

## Fact Sheet : Business Relocation

### Planning, co-ordinating and managing a business move

There are normally many concerns and difficulties to be overcome when an organisation faces the prospect of relocation. In many instances the nature and fashion of the management and resolution of these issues can transpire to be 'business critical' – i.e. in terms of operational disruption - especially without adequate planning, co-ordination and management.

Typically, at business level, relocation concerns include :

- What are the main drivers for the move, and the critical success factors?
- Are the proposed new premises / facilities well suited to the current and future needs of the business? – are they the preferred (best) option?
- What impacts / consequences / opportunities for the business (and our Customers) will the new location / facilities create?
- Will everything fit in and work together as intended?
- How will interfaces between any building and engineering works and fit-out / occupation be co-ordinated and managed
- How much will it cost? - is it affordable? -- does this represent good value to shareholder interests?
- What are the main areas of risk and how can these be mitigated?
- When and how will the move(s) take place – what's the programme?
- How will we need to work and transact differently once we have moved?
- Will the people within the business be happy and supportive toward the new premises and move, or will they be negative, resistant and counter-productive?
- How will the moves be managed?
- What happens next?

Also, for the people within the organisation, the prospect of relocation brings about another (but related) set of concerns, which may typically include:

- Where will the new location be and why?
- When do we move, how long will it take?
- How will my journey and travel arrangements to and from work be impacted?
- Will my job and 'work package' change?, if so, how?
- In what kind of environment will I be working? - What will it look like? – layout and appearance?
- With whom and where will I and my colleagues be working?
- What facilities / amenities exist – within and around the building / locality – e.g. car parking, food and beverages, toilets / washrooms?
- How much of our existing furniture and equipment will we be taking with us?
- Will we need to do our own packing?
- How do we find out what's happening?

### An information management Solution

There is a comprehensive and proven data and information management system which has been designed to handle and resolve these business problems – this is activeplan.

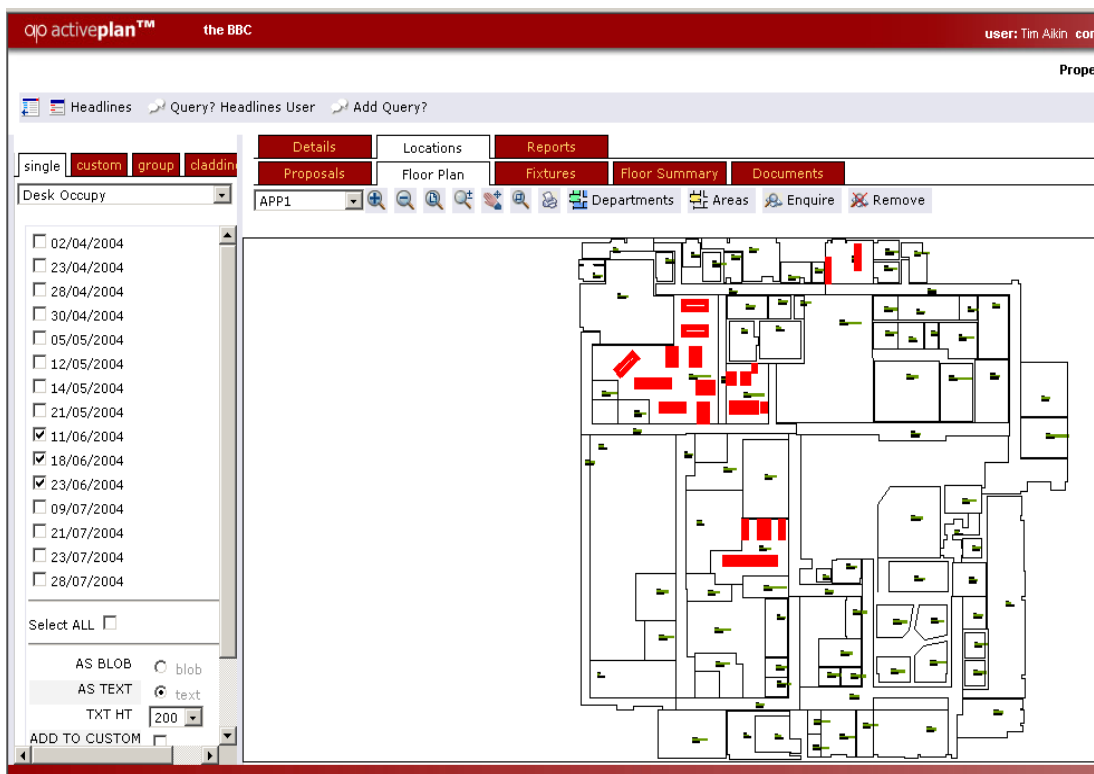


[www.activeplan.com](http://www.activeplan.com)

Activeplan is a relational database capable of importing, exporting and integrating graphical and non-graphical data together, to produce a very flexible and informative array of status and executive reports.

