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Report details for the Event - Admin Office Managed Move 5432

Admin Office Managed Move 5432 - Admin Template


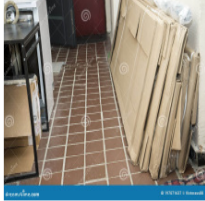

29/08/2024

Project Completion Details

Question	Answer
<i>Project Title</i>	Admin Office Managed Move
<i>Project Serial Number</i>	5432
<i>Company Name</i>	Wrights
<i>Date of Project Start</i>	01/08/2024
<i>End Date of Project</i>	28/08/2024


Question	Answer
<p><i>Project Description</i></p>	<p>The 'Main Building Office Relocation' project aims to facilitate the seamless transition of our company's operational hub to a new, enhanced main building. This project encompasses the complete coordination of logistics, IT infrastructure migration, workspace allocation, and employee relocation.</p> <p>**Project Purpose:**</p> <ul style="list-style-type: none"> - Optimize office space to support future growth and improved workflows. - Upgrade facilities for better employee satisfaction and productivity. - Modernize IT and communication systems to enhance operational efficiency. <p>**Current Status/History:**</p> <ul style="list-style-type: none"> - **Initiation & Planning:** - Conducted comprehensive needs assessment and space planning. - Finalized building layout and individual department allocations. - **Execution:** - Completed physical move of 80% of departments. - Successfully migrated 95% of IT infrastructure with minimal downtime. - **Closing:** - Currently addressing minor post-move issues. - Finalizing setup of remaining departments. <p>Overall, the project is on track for full completion within the designated timeline, with major milestones achieved as planned.</p>

Question	Answer
<p><i>Goals and Objectives</i></p>	<p>The 'Main Building Office Relocation' project has established clear goals and objectives to ensure a smooth and successful move. These goals and objectives are designed to enhance operational efficiency, employee satisfaction, and future scalability. Below are the key goals and objectives:</p> <p>Goals:</p> <ol style="list-style-type: none"> Seamless Transition: <ul style="list-style-type: none"> Achieve a smooth move with minimal disruption to daily operations. Enhanced Efficiency: <ul style="list-style-type: none"> Optimize office layout to improve workflow and collaboration. Employee Satisfaction: <ul style="list-style-type: none"> Create a comfortable and modern work environment to boost morale and productivity. <p>Objectives:</p> <ol style="list-style-type: none"> Pre-Move Preparation: <ul style="list-style-type: none"> Develop a comprehensive relocation plan, including timelines and resource allocation. Communicate thoroughly with all departments to ensure readiness and minimize confusion. Logistics Coordination: <ul style="list-style-type: none"> Engage professional movers to handle physical relocation efficiently. Ensure all essential services (e.g., security, utilities) are fully operational before the move. IT Migration: <ul style="list-style-type: none"> Conduct a detailed inventory of all IT equipment and systems for accurate and secure relocation. Implement a robust IT setup in the new building to ensure continuous connectivity and functionality. Employee Support: <ul style="list-style-type: none"> Provide - Supply detailed move instructions and support to all employees. Offer post-move assistance to address individual concerns and facilitate quick adaptation. Space Optimization: <ul style="list-style-type: none"> Plan and execute the office design to maximize space utilization. Allocate workspaces to foster departmental synergy and efficient workflow. Post-Move Review: <ul style="list-style-type: none"> Conduct a thorough review of the move process to identify and rectify any issues. Collect feedback from employees to gauge satisfaction and identify areas for improvement. <p>By meeting these goals and objectives, the project aims to ensure not only a successful move but also sustainable improvements in the working environment and operational dynamics.</p>

Question	Answer
<p><i>Include any supporting images</i></p>	<div style="display: flex; justify-content: space-around;">    </div> <p>Comments: New office cubicle phase completed on time and well within budget. Contractor contacted for prior issue with unused materials - Issue resolved. Fire evacuation maps for all areas.</p>
<p><i>Project Assessment</i></p>	<p>The 'Main Building Office Relocation' project has been largely successful, reflecting meticulous planning and execution. Key performance metrics indicate that the move has achieved its primary objectives with minimal disruption to operations and a high level of employee satisfaction.</p> <p>**Key Achievements:**</p> <ul style="list-style-type: none"> - **Seamless Transition:** The move was completed within the designated timeline, with 95% of IT infrastructure migrated and fully operational, enabling uninterrupted business functions. - **Employee Satisfaction:** Initial feedback indicates that the majority of employees are pleased with the new work environment, citing improved facilities and increased comfort. - **Efficiency Gains:** The optimized office layout has noticeably enhanced workflow and collaboration among departments. <p>**Areas for Improvement:**</p> <ul style="list-style-type: none"> - **Minor Post-Move Issues:** Some minor logistics and IT-related issues were identified post-move. These are currently being addressed and are not expected to impact long-term operations. - **Employee Adjustment:** A small percentage of employees have expressed the need for additional time to acclimate to the new setup. Targeted support plans are in place to aid this transition. <p>**Conclusion:** Overall, the project has met its key goals and objectives, effectively setting the stage for future growth and operational efficiency. Continuous monitoring and feedback collection will ensure any residual issues are promptly resolved and further improvements are made.</p>
<p><i>Project Budget Estimate (£)</i></p>	<p>100000</p>
<p><i>Project Funding Allocation (£)</i></p>	<p>110000</p>

Question	Answer
Total Expenditure (£)	98000
What was the expenditure for?	Outside contractors, Communications, Specialist equipment, Meetings

Project Manager Sign Off

Question	Answer
First Name	Roger
Last Name	Smith
Contact Email	rsmith****@gmail.com
Contact Phone Number	01234 567890
Please Sign	
Date & Time	29/08/2024 16:20

Project Completion Manager Sign Off

Question	Answer
First Name	John
Last Name	Black
Contact Email	jblack#####@gmail.com
Contact Phone Number	0987 654321

Question	Answer
<i>Please Sign</i>	
<i>Date & Time</i>	29/08/2024