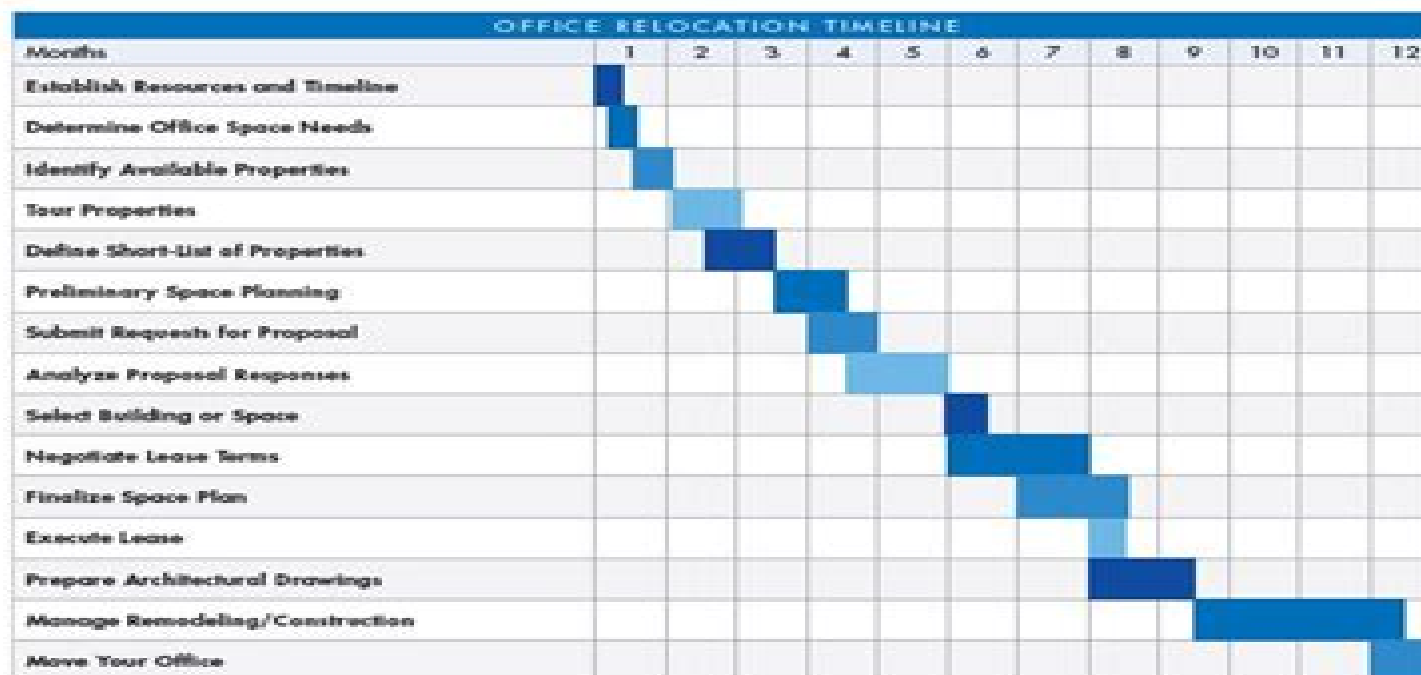


## A SMOOTH MOVE HOW-TO GUIDE: OFFICE RELOCATION TIMELINE

Developed by Karen Warner, Commercial Relocation Expert

TYPICAL RELOCATION TIMEFRAMES	
Space Size in SF	Timing
500 - 1,500	2-4 Months
1,500 - 3,000	4-6 Months
3,000 - 6,000	6-8 Months
6,000 - 10,000	8-10 Months
10,000 - 25,000	10-12 Months
25,000 - 100,000+	12-18 Months



# Office Relocation Planner

**Karen E. Chessler, Christopher U.  
Carmen**



## **Office Relocation Planner:**

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Chessler, Christopher U. Carmen, 1999-04-01 Office Relocation Simplified A Guide for Companies James Fulton, Office Relocation Simplified A Guide for Companies is a comprehensive resource designed to streamline the often complex process of moving a business from one location to another The book outlines essential steps from initial planning and budgeting to logistics and employee communication ensuring a smooth transition It offers practical tips for evaluating potential sites managing vendor relationships and minimizing downtime while also addressing the unique challenges of accommodating different workforce needs With insights from industry experts this guide empowers companies to navigate the intricacies of office relocation effectively fostering a successful move that enhances productivity and employee satisfaction **Office**