**See Fact Sheet : Activeplan - How it works** for more detail.

Activeplan can be used to capture, view and manage all of the data associated with business facilities and operations, including their planning, design, construction, commissioning and operation - whether in drawings format (e.g. CAD), tabular formats (e.g. Spreadsheets) or within documents. It is able to dynamically generate views and reports of the data relationally, that is, to show dependencies and associativities between the data entities / objects according to their attributes (features, characteristics etc.), including time – such as for desk-occupancy or installations:



### **A total management solution – how activeplan consulting can help**

Activeplan Consulting exists to provide to Customers who already use activeplan, and to those who are considering its adoption, comprehensive consultancy and support services offers designed to get the best from the application. This includes expert advice and management expertise to configure and deliver effective, added-value solutions across every aspect of property and construction, including relocation.

**See Fact Sheet : APCL Services profile** for more detail

Activeplan Consulting are able to provide the following services to support the business relocation requirement :

- Gathering, collating and co-ordinating assorted and separate data sources, such as from building plans, drawings, schedules and the like, of existing and proposed facilities, to compile an integrated relocation database capable of mapping and comparing current facilities to requirements and the sequence in which the relocation transition / migration could best take place
- Asset / Facilities surveys, including measured surveys and inventory creation
- Managing data and documentation throughout the project process, from requirements definition and briefing, through any facilities design stages, construction and fit-out, including Landlord and Tenant interfaces, and detailed layout planning for business operations, whether offices or a production plant
- Project planning, scheduling and programming and/or programme analysis to establish relocation milestones and dependencies
- Conducting surveys and generating reports on business assets and facilities, including
  - space utilisation
  - functional suitability
  - condition
  - statutory compliance
  - energy efficiency
  - cost effectiveness / affordability
  - user / occupancy satisfaction
- Relocation project reviews / audits – ‘snap-shot’ or status reporting
- Developing management frameworks and action plans
- Assisting / advising with specification of ‘Operational Readiness’ and the development of a Operational Management Plan (OMP)
- Generating commissioning data and Operating & Maintenance manuals
- Providing, configuring, managing and administering the activeplan solution to meet the specific needs of the project, including accessibility and communication (reporting) arrangements
- Relocation project management

**Contact us to find out more:**

**George Stevenson**, Chairman  
[gstevenson@activeplanconsulting.co.uk](mailto:gstevenson@activeplanconsulting.co.uk)  
 07776 201854

**Adrian Wheeler**, Managing Director  
[awheeler@activeplanconsulting.co.uk](mailto:awheeler@activeplanconsulting.co.uk)  
 07887 637201

**Bob Poulter**, Technical Director  
[bpoulter@activeplanconsulting.co.uk](mailto:bpoulter@activeplanconsulting.co.uk)  
 07782 392998

**Martin Bartlett**, Customer Services Director  
[mbartlett@activeplanconsulting.co.uk](mailto:mbartlett@activeplanconsulting.co.uk)

## Typical Benefits Matrix – Activeplan deployment

	non - financial	financial
qualitative	<ol style="list-style-type: none"> <li>1. Dramatically improves the quantity and quality of shared information – promotes “one version of the truth”</li> <li>2. Web-hosted solution typically means no extra hardware or software requirements / set-up</li> <li>3. Improves communication, teamwork and collaboration; Enables more accurately informed and timely decision making</li> <li>4. Allows / encourages local ‘ownership’ of information and management of contributions</li> <li>5. Utilises existing data and information systems and feeds – little or no additional inputs</li> </ol>	<ol style="list-style-type: none"> <li>1. Can dramatically reduce time (and costs) spent in looking for and distributing vital information</li> <li>2. Improves working and operational efficiencies through consistency, accessibility &amp; reliability of data</li> <li>3. Team-wide adoption significantly reduces the incidence and impacts of abortive or duplicated effort</li> <li>4. Flexible pricing structures, including fixed term rates, achieve significant value improvements through increases in utilisation</li> <li>5. Data / examples / practices / solutions from other / previous projects can be used to improve learning and reduce effort and investments</li> </ol>
quantitative	<ol style="list-style-type: none"> <li>1. Dramatically increases the speed and improves the accuracy of project and programme interrogation and reporting</li> <li>2. Significantly reduces duplication and waste involved in creating and keeping multiple copies / sets of information / data</li> <li>3. Reduced Carbon / ecological footprint over conventional (paper-based) information management systems</li> <li>4. Reduces risks attributable to inconsistent / inaccurate information and/or poorly informed decisions</li> <li>5. Ability to run ‘what-if’ scenarios and predictions improves forecasting / planning</li> </ol>	<ol style="list-style-type: none"> <li>1. Brings about real savings in resources and costs by significantly reducing duplication and improving consistency of information</li> <li>2. Provides improved information / intelligence to identify and avoid un-necessary expenditure</li> <li>3. Can bring about significant improvement in operational cost effectiveness through maximising asset utilisation</li> <li>4. Low monthly system operating and maintenance costs very quickly demonstrate high returns on investment – e.g. abortive or in-effective processes / activity, affordability testing etc.</li> <li>5. Can be used to map optimum development pathways and best value delivery and commissioning criteria / options</li> </ol>