

## Planning the Office Move

You can't manage a business move on your own and apart from needing all your staff to pull together to get things done, you will need their help with specific tasks at particular times. Having said this, people generally don't like change, so how you communicate with your staff, clients and suppliers will be critical. It is important not to allow rumors about a move to start before you are ready to make an announcement they may needlessly unsettle your staff. In the early planning stages and before your plans are finalized, you should only involve other people when it is essential to do so.

### Your Team

At the appropriate time you will need to appoint a team of key staff members. This team should be familiar to your business and have a good understanding of all the issues and tasks to be tackled across all the departments. Initially this should be a small team of a few senior managers to scope the project.

### Project Manager

Appoint an internal project manager as soon as you can. They will be responsible for:

- Coordinating all the plans and arrangements
- Identifying potential problems or bottlenecks
- Overseeing the move timetable
- Keeping track of expenditure

### Project Team

A project team should support the project manager and take responsibility for specific aspects of the move. Guard against the team becoming too large and unwieldy but you do need to make sure all the key departments in your organization are represented.

Project Team Members could include representatives from:

- IT
- Finance
- Human resources
- Facilities management
- Marketing
- Operations

The Chair will usually be a senior manager but not the project manager.

### Top Tips & Planning for an Office Move - Allow enough time to plan.

- Appoint your project manager and project team early.
- Agree tasks, responsibilities and reporting procedures.
- Agree the move timetable, deadlines and target dates.
- Analyze the need of each department and work with a space planner to plan the new space.
- Communicate the plan to your employees.
- Review and rationalize filing, storage, stationery and marketing materials.
- Manage staff input to control workplace politics.
- Select and appoint your Office Moving Company at least three months prior to your move to get some advice and guidance and to understand the costs of the project.
- Recognize and understand the resources you will need – appoint specialist advisers as and when you need to.
- Ensure your relocation specialist provides a detailed move plan with allocation of resources within the quotation.

### Managing the Transition of Your Business

To ensure your business relocation is delivered on time, on budget and to your agreed specification, Nanaimo Minute Men have developed a framework of proven systems, which are easily implemented by all parties involved in the business relocation.

### One Point of Contact

Nanaimo Minute Men will provide a dedicated project manager made available off or on-site to manage the business relocation project from start to finish, ensuring full accountability and continuity of communication throughout the project.

### Space Planning

Office movers work best when visual prompts such as labels are utilized to identify belongings and designate space. For example, all of the contents within Attorney Georgia Smith's office should be labelled (desks including hutch and returns, floor mats, boxes, garbage can, chairs, etc.) and at destination her office should be clearly labelled. Ensure that desks, chairs, filing cabinets, etc., fit inside your new space. Custom-made furnishings and/or furnishings assembled inside one office may not exactly fit in another office. Measuring furnishings and the space you are moving into is advisable when in doubt. Also, if a piece was custom made or assembled at its location, please have available any special tools that come with the product.