

Relocation Planning & Management



A master plan.

You're a decision-maker in a dynamic organization. Rapid change is integral to your business and culture. Now it's time for you to relocate to a new facility or expand your current facility. Are you ready?

At Management Alternatives, our relocation solutions are not only practical, they are strategic. Using our Relocation Planning Process, we create an engagement framework that is focused on your operations, your mission and your need to provide uninterrupted services to customers. The resulting logistical architecture greatly reduces the risk of downtime and disruption both during and after the relocation process.

We coordinate and manage your existing facility management-related vendors, clearly defining and documenting the roles and responsibilities of your vendors and your internal team resources. We develop practical contingencies for technology and mission-critical functions. The result is reduced employee disruption and stress, minimized downtime and decreased risk of lost revenue and interrupted service.

In addition to addressing physical assets, our Relocation Plans focus on your people, providing employee communications programs to better facilitate the move. Your employees, after all, are the ones that are most affected by change.

Working closely with your senior managers, we identify potential logistical challenges. Drawing on the experience of more than 300 relocations—in excess of 20 million square feet—we develop solutions and contingency plans that make sense. Our success rate is proof positive that our Relocation Planning and Management solutions work.

To learn more about how we have put these solutions to work for law firms, laboratories, technical facilities, not-for-profit organizations, government agencies and corporations of all sizes, visit us online at <http://www.mgmt-alt.com> or contact us at (202) 842-4300 or sales@mgmt-alt.com.

Our on-time percentage is 100%.

Relocation of the Pittsburgh International Airport went according to schedule—a very tight schedule. The situation called for moving 8,000 employees, 1,500 pieces of ground service equipment, 30 aircraft (we left the flying to the professionals), office furniture, office equipment and anything else that was not nailed down. Total relocation time: 4.5 hours.





Our Relocation Planning & Management Services include:

Strategic Facilities Planning—Management Alternatives assesses the implications of business changes on both infrastructure and personnel to recommend the best possible means of achieving your operational objectives. We provide strategic analysis of infrastructure costs, plus occupancy service impact and logistics feasibility relating to mergers, consolidations or major relocation.

Strategic Relocation Project Plan—Working with stakeholders and key relocation team members, we develop the best possible solutions for significant organizational moves, adds and changes. Assessing core issues, our plans typically address budgeting, vendor/contractor coordination, schedules and contingency programs required to execute the relocation without disruption.

Project Management—Following the creation of the Strategic Relocation Plan, Management Alternatives is often asked to provide ongoing project management. Our Project Management services can include any, or all, of the following: Move Management, Churn Management, Furniture Services, Technical Systems Services and Orientation and Communications.

Contingency Planning—We work with decision-makers to develop practical contingency plans for technical and business operations. We create these fail-safe plans to maintain critical operations, eliminate lost productivity and minimize disruption to normal business activities.

Budget Administration—Management Alternatives will develop the project budget for your entire relocation effort. We provide a budget documentation service to monitor project consultants' budget performance and provide periodic and final budget-to-actual reports.

Strategic Procurement—Major facilities relocations require asset and service procurement decisions. We can help you develop strategies, parameters, standards, scopes and processes. We provide procurement planning and management for furniture, voice and data systems and related service providers in logistics, installation and equipment maintenance and moving.

Visit us online at <http://www.mgmt-alt.com> or contact us at (202) 842-4300 or sales@mgmt-alt.com to learn more about how Management Alternatives can help you with:

- **Relocation Planning & Management**
- **Technical Systems**
- **Furniture Services**
- **Move Management Services**
- **Churn Management**
- **Orientation & Communications**