

## RELOCATION OBJECTIVES

Property Search 4U recommends the following objectives to consider when relocating a business.

### **Objectives:**

- o *Maximisation of Productivity* of the organisation and staff – seamless operations.
- o *Minimising Risk of damage, lost time, product & equipment* – assured outcome.
- o *Maximising Value by* recognising the commercial consequences of downtime.

These objectives are best achieved when a holistic approach is taken to the relocation project, integrating:

- o People issues and the business' operations.
- o Specialist product lines, equipment & handling methodologies.
- o Information technology & communications.
- o Physical relocation.

### **Requirements Definitions**

Identify all stakeholders, establishing the relocation budget (recognising any current cost plan), scope of works and strategy, to ensure the business' objectives are met.

### **Staff Issues**

Seek input from staff and inform them of all aspects of the relocation process at both origin and destination sites.

### **Operational Issues**

Identify and account for all operational issues impacted.

### **Information Technology**

Identify all existing systems and data to assist in relocation and stock validation. Identify other technologies (eg bar-coding, portable data terminals) for additional management of the relocation.

### **Specialist Product Lines / Equipment**

Identify the optimum handling and transport requirements for specialist product Lines, equipment to ensure that controlled and secure conditions are maintained (including statutory requirements).

### **Physical Relocation**

Manage the relocation to ensure all products / equipment are delivered without loss, misplacement or damage.

### **Project Plan**

Develop, maintain and manage all aspects of the relocation exercise to achieve the agreed project plan.

### **Budget**

Create the budget for the relocation and complete the relocation exercise within the agreed budget.