

IT RELOCATION CHECKLIST



Prepare and manage your entire IT relocation safely, efficiently and without disruption to services.

Provided By _____



HelpMovingOffice.com

IT RELOCATION CHECKLIST

IT Relocation - The Importance of Getting It Right

IT and telecommunications are the lifeblood of any company. If your systems aren't working and your phones aren't ringing in your new office then you can't operate. It cannot be overstated that getting this aspect of your office move wrong (i.e. delays & downtime) can have dire operational and financial consequences for your business.

Experience shows that (a) you can never start the process early enough and (b) the lead times are often longer than many companies imagine... so start early.

1. IT Relocation Planning

Assign an internal manager (preferably from the IT Team) to co-ordinate this part of the move

Source, meet, brief and get quotes from Managed Services Providers in your area

Select & hire a Managed Services Provider

Communicate the move in date to your Managed Services Provider and confirm the move date

Arrange a site visit of both locations with Managed Services Provider

Contact all IT & telecom service providers and tell them when and where you are moving.

TOP TIP

Ensure you book the move date as early as possible with the **Managed Services Provider** (especially if you want to move over the weekend). Short notice can lead to disruption and disappointment.

IT RELOCATION CHECKLIST

2. IT & Telecom Equipment Review

Inventory each piece of IT & Telecom equipment

Inventory all IT & Telecom Service Agreements; who the service provider is and what you are paying for each service

If you are terminating service contracts with IT & Telecom vendors, ensure you give plenty of notice as some insist on a 12 month notice period

Determine what equipment is and isn't required in the new office. Return any leased IT and phone equipment that is no longer required

Eco-dispose of any old or broken equipment

Check with your ISP (internet service provider) what internet speed is provided in your new office well in advance, as it might even influence your choice of the new office location if the internet access is not good - as it's all too late once you've moved in!

List any equipment that needs upgrading or replacing

Order any additional computers and phones. Evaluate server room requirements

If you are buying new equipment, test it before you move and complete any necessary training to staff

TOP TIP

An office move is the perfect time to consider new **IT and phone solutions** that will boost your business efficiency and productivity.

IT RELOCATION CHECKLIST

3. Site Visit Checklist

Review configuration plan of new office with **Managed Services Provider**

Assess the existing voice, data & video networks and identify what can be moved, what should be replaced and what extra equipment is needed

Work out where you will need power outlets, telephone & network cabling points

Decide optimum location for printers, faxes, copiers, modems and scanners

Confirm whether minimum requirements for the server room are met (electrical, cooling, dimensions & security)

Confirm whether new office supports structured cabling, if required

Not all buildings offer wireless networking so if wireless computing is a priority - be sure to confirm it's possible

TOP TIP

Try to plan and implement the cabling infrastructure well in advance. It will make your IT relocation so much easier and hassle-free.

IT RELOCATION CHECKLIST

4. Business Phone Considerations

Review line capacity to see whether you need to order new phone lines

Order new phone lines (if necessary). Note that new phone lines can take up to 9 working days to install so plan in advance

Try to install new telephone lines and internet routers well in advance of your move date so that issues can be resolved before moving in

Work with voice & data carriers to obtain quotes for new telephone and internet circuits

If you are changing phone numbers you will need to set up call forwarding

Order internet access and ISDN for the new location. Be aware of that some providers insist on long lead time for installation so don't leave this till the last minute

Consider what phone system (and its capabilities) is best for the new office. You may want to look at options such as ISDN (Integrated Services Digital Network), PBX systems or KSU-less phone system

What kind of growth or expansion do you expect in the next 3-5 years? This will determine whether you need to consider a new business phone system for your new office

TOP TIP

With increasing telecom deregulation, new offerings are constantly becoming available - so make sure you shop around for the right phone system and service contract that best suit your requirements.

IT RELOCATION CHECKLIST

5. IT & Data Considerations

Make several backup copies of all company data systems including firewalls and servers

Arrange for copies of the backup to be stored at an off-site secure data center where it will not be affected by the move

Create a Business Continuity Plan in case you encounter unexpected problems during the move. It should include:

- Inventory of all software and hardware, servers, storage and networking equipment
- How you plan to switch phone lines, numbers, internet connections, migration of data and transfer of servers
- List of business priorities and data classified according to business criticality
- (Emergency) contact details of telecom and IT vendors

Test your Continuity Plan to see whether the information and backups that have been provisioned actually allow a full recovery

Arrange a 'hot site' for continuing business operations in the event of a delay or disaster. Evaluate the benefits of server consolidation, if appropriate

Ensure the collaboration between your **Managed Services Provider** & your **General Contracting Team** to ensure optimum location of workstations and cabling infrastructure are met

Work with ISP to switch email and DNS to the new IP address

TOP TIP

Business Continuity Plans are time-consuming to prepare and require a great deal of high-level detail planning that your in-house IT team may not have the resources to complete.

Use an **IT Relocation Company or Managed Services Provider** who can write, test and implement a Business Continuity Plan on your behalf.

IT RELOCATION CHECKLIST

6. Preparing for the Move Day

Transport copies of your data backup to the new location separate from the main system and each other

Ensure all wiring & data cables are labeled correctly and to which piece of equipment they belong

If you are moving to a large multi-floor building and intend to use the passenger/goods lift, establish what the call out time is for a lift engineer, and if necessary request an on-site engineer to avoid lengthy delay

Make a Contact List of everyone involved in the move, including IT and Telecom Vendor Technicians

Order new corporate stationery with new address and don't forget to include new phone and fax numbers if they are changing

Assist with the disconnect of services at the old office and ask all staff to fully shut down their computer before leaving on the final day

TOP TIP

The safe transportation of your IT and telecom equipment requires special handling, expertise and transit protection.

It is therefore strongly recommended you hire a **IT Relocation Specialist** to conduct this part of the move on your behalf.

IT RELOCATION CHECKLIST

7. New Office Test Plan

Ensure all cabling, IT equipment and phones are in the right place

Triple check all individual telephone numbers and their locations, including each fax, DDI, modem, and any other special devices you have on your system

Test to see whether the call forwarding from the old number is working and being forwarded to the right phone

Test every aspect and feature of the phone system

Start all servers and test network capability and whether all data has successfully migrated

Check incoming and outgoing emails

Check website, intranet and extranet

Perform a Broadband Frequency Test on each network connection

Be on-site for the first day (along with your Managed Services Provider) to help any users with connectivity issues

TOP TIP

Ask for feedback from staff soon after the move about whether they feel the communication infrastructure can be improved. After all, they are the end users and need to be happy with the layout and services.

IT RELOCATION CHECKLIST

IT RELOCATION

Achieving Best Value

- Best practice says that companies should use an office move as an opportunity to review all of their IT and Telecom equipment, vendors and service agreements
- Moving office provides a trigger for renewing and/or switching IT and Telecom supplier contracts on favorable terms
- Speak to independently sourced and approved **Managed Services Providers** as to what efficiencies and cost savings can be achieved - both throughout the moving office process and beyond

Provided By _____

HelpMovingOffice.com



(703) 263-9539



connect@cwps.com



www.cwps.com

For over 33 years Connected WorkPlace Solutions has provided innovative voice and data networking solutions to the public and private sector through our network of industry leading partners. Over 4,000 customers trust and depend on us.

Disclaimer

This information has been prepared by Help Moving Office as a general guide only and does not constitute advice on any specific matter. We recommend that you seek professional advice before taking action. No liability can be accepted by us for any action taken or not taken as a result of this information.