

READY • SET • GO

4 Step Guide - Relocating Your Organization

IMPLEMENTATION

During implementation CBSI will train or come onsite to manage all aspects of your physical move. From chain of custody, phased relocations and hour by hour move management we have your team covered.

STEP 4

GO ENGAGE YOUR TEAM

Getting the right team in place is critical to the success of your move. From weekly stakeholder meetings, move champion breakout groups, and all staff trainings, we will help you create an engaged team ready and excited about the move process.

STEP 3

SET YOUR ORGANIZATION UP FOR SUCCESS

It's time to set your organization up for success by developing a clearly defined scope of work. CBSI will walk you through the steps to develop your scope of work and transition into the RFP stage to obtain a qualified mover. This stage is also a critical point to develop your move matrix, detailed project schedule, and phasing plan.

STEP 2

READY TO PLAN YOUR RELOCATION

To have a successful relocation plan you must learn the foundational elements which include engaging the leadership team, developing your timeline, creating a relocation planning committee, and training on change vs. transition management. Our team of relocation experts will walk you through each category step by step and provide you with templates to help structure your plan.

STEP 1