

Best Practices for an Office Move

Moving is one of the most stressful situations for a company as it distracts from day to day work. At the same time as the office move process is going on, your company has to continue to run its business and focus on its existing workload and commitments. A successful move requires input and open communication from your employees and those you hire to help with the undertaking. In Order To Succeed wants to make your move a success, so here are some proven tips to get you through the process as seamlessly as possible.

1. Teamwork and Communication Are Essential

Build your team quickly. Assign an internal point person with overall responsibility for managing the move. Create a list of staff members that will be responsible for various aspects of the move and specify the scope of their duties. Select and work closely with outside experts and consultants (Architect, Interior Designer / Space Planner, . Professional Moving Coordinator , IT - Telecom Specialist, etc) and integrate them with your internal team. Introduce them to one another and remember to include them in meetings as appropriate.

2. Create a Moving Plan and Checklist

Establishing the timeline for moving your company taking into account that the timing is aligned with significant activities of your business. Involve key staff members along with your Moving Coordinator collaboratively to develop the moving checklist comprehensive and pertinent to your business. The checklist should include every detail that will need to be tracked and confirmed and subjected to ongoing review to confirm that tasks are completed during each phase as well as add any new items as they arise.

3. Focusing on the Plan

We often find that companies underestimate the time and effort needed for management and staff to invest in planning and coordinating an office move. Balancing existing workload and commitments with moving responsibilities can be exceedingly challenging and stressful. As the moving date approaches and the pace becomes more hectic it is crucial to continuously refer back to checklists and keep them updated.

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4. Early Engagement of IT and Telecom Team

Keeping all systems and processes running smoothly and providing connection to your customers and vendors is critical. IT and Telecom infrastructures should be engaged early to work closely with them timing transitions of business critical systems.

5. Upgrade and Improvement Opportunity

Seize the opportunity of the move to assess your needs and upgrade technology as needed. Meet with your IT staff to decide any new needs for new office. Is this time for a rebranding and new stationery/marketing or simply change of address. Engage employees for their input of upgrade wants and improvements.

6. Plan For the Worst Expect the Best

Set up a Test Day to test systems and equipment before the move day and again the day of or after the move. Map timelines for transition to new systems. Communicate to your employees, as they need to know in advance. Create an Issue Prevention and Resolution Process and establish a system to deal with lost/found items that are lost in current and new offices.

7. Security Measures

During and after your move a plan for security is very important. Furniture and equipment should be watched at all times. Open trucks can lead to stolen servers, computers etc. Remember to make sure security systems are working before you arrive at the new office.

8. Participation and Communication= Success!

Engaging employees throughout the process will give invaluable feedback for your plan as well as gain their enthusiasm and support. We cannot stress enough the importance of maintaining open lines of communication along the way.