

RELOCATION SCOPE

Property Search 4U recommends the following scope when relocating a business.

The following activities should be undertaken to ensure the relocation is managed effectively and delivered on time and within budget:

- Chair relocation steering committee.
- Determine resources required.
- Brief department groups.
- Coordinate preparation of inventory of equipment to be relocated.
- Coordinate preparation of inventory of new equipment to be purchased.
- Coordinate preparation of repair centre/warehouse floor plans for both sites including storage layouts and equipment positions.
- Prepare detailed project plan including critical path.
- Prepare budget for the move.
- Coordination relocation logistics between both sites.
- Determine security needs for both sites during the move.
- Assist with the make good of existing premises on completion.

The scope of the relocation should include:

Stakeholders – roles & responsibilities

- Identify all stakeholders – from management to staff on the floor.
- Identify existing roles & responsibilities during the relocation.
- Areas of particular importance will be:
 - Information Technology – data manipulation, downloads & uploads;
 - Purchasing – reduction in stock levels & diversion of deliverables to new site;
 - Transport – scheduling of normal transport in conjunction with relocation vehicles;
 - Security – additional persons & vehicles on site;
 - Plant and Machinery – dismantling, transport, reassembly.

Business

- Identify required order for repair centre/equipment relocation, based on:
 - Mission critical for supply to customers – no downtime;
 - Progressive night moves or over weekend;
 - Total quantity of items in repair centre/equipment;
 - Accessibility to product/equipment at existing site.

Operations

- Understand existing workflows to minimise disruption during relocation:
 - Picking & packing – existing locations & new locations;
 - Location identifiers & stock quantities – method of updating;
 - Maintenance of stock levels in locations & ordering cycles;
 - Receiving & Despatch processes – length of time on floor.

Staffing

- Staff levels in each repair centre area.
- Experience of staff.
- Hours of operation and shifts.
- Responsibilities – existing and during the relocation.
- Access to staff during relocation.
- Staff relocating to new site and additional staff during the relocation.

Security & access

- Type of security – monitoring & guards.
- After hours & weekend access.
- Identify areas off limits to relocation personnel.
- Requirements for security checks/confidentiality agreements for relocation personnel.
- ID for relocation personnel.
- Vehicle access – relocation personnel & trucks.

Equipment

- Identify material handling equipment used in each repair centre (reach trucks, trolleys and mechanical rollers beds) and their possible use in the relocation.
- Identify storage types - pallet racking and shelving, with reference to differences in size and accessibility between origin and destination warehouses.

Information technology

Overview of existing IT system

- Ordering, receipting, despatch.
- Database fields – product code, location, quantity, etc....
- Label generation.
- Stock-take.
- Overview of system enhancements for new warehouse – RF, bar-coding, etc....
- System enhancements implemented in origin warehouse prior to relocation.
- Interface requirements during relocation for barcode tracking and stock validation.
- Outstanding picking orders or receipting orders – Friday close of business.