

Office Move - example schedule

Version 1.0

PM stakeholder@ap.com

Start 05-Jan-23

Today 06-Jan-23

ID	Task Description	Start Date	Planned End Date	Actual End Date	Work Days Planned	Work Days Elapsed	Work Days Remain	Work Days Overrun
						Elapsed	Remaining	Oversrun
1	Office Move Planning	05-Jan-23	30-May-23		104	1	103	0
1.1	Complete Move Request Form	05-Jan-23	07-Jan-23		2	1	1	0
1.2	Submit Move Request Form	07-Jan-23	07-Jan-23		0	0	0	0
1.3	Move Authorization	08-Jan-23	08-Jan-23		0	0	0	0
1.4	Identify Move Project Team	09-Jan-23	10-Jan-23		2	0	2	0
1.5	Prepare and publish contact list	13-Jan-23	13-Jan-23		1	0	1	0
1.6	Make list of key needs	13-Jan-23	13-Jan-23		1	0	1	0
1.7	Identify potential office sites	13-Jan-23	17-Jan-23		3	0	3	0
1.8	Make final decision on office space	17-Jan-23	19-Jan-23		2	0	2	0
1.9	Identify improvement needs	18-Jan-23	19-Jan-23		1	0	1	0
1.10	Acquire Property	20-Jan-23	29-Jan-23		9	0	9	0
1.11	Space Planning	29-Jan-23	03-Feb-23		5	0	5	0
	Review space plan and jack locations for fixed equipment				0	0	0	0
1.12	for fixed equipment	04-Feb-23	05-Feb-23		0	0	0	0
1.13	Finalize Space Plan	05-Feb-23	10-Feb-23		5	0	5	0
1.14	Construction Drawings	10-Feb-23	15-Feb-23		4	0	4	0
					0	0	0	0

Office Relocation Planner

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Office Relocation Planner Karen Warner,2010-04-01 The Office Relocation Planner is a comprehensive guide for relocating your 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 *Office Relocation Planner Workbook* Karen Warner,2015-09-27 The Office Relocation Planner is a comprehensive guide for relocating your 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

Office Relocation Planner Karen E. Chessler,Christopher U. Carmen,1999-04-01 *Office Relocation Planner* Karen Warner,2015-02-21 Office Relocation Planner THE Source for Planning Managing and Executing Your Next Office Move Today is a comprehensive guide for relocating your 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 *Office Relocation Planner* Confident Publishing Company, Karen E. Chessler, 2001-01-01

Office Relocation Planner Karen Chessler Warner, 2006

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.

The Office Relocation Sourcebook Dennis A. Attwood, 1996-10-21 A complete guide for turning a relocation plan into a reality. *The Office Relocation Sourcebook* provides relocation teams at firms of all sizes with the background information and practical guidance they need to pull off a relocation project cost effectively and with a minimum of disruption to the employees being moved. Written by the head of the Human Factors Group at Exxon Biomedical Sciences Inc this valuable resource arms you with all the forms, checklists, surveys and summaries guaranteed to make any office relocation project as painless and cost efficient as possible. Guides you step by step through the entire relocation process from the initial planning stages to post project evaluation. Covers both the nuts and bolts issues and crucial human factors side of the relocation equation. Features a computer disk packed with valuable relocation tools including a comprehensive relocation template. Take the sting out of your next relocation project with *The Office Relocation Sourcebook*. 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**

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

Federal Register, 1972-08

The Code of Federal Regulations of the United States of America, 1986 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

Regional and Urban Policy and Planning on the Korean Peninsula Harry Ward Richardson, Chang-Hee Christine Bae, 2011-01-01 The potential for reunification of the two Koreas whether in the short or long term argues for a comprehensive look at policy and planning issues that encompass the peninsula as a whole This book deals with spatial policy issues in both South and North Korea in a broad and non political way Part one deals with South Korea examining cultural changes the capital city of Seoul Greenbelt policy the balanced national regional development strategy and the new mega regional approach Part two delves into aspects of development in North Korea such as the limitations of national statistics the marketization of the economy integration with the rest of North East Asia and the need for a spatial infrastructure strategy Part three examines the case for reunification in the interests of both the South and North It argues that a transitional approach would be less costly and less risky than sudden reunification primarily via an early strategy of shifting more capital to the North and later by moderating migration flows to the South The book also examines whether the capital should remain in Seoul or be relocated elsewhere should reunification occur Professors students and public policy officials in the fields of Asian studies regional economics and planning urban studies and political science and any reader interested in

the future of Korea will find this book very current and enlightening *Planning the New Office* Michael Saphier,1978 Good
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