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business Experts in the fields of office relocation consulting and commercial real estate have defined the tasks associated with an office move and put them into a logical sequence making the relocation process manageable The following six key functions of your relocation are broken down in detail Facility Selection Strategies to Help You Find the Ideal Office and Stay Within Your Budget Moving Companies Work with Moving Vendors to Get the Best Service and Value Telecommunications Should You Relocate Your Existing Equipment or Purchase a New Phone System Information Technology Plan Your Network to Maximize Productivity Computers Office Equipment Practical Advice for Moving Your Computers Printers and Equipment Furniture How to Design an Efficient Office Layout Using a Variety of Furnishings Our proprietary Master Timeline ensures that each task is done on time and nothing slips through the cracks Action steps and checklists are included to keep you on track every step of the way

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Office relocation is one of the most challenging aspects of a facility professional's job This challenge and the thrill of meeting it are even greater for members of the relocation team who have had little or no prior relocation experience To begin with there are the thousand and one logistical details that go into the designing planning and implementation of a relocation project Then there is the seemingly impossible task of keeping affected employees happy and supplied with everything they need to perform their jobs without running into massive cost overruns The Office Relocation Sourcebook takes the sting out of relocation Written by an author with twenty five years experience in facility management and human factors design this valuable resource provides all the background information and practical guidance needed to pull off a cost effective relocation project with a minimum of disruption These methods and techniques are appropriate for firms of any size regardless of the number of employees being relocated Writing in a warm conversational style peppered with handy checklists summaries and survey tools Dennis Attwood guides you step by step through the entire relocation process from the initial planning stages to post project evaluation He provides coverage of nuts and bolts issues through the human factors side of the relocation equation For instance Attwood explores workers reasons for resisting relocation and describes innovative communication techniques that can substantially reduce employee resistance and the common adverse side effects of disrupting

the workplace In his discussion of work system planning he compares traditional design arrangements such as the neighborhood and team concepts with alternative workplace strategies including reuse of existing office space and the office outside of the company The enclosed disk supplies a variety of useful tools and in addition to the forms and checklists found in the book arms you with a valuable relocation template Make your next office relocation project a success with *The Office Relocation Sourcebook* *Office Relocation Planner* Karen Chessler Warner, 2006 *Project Management* James W. Marion, 2018-10-17 This book clarifies the differences between plans and schedules takes the project manager through the process of plan development and finally points the way toward successful project execution Although the terms plan and schedule are at times used interchangeably they are in fact very different A complete project plan contains a project schedule but it also includes much more than that e g risk management quality management human resource management and procurement These differences have implications for the layman as well as the experienced project manager and have implications for successful project management practice Additionally the contents of the project plan have evolved over time as versions of the Project Management Body of Knowledge PMBOK were updated Due to this project plans today include important elements that were not included in project planning in the context of earlier versions of the PMBOK and the execution of the project plan requires guidance beyond that which is outlined in the PMBOK framework The PMBOK emphasizes planning and monitoring and controlling but very little support is provided for project executing This begs the question just what does it mean to execute a project plan *Office Planning and Design Desk Reference* James E. Rappoport, Robert F. Cushman, Karen Daroff, 1992-04-16 Covers all aspects of planning designing and leasing new or retrofitted office space While the bulk of the material was written for this book selected chapters have appeared before in other Wiley titles and are now updated to reflect specialized aspects of the subject Topics include determining a client organization's space and cost requirements deciding on a suitable building and space the nitty gritty of design retrofitting for office automation selecting a designer and signing a contract It makes generous use of tables charts spreadsheets checklists and design workgrids Features a special lease negotiation list for tenants *Housing and Planning References*, 1982

**The Code of Federal Regulations of the United States of America**, 1978 The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government **ABA Journal**, 1991-09 The ABA Journal serves the legal profession Qualified recipients are lawyers and judges law students law librarians and associate members of the American Bar Association **Code of Federal Regulations**, 1985 Special edition of the Federal Register containing a codification of documents of general applicability and future effect with ancillaries *Independent Offices and Department of Housing and Urban Development Appropriations* United States. Congress. House. Committee on Appropriations. Subcommittee on Independent Offices and Dept. of Housing and Urban Development, 1969 **Assembly Bill** California. Legislature. Assembly, 1974 *Transport and Logistics*

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