

MOVING TECHNOLOGY

EVOLVE CHECKLIST

When moving your organization's technology to a new location the most important thing is to allow plenty of time to thoroughly plan the move and prepare your new office.

From an IT and network infrastructure perspective, there are several important things to consider when evaluating a new office space. For example, moving your office to a new location provides the perfect opportunity to upgrade your organization's technology infrastructure and systems, rather than dragging aging legacy systems along with you.

Selecting the Right Location

Heating and Cooling

- It is critical that you determine if the spaces you are assessing can supply the appropriate power for your technology and network. Be sure to anticipate and future needs if you plan to expand your technology from what you have currently.
- The most important need to consider is where your server room will be located in the new space, and be sure it will be able to accommodate your existing servers, as well as any you may expand to in the near future.
- Determine whether or not you will need to install new data drops.
- Assess the ventilation and air conditioning in the new spaces you are vetting, with particular attention to the selected server room. If not already in place, estimate the level of difficulty and expense to upgrade the space to accommodate your needs.

Physical Space

- Get a floor plan of your current office layout and a blue print of your potential new office location(s).
- Determine if there is adequate space for your staff's computers, screens, printers, fax machines, and any other equipment you have and plan to add.
- Assess the power outlets and jacks to establish if they can accommodate all existing employees and equipment, as well as capability to accommodate any anticipated future growth. If someone else in your office will handle the purchase of new furniture, you should coordinate to be certain that the individual work stations will provide adequate space and power outlets.

Phone System

- Moving offices is a great time to evaluate your current phone system. If you are using an aging premise-based PBX system at your present location, moving is an ideal time to switch to a hosted solution. Your move would be much simpler if you didn't have to plan for moving and reinstalling your old phone system at the new location. Plus your organization will benefit from lower TCO when you start using a hosted system at the new office.



Service Providers

- Ensure that the service provider that is supplying your organization communications - whether your existing provider or if you are switching to a new service provider - can serve the building you are considering.

Cabling and Wireless Connectivity

- Be sure to assess the cabling for your phone and network at the location you are considering, and ask the property manager to provide a schematic of the space. If your organization has more demanding requirements than the prior tenant, you need to estimate the associated costs to wire the space accordingly.
- Consider having additional power outlets, telephone jacks, network wiring and access points run to presently unused areas for future expansion, to accommodate power and network access for additional sta or equipment. Adding a little bit of extra wire now is far cheaper than going back in to do it later.
- If wireless networking is a priority, be sure to confirm with the property manager that it is possible at the location since several factors can affect the availability of wireless.

Miscellaneous

- Determine access pass / security card system and alarm system for new location.

Data Gathering / Pre-Planning

- Consider hiring someone who has experience with moves in regards to technology, such as a network or telephone consultant.
- Identify your major systems, along with acceptable downtimes for each.
- Take a complete inventory of all existing equipment and identify new equipment that needs to be acquired for the new space.
- Create a proposed layout using blue print for printers and other shared office equipment, server room, etc. If you will use modular furniture, identify the network cabling.
- Get approval on layout of equipment.
- Get installers, network professionals, and anyone else who you may need to pay to implement your plan engaged as early as possible. Get a range of quotes, and consult with them fully and completely while planning your new office.
- Plot out the move sequence, including what the move phases will be, who is responsible for managing the phases, what the critical operations windows are, etc.
- Assign responsibilities for all move tasks.
- Once the sequence is determined, create a schedule of move operations - detailed by the day and - as you get to the actual move - by the hour.
- Determine list of all vendors with contact information (equipment installation, copier service, vending machines, etc.)

Move Preparation

- Schedule loading dock/service elevator access at move-out and move-in locations.
- Compile list of all equipment and determine a locator plan for tagging all items to make it clear specifically which room/workstation it will be moved to in the new location.
- Prepare equipment layout plans for each room. Identify data lines, analog lines, jack locations, etc. on the plans.
- Tag all items that will be moved to designate the specific location to where it will be moved.
- Arrange for employee access pass / card /key and database input, and employee badge photography.
- Order / create access pass / security cards for all employees.
- Arrange and schedule employee training on new equipment (phone system, copier, etc.)
- Have a physical backup (bootable media) for all servers you are moving.
- Have a back-up plan for moving your data center, in case of damage during the move. That back-up plan should look just like your Disaster Recovery (DR) plan. If one of your servers is damaged during the move, it should be handled the same way it would be in your DR plan if your building had been destroyed in a natural disaster.
- Schedule recurring internal team meetings to confirm tasks are on schedule, discuss any issues and clarify responsibilities.

Vendors and Service Providers

- Coordinate vendors (equipment installers, vending machines).
- Coordinate move of all services (phone service, data, TV, etc.).
- Coordinate the move or delivery and setup of large copiers.
- Schedule a conference call with telephone service providers to review the plan for the move and coordinate delivery and installation of phone system equipment.
- Review and verify that AV systems are functional.
- Coordinate delivery and installation of MIS equipment.
- One month prior to the move, re-confirm the move date with vendors.
- Coordinate delivery and installation of PCs, monitors and accessories. If you don't have color-coded connectors, mark cables with colored tape or similar method to easily know where they should connect.
- Create a contact list for move day with all key personnel, vendors and provide copies to all staff members managing elements of the move.
- Designate a staff member to handle deliveries and vendor access to new location.

Day Before Move Preparation

- Hold final internal team meeting to review outstanding items and issues and confirm plans for move day.
- Confirm loading dock/service elevator access at both move-out and move-in location.
- Prepare locator plans, room/workstation number signs and directional signs for movers at move-in site.
- Test and verify that power, lighting, heating and cooling, paging system, etc. are functional.
- Test and verify that phone system is functional and routing is correct.
- Distribute employee access passes/security cards.
- Number each employees' computer and monitor then put each PC's cables, mouse, etc. into a bag marked with the same number.
- Prepare final punch list for move in day.

On-site Move Management

- Review punch list prior to move-in.
- Place locator plans, room/workstation number signs and directional signs for movers at move-in site.
- Place equipment layout plans at doorway to each room.
- Verify that all items to be moved are properly tagged.
- Provide on-site coordination and monitoring of all equipment move activities.
- Transport the server backup media separately from the moving truck by hand and have two copies in two separate locations
- Have spare cables and other parts on hand.
- Prepare punch list of move damage, missing items and outstanding issues; schedule resolution within a five day close-out.

Post-Move Follow Up

- Work on resolution of move damage, missing items and outstanding issues; resolve within five days.