

SPACEPLANNING RELOCATION PROJECTS

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RELOCATION MANAGEMENT



A satisfied client! HRH Prince of Wales makes a point to Richard Buckley and colleague Lorna Rew at the opening of the new Head Office of business leadership group *Business in the Community*.

What is Relocation Management?

In effect we work as your in-house Relocation Manager, managing internal decision making and ensuring that your interests are protected. We deal with issues such as risk management, telecoms, business continuity, furniture and equipment procurement, staff communications, move management and all the many things that fall outside the responsibilities of your professional team, if you have one. If you don't have a professional team, we can also plan and design your new office environment for you.

Why use us?

We are highly experienced and we are on your side; we know how much projects should cost; we are able to deal with all staff from caretaker to chairman on an equal footing. We are also very good at dealing with architects and designers and ensuring that their proposals suit the practical needs of your business.

Getting the brief right.

If we become involved early enough, we will work with you to agree a written User Brief for your new building. Get this part of the project right and the rest will follow.

Location, location, location.

If we are involved at the property search stage we can advise on which is the best building for you. You are more likely to be better off in the 'wrong' building in the 'right' location rather than in the 'right' building in the 'wrong' location. Most buildings can be made to work well enough for most purposes but the 'wrong' location can never be right.

Mitigating risk.

We 'think the unthinkable'. What happens if the contractor goes bust half way through the contract? Or if you can't move on the planned dates? We always have a Plan B ready just in case the worst happens.

Cost control.

We have a rigorous system of cost control and an approach which eliminates uncosted or unbudgeted changes.

Maintaining business continuity and staff productivity.

We take care to ensure that when you move, you do so in a controlled manner that leaves nothing to chance, minimises disruption and avoids damaging staff productivity.

Managing change.

Relocations often throw up unwelcome changes. Sometimes, we literally have to go around the business negotiating these changes, particularly the seating plan, whilst keeping everyone happy! Being outsiders, it's better if we do this than if you do it.

Communication, communication, communication.

We tell everyone what's happening, what's going to happen and when. We keep on telling them.

Call Richard Buckley on **01285 851095** or **07900 471124** or e-mail rbuckley@spaceplanner.co.uk to find out how your relocation can go smoothly and without disrupting your business.