



## Managing Relocation, Fit-Out & Move

### 2-day course

#### Aim

To provide delegates with the knowledge and techniques required to plan and project manage relocations including building fit-outs and moves

#### Objectives

By the end of this course you will be able to describe:

- How to define the project scope and objectives*
- How to develop the project including: tasks, sequences, and timescales*
- How to mobilise internal teams*
- How to identify and source professional expertise*
- The principles of programme and budget control*
- How to plan and design space in general office and specialist areas*
- How to source and lease office space*
- How to be sure that the organisation will fit the new building*
- How to communicate with users*
- How to prepare, organise and manage the move*
- Key post-move management issues*

#### Description

In these days of rapid business change and re-organisation an increasing number of facilities and other managers are becoming involved in relocation including fitting out office space. Even quite small projects can involve identifying and sequencing a wide range of tasks, tight budgeting and financial control, setting up and managing a project team and extensive liaison with users.

A poorly executed project can result in missed deadlines, cost overruns, unhappy users and, sometimes, a ruined FM reputation.

This workshop based course leads delegates step by step through the processes involved in planning and project managing a relocation including the building fit-out and move. The workshop sessions include assessing space needs, sourcing suitable buildings, checking organisational fit and outline space planning as well as budget and programme planning.

#### Content

- Why relocations happen
- Developing the brief
- Workshop - Developing the brief
- Internal Project teams
- The Professional Team
- Space Planning Standards (or Guidelines)
- Workshop - Space Budget - How to work out space requirements

Finding the right building  
Evaluating the Building  
Workshop - Checking building space – Does it provide sufficient space?  
Planning the space  
Workshop - Checking building suitability – How will the organisation fit into the building?  
Negotiating the Lease  
Fitting out  
Workshop – Fitting out specification  
Workshop – Programme – Working out a draft programme  
Workshop – Budget – Working out a draft Budget  
Communication & Consultation  
Move management  
Post occupancy actions

## **Programme**

### **DAY ONE**

**09.00 Welcome and Introductions**

**09.30 Why relocations happen**

**10.00 Developing the brief**

**10.30 Coffee**

**10.45 Workshop - Developing the brief**

**11.45 Internal Project teams**

**12.00 The Professional Team**

**12.30 Space Planning Standards (or Guidelines)**

**13.00 Lunch**

**14.00 Workshop - Space Budget - How to work out space requirements**

**15.00 Finding the right building**

**15.15 Tea**

**15.30 Evaluating the Building**

**16.30 Workshop – Checking Building Suitability – Building appraisal**

**17.00 Close**

### **DAY TWO**

**09.00 Workshop - Checking building space – Does it provide sufficient space?**

**10.30 Coffee**

**10.45 Planning the space**

**11.00 Workshop - Checking building suitability – How will the organisation fit into the building?**

12.00 Negotiating the Lease

12.30 Fitting out

13.00 *Lunch*

14.00 Workshop – Developing a Fitting out specification

14.30 Workshop – Developing a Master Programme

15.00 Workshop – Developing a Fit-Out and Relocation Budget

15.15 *Tea*

15.30 Reporting to the Board / Communication & Consultation

16.00 Move management

16.15 Post occupancy actions

16.30 Close

**How do I book?**

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