



RELOCATION, RELOCATION, RELOCATION - YOUR IT CHECKLIST

When it comes to bricks and mortar office moves, relocating your business' IT and communications services unfortunately isn't as simple as packing it all up into a removal van. Whether moving next door or 100 miles away, relocation requires careful preparation, planned out as early as possible to keep any disruption and downtime to a minimum.

This relocation checklist will help you plan for the smooth and successful transition of your communications and IT infrastructure.

R

is for review

Review your new office space and scope out all of your future requirements. Your new premises might not be equipped with the cabling and infrastructure needed. Consider how many phone lines, power outlets and network cabling ports need to be added to your new setup. It's advisable to create an IT and comms blueprint and share it with the key stakeholders involved in the move.



E

is for employees

They say moving is the most stressful time of a person's life, and that's certainly true when it comes to your employees. Take the time to consider what equipment and support they will need to do their job effectively. Will it even be possible for all of them to make the move? You might need to consider introducing equipment and processes that enable remote working.



L

is for looking

While it might not seem like it, relocating could be the best time to modernise your existing services to ensure that you're using the most cost-effective, value-adding technology. If your move is a result of unprecedented growth, it could be time to consider whether your existing services are meeting your employees' requirements or whether they're negatively impacting your customers' experience.



O

is for options

If you have multiple suppliers for different products, you're going to have to assume the responsibility of acting as a project manager to liaise with each one to ensure everything happens on schedule. Choosing an all-encompassing provider is a much simpler option as it means you only have to work with one single point of contact to manage the transfer and installation of your services.



C

is for contracts

When did you last review the contracts you have with your suppliers? Some might have early termination fees in place to discourage you from switching provider whereas others might charge you for transferring your existing services across to your new site. These terms should be documented in the contracts you've signed and need to be considered early on in the process.



A

is for auditing

Best practice dictates that you should use an office move as an opportunity to review IT and communications equipment and suppliers. Don't just consider what you need now, but try and prepare for the future also. Speak to a variety of providers to understand what efficiencies and cost savings they could enable you to make - both during the move and beyond.



T

is for timing

The worst thing you can do is leave everything until the last minute. Ensure that you start reviewing your IT and communications at least three months in advance of the move. Schedule visits to the new premises to review network requirements and contact your suppliers to inform them of your move date to help minimise any disruption to your services that could impact your customers.



E

is for enjoyment

It's highly likely that relocating is going to be a complex and time-consuming experience, but moving usually signifies that a business is growing, so try to enjoy it. Moving can kick-start a company into assessing the way it operates and can motivate and encourage performance. Likewise, it can also readjust your employees' and customers' perception of your company.



To learn more about how Daisy can support your business with relocating and ensure a seamless transition with minimum disruption, visit daisygroup.com

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