?

### Solution

Planning is critical to success, not only do you need to deal with the physical movement of the office and personnel, other considerations also come into play, updated collateral, changed telephone numbers and potentially changing security systems etc.

Our approach is to be involved as early as possible in the cycle and to arrange for coordination meetings and fully specifying the requirements from all points of view. Importantly, the work being undertaken on site to fit out the building needs to be reviewed regularly to ensure that there are sufficient services being provided and that work is on target. Reviews to ensure that staff are ready to move to their new office including trips to the new premises, working with HR to ensure that staff needs are covered. Working with IT to ensure that data centre relocation and infrastructure is in place either before or migrated as required. If a phased migration, planning to ensure that the functions required are available to both offices. Removals contractors and other specialists need to be in place and fully coordinated to ensure that the move goes smoothly.

Additionally telephone systems may need to be provided new or migrated over and it is important that people are on hand to cover any minor teething problems in the new location.

Dealing with the fit out contractors is an essential role in office moves and ensuring that they will meet their target completion dates and that the resultant product is fit to move into also need to be considered.

Each of the areas needs to be fully managed to ensure that the move goes as smoothly as possible. It is imperative that staff moving into their new office are moved with the least amount of stress and are operational and productive in the quickest possible time. Contingency plans need to be in place for the inevitable special need or snagging item and this is where our experience in understanding the construction and services business as well as the office and infrastructure needs of today's business add

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value to an office move. We understand the difficulties of moving an office, we also understand the problems that can be attributed to lack of services or unfinished work.

#### About Farnborough Projects Limited

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Farnborough Projects Limited is a privately owned Project and Programme Management company specialising in Project and Programme Management in the Finance (Retail and Investment), Telco, Logistics and Insurance markets. With in excess of 25 years experience in managing projects, using project tools and project and programme recovery, Farnborough Projects Limited experience is helping project teams and customers improve the way they deliver, track and plan business change.

#### Contacts

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