

## Maximizing Your Office Move, Remodel, or Reconfiguration

The complexity of an office move or facility project can be overwhelming. How do you effectively communicate the critical issues to your organization and management?

The payoff can be huge—improved employee retention, productivity, communication, branding, and leveraging of technology. But your leadership will want to know a few details like estimated cost, timeline, resources, risks and contingencies, communication, and how your project supports strategic goals. Answering the following questions will help you gain management support for your project.

**Planning.** Clearly define your desired end result and tie it to strategy. Is your goal an enhanced brand? Employee retention? Greater leverage of technology? Know your priorities so you can articulate them. A needs assessment will help you identify workspace requirements for various types and levels of workers.

- Have you completed a needs assessment for administrative, technical, professional, management, and executive workspaces?
- How many workstations and closed offices are involved? Does it include projected growth?
- What does a typical workstation include? How much customization will you allow?
- Are your design, color, and furnishing selections integrated with your brand and image?
- Will new furniture give you more benefits than recycled or used furniture?
- Will you need architectural guidance?

**Scope.** A well-defined scope will help you minimize errors and costly delays.

- Have you limited project parameters according to your needs assessment?
- Have you identified team and vendor resources? Have you included representation from or alignment with facilities, finance, end users, and other critical stakeholders?
- How will you communicate with stakeholders in each project phase?
- Does your estimated budget include contingency? How will you deal with change orders?
- How will your project integrate with IT, electrical, and security systems?
- What are the potential downtime impacts of your project?

**Timeline.** Start your timeline based on the desired completion date and work backwards to allow enough time for each project phase. Even with an expedited process, you'll need at least four weeks for ordering, manufacturing, shipping, and installation for projects under 75 workstations.

- What is the speed of decision-making in your culture? Are approvals given quickly?
- Have you built in ample time for interruptions, resources changes, and closures?
- Have you included sufficient time to resolve punch list issues?

**Implementation.** Careful planning positions you for a smooth and efficient installation. If your office space involves multiple rooms or floors, it's critical to stage equipment and furniture for maximum efficiency in movement and set-up.

- Have you planned for employee disruptions and communicated downtime schedules?
- Have you reserved freight storage, elevators, docks, and appropriate staging space?
- Have you planned for the disposal of used equipment, furniture, and trash?

By reading this guide, you've already taken concrete steps toward successfully planning your office move, remodel, or reconfiguration. Maxon is your partner to make it happen—on time and on budget. Contact us at 1-800-289-1274 ext 4199, or visit us at [www.maxonfurniture.com](http://www.maxonfurniture.com) to learn more.