

HEADQUARTERS RELOCATION - TYPICAL PROJECT MANAGEMENT TEMPLATE



TASK	DRIVERS	OUTPUTS	Mth 1	Mth 2	Mth 3	Mth 4	Mth 5	Mth 6	Mth 7	Mth 8	Mth 9	Mth 10	Mth 11	Mth 12	Mth 13
1. Business Accomodation Review <i>Internal review in liason with external Property Advisor</i>	Existing space inefficient or inadequate Forced to move	Appoint External Property Advisor/Project Manager	█												
	Sub-optimal location	Identify internal stakeholders													
	Organisational restructure	Form internal Relocation Committee													
2. Needs Analysis <i>Consultant and client stakeholder liason</i> <i>Identify space needs of the business</i> <i>Buy or lease comparison</i>	Improve productivity	Space requirement identified		█											
	Improve economies	Special needs identified													
	Consolidate operations	A new way of working Clarity of business roles													
		Redefined operational relationships													
3. The Masterplan <i>Consolidate data gathered</i>	A workplace vision	A Board mandate				█									
	Procurement strategy	Strategic Implementation Plan													
	Time cost and quality standards	Form Project Control Group													
4. Premises Search <i>Rigorous search</i> <i>Seek proposals</i> <i>Evaluate options</i> <i>Fine tune brief</i>	Improved workplace	Market research Inspections						█							
	Satisfy needs analysis	Premises shortlist Initial due diligence													
	Improved staff amenity														
5. Commercial Negotiations <i>Negotiate on shortlist</i> <i>Re-evaluate options</i> <i>Client liason</i> <i>Finalise negotiations</i> <i>Lease documentation</i>	Optimise lease terms	Best possible commercial terms							█						
	Minimise costs over lease term	Heads of Agreement Appropriate financial structuring Final Board approval Execute Lease													
6. Space Planning and Design <i>Design development</i> <i>Documentation</i>	Improved space use	Optimal design for the future							█						
	Improved communication	High performance workplace													
	Cultural change A new way of working Re-use of fittings	Design to meet the vision													
7. Construction Management <i>Making it happen</i> <i>Tenders</i> <i>Contract Mgt.</i> <i>Realising the vision</i>	Time and Cost parameters	Delivery on time and budget Achieve quality standards										█			
	Minimise disruption	Efficient relocation Optimal solution													

Note: All tasks and timings are examples only and do not represent any particular project