

DID YOU KNOW?

Tips for Managing your Next Office Move

By Christy McFall, Senior Director



Moving can be stressful. An office move has added stress as the interruption to the day-to-day impacts business operations, productivity, the general welfare of employees, and in some cases, service to clients and other stakeholders.

Pacific Program Management (PPM) Senior Director Christy McFall recently penned a short column on how companies can move smart, not hard. Below are a few key tips from that story that you can apply to your next office move.



OVERCOME UNCERTAINTY

Change is hard even when change is good. Over-communicate and deploy change management strategies so the event is minimally disruptive and employees know what to expect. If you don't tell people what's happening, they will make something up. When creating an occupancy plan, allow for flexibility. Interrelated changes may impact even your best intentions.



MANAGE VENDOR RELATIONSHIPS

Vendor partnerships must be structured to anticipate project needs. From tailored emails that deliver the right information at the right time to the right people, to simply setting expectations and clearly mapping progress, staying in front of the complexities of planning and logistics will result in a more positive move experience.



SERVICE, SERVICE, SERVICE

An unwavering commitment to service is paramount to success in relocation initiatives, and a diverse team with varied backgrounds allows for experiences tailored for each client. At every step of the move, look for ways to overdeliver and make clients feel understood and heard. This high level of care can transform your move experience, improve employee morale, reduce downtime, and enhance productivity.

Moving people from one location to another does not need to be the equivalent of a bad flight with lost luggage. Proven transition and relocation management professionals like those at PPM can anticipate challenges and orchestrate a seamless move regardless of the size of the company or complexity of occupancy. When you can focus on your business, the move will go better for you, and all involved.