



Office Relocation - Technology Project Management

As with any major project, proper planning and organization are key to a successful office move. Once the decision to relocate is made, the first task is to create an Office Relocation Project Plan. This is one of the most important steps taken in an office move.

An office relocation plan outlines the tasks necessary to complete a successful move. It should also specify who is responsible for each task and when the tasks must be completed.



By creating an outline of every step in the moving process, you ensure necessary tasks are completed in the required timeframe. When following a good project plan, downtime and loss of productivity are kept to a minimum as the move is successfully completed on time and on budget.

Why select Velstar for your Office Relocation Project?

- We are specialists in project management based on **PMBOK®** (Guide and PMI's global standards)
- We provide real-time, cloud based project management reporting
- We extend a broad range of experience for both small and large projects
- We mitigate risks by right sizing resource allocation and assignment
- We provide valuable and useful information for vendor selection, IT & technology deployment, building coordination and tradework planning
- We ensure project labor harmony and budget efficiencies
- We are retained with a vested interest in your complete satisfaction

For more information about our retained, TPM services - please contact:

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