



The resource for Moving Office



On average companies only move every 7 years, which often means that the office move project is managed by people without the experience, skill-set or time to handle this important role. Furthermore, the vast majority of people assigned to manage the move are doing so for the first time.

There are so many things to consider when you move office. At the same time, you have to continue to run your business and focus on your existing workload and commitments. No wonder moving office is ranked as one of life's most stressful events!

This FREE report outlines the key areas where your office move can go wrong and offers some practical guidance about how to avoid them.

1. HAVING NO CLEAR DIRECTION

Unless everyone is clear as to the rationale, requirements, objectives and limitations behind the move, subsequent planning and the execution of the move will be severely hampered.

There are some big decisions that must be agreed as the start point in carrying out the move and form the basis of the subsequent detailed planning process. These include:

- WHAT: moving to smaller, bigger, better, cheaper premises?
- WHERE: do we want to move to?
- WHEN: do we have to be in by?

➔ Get agreement on the key drivers from the decision makers within your company

➔ See "Selecting Office Space" for further guidance on www.HelpMovingOffice.co.uk

2. NOT HAVING THE RIGHT MOVING OFFICE PROJECT TEAM

Having a poor office move Team can only increase the chances of a chaotic, stressful and late move which is over-budget.

One person must be put in charge of the move. The Project Leader (typically a Director or Senior Manager) must have enough time to devote to the office move project – and should: have the trust of senior management; the authority to act on behalf of the company; be senior enough to be able to make decisions; be a good organiser of people and processes; have experience of setting and working within budgets; and be a good communicator.

The Project Leader must then assemble a Team to help plan and execute the office move. With a weak Project Leader and Team, there will be no comprehensive planning, and no cohesive execution of the move.

➡ The Office Move Project Leader should be appointed as soon as the decision to consider moving office has been made.

➡ See “Putting the right Project Team together” on www.HelpMovingOffice.co.uk

3. LEAVING IT TOO LATE

If you start your planning late, it can lead to a botched move – with rushed decisions, increased costs, fewer options and a less favourable negotiating position.

There’s a lot to do, so the earlier you start the greater the chance of achieving a successful office move. It’s impossible to start planning too early. Best practice says that you should start reviewing your options 9-18 months prior to your lease expiration (or lease break) regardless of whether you are considering renewing, renegotiation or relocating. Once the decision to move has been made it is possible to carry out an office move in 4-6 months **PROVIDED** you have the right professional team on board.

It is vital that you allow enough lead-time to increase the amount of leverage and competition between the various options – which can result in substantial savings for you. You must begin the process as early as possible to avoid being rushed into making the wrong decisions. As the Roman Poet Ovid said “*the wise do everything in its proper time*”. It was ever thus!

➡ Give yourself enough time and opportunity to make the educated, and right, decisions.

➡ Refer to the FREE Moving Office Timetable document on www.HelpMovingOffice.co.uk

4. LACK OF PROJECT PLANNING & PREPARATION

If you fail to prepare, you may well be preparing to fail.

Moving office is a major project and needs to be planned properly. There are so many things to consider when you move office, not least having to continue to run your business and focus on your existing workload and commitments. No wonder moving is ranked as one of life’s most stressful events!

The prospect of organising an office move is a daunting process. But like any process, it can be broken down into a series of simple tasks and checks.

➡ Remember the P6 adage that “*Prior Preparation & Planning Prevents a Poor Performance*”.

➡ Refer to the FREE Moving Office Checklist on www.HelpMovingOffice.co.uk

5. UNREALISTIC BUDGETING

An office move with an unrealistic budget will lead to an overrun on costs. Moving office without a clear and realistic idea of budgets is as ludicrous as trying to navigate without a map.

A rough budget may well have been set at the outset, but this will need to be fully developed to incorporate all moving office cost items at the current/appropriate levels. You will need to get quotes about everything.

If you do, you will remain in control of your move costs; if not, you will get cost creep.

➔ The best weapon against overspending is to set a realistic Budget and stick to it.

➔ Refer to the FREE Moving Office Working Budget on www.HelpMovingOffice.co.uk

6. TRYING TO DO IT YOURSELF

Thinking of trying to save money by taking on the component parts of the office move yourself? Think again. It is highly likely to end up as a false economy.

Moving to a new office is a major operational & financial commitment – and a successful office move requires a collaborative effort, drawing on the knowledge and expertise of moving office professionals (commercial property agent, property solicitor, office design & fit-out partner and removals company).

Their fees are not large when considered against the total costs of a lease over the length of its term. In fact, when compared against the costs of making a move to the wrong building, or even to the right building on the wrong terms, they are very small indeed. Similarly, trying to do the office refit and removals on the cheap may well cost more in the long run.

➔ There are some things best left to trained professionals who deal with these matters on a daily basis. Moving office is one of them. And to paraphrase that well-known truism: *“do not attempt to try this yourself!”*

➔ Use www.HelpMovingOffice.co.uk to find approved moving office professionals in your area.

7. POOR COMMUNICATION

If you don't keep the lines of communication open to all interested parties, internal and external, frustration and poor execution will result.

There will be some people, both internal and external, who you will need to consult for their input to the planning process; there will be others who need to be informed; and everyone needs to be regularly updated to keep their interest and motivation levels high.

➔ Communicate, communicate, communicate.

ABOUT MOVING OFFICE

www.HelpMovingOffice.co.uk is the resource for moving office. It provides you with access to FREE information, advice, guides & tools ... as well as instant connection to approved & accredited companies ... to make sure that your office move happens on time, to budget & with the minimum hassle & disruption to your business.

⇒ For more FREE information on the process of moving office

⇒ To find professionals that specialise in helping companies with the office move process

➔ Go to www.HelpMovingOffice.co.uk