



What would you loose

if your people were all in their places...

**BUT NOBODY COULD COMMUNICATE?**

**IN EFFECT, YOUR COMPANY WOULD BE IMMOBILIZED.**

With all that you have to plan in a move nothing can be as overlooked, underestimated, overwhelming or critical than your communications. There's no room for errors and excuses when the entire company is depending upon connectivity to other corporate locations, clients and vendors. All the bases must be covered with a solid transition plan in place.

Logistics can be a nightmare whether you're building a new facility or remodeling an existing one. The experts at Technology Management are experienced at planning and facilitating the communication systems in a corporate relocation. We think of the details you probably never would have considered and we make sure the process runs smooth so you can concentrate on other department details of the move.

**HERE IS JUST A SAMPLING OF ISSUES WE CONSIDER IN THE CORPORATE RELOCATION PROCESS:**

- Evaluation of technology conditions which effect decisions for new or existing buildings
- Evaluate cabling infrastructure needs and current conditions
- Maximize computer room layout
- Coordination of facility buildout and technology installs
- Determine electrical requirements



- Determine power conditioning and backup requirements
- Phased move vs. hot cut/flash cut implications
- Traffic engineering
- Paging issues and policies
- Facility shortages and scheduled move dates
- Prioritizing of system transitions
- Re-evaluate contracts which will be effected
- Interim service design and orders
- Disaster recovery and contingency planning
- New number assignments and printed materials
- Number assignment guarantees
- Planned rollout of numbers and notices
- Call forwards cost management
- Phone book and directory listings
- Management of vendor overtime
- Management of change orders
- Disconnect orders
- Security guard phones
- Staff training on new features
- Set up help desk for employee inquiries
- Power failure assignments

It's easy to completely underestimate the time and scope or intensity of a facility relocation. The significance and complexity of the technology issues require specialized expertise.

Contact us at Technology Management to take the stress out of your corporate relocation and have a smooth transition to your new facility.