

ROADMAP TO RELOCATION

THE "MUST HAVE" GUIDE TO A SUCCESSFUL RELOCATION

We have taken over 30 years of experience relocating corporate and educational clients and built the "Roadmap to Success" to guide you through our proven technique to minimize disruption during your relocation.

PRE-MOVE ACTIVITIES

- Kick-off meeting with key stakeholders
- Inventory and space utilization
- Develop a relocation schedule
- Setup weekly project meetings & trainings

MIGRATION PLANNING

- Develop a move matrix
- Create a comprehensive budget
- Develop a scope of work for hiring a mover
- Create a communication plan

MOVE ACTIVITIES

- Develop a packing guide
- Conduct staff trainings
- Follow a detailed hour by hour logistics plan
- Onsite move management

POST-MOVE ACTIVITIES

- Command Center for issues
- Punch list items from the move
- Tote collection and clean-up
- Grand opening celebration

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