

	Activity Name	Vendor / Group	Resources Assigned	Start Date	Finish Date	2022											
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	
1	Relocation Schedule																
2																	
3	Project - Relocation Management			1/3/22	11/7/22												
4	New Space Search			1/3/22	4/4/22												
5	Lease Negotiations			4/4/22	5/16/22												
6	New Space Lease Signed			5/16/22	5/16/22												
7	Relocation Budget																
8	Review planned work																
9	Configure budget sections as needed																
10	Assemble budget																
11	Review budget after initial pricing																
12	Update budget for accuracy																
13	Final budget review																
14	Design Work			1/3/22	11/7/22												
15	Programming - Develop space needs			1/3/22	1/17/22												
16	Space & Fit Plans			1/17/22	4/4/22												
17	Final space layouts, drawings & finishes selected (est)			5/16/22	6/6/22												
18	General Construction (Reference Only - 12 Weeks)			6/9/22	8/25/22												
19	Permitting (4 weeks)			6/9/22	7/6/22												
20	Construction (8 weeks)			6/23/22	8/17/22												
21	Final Clean			8/11/22	8/16/22												
22	Occupancy Permt(s)			8/15/22	8/16/22												
23	Contingencies			8/18/22	8/25/22												
24	Structured Wiring (Data, Phone, Security, TV)			5/26/22	9/1/22												
25	Review Needs & Requirements			5/26/22	6/9/22												
26	Develop Scope of Work (SOW) and add details to drawings			6/9/22	6/23/22												
27	Determine contractors to bid			6/9/22	6/23/22												
28	Issue Request for Proposal (RFP) & Field Questions			6/23/22	6/30/22												
29	Review Proposals and Present Recommendations			6/30/22	7/12/22												

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30	Award work to contractor			7/14/22	7/14/22							▼				
31	Cable Pulling			7/21/22	7/27/22							■				
32	Wiring punchdown / termination			8/4/22	8/10/22								■			
33	Cable testing / certification (wall locations)			8/8/22	8/10/22								■			
34	Cable install (cubicles)			8/18/22	8/29/22								■			
35	Cable testing / certification (cubicles)			8/29/22	8/30/22								■			
36	Final Inspection / Approval			8/30/22	9/1/22								■			
37	Telecommunicaton Services(Company)			5/19/22	9/1/22					■	■	■	■	■	■	■
38	Notify vendor of move			5/19/22	5/24/22					■						
39	Order service, Data, T1, POTS,			6/2/22	6/6/22						■					
40	Service Install / Testing			8/4/22	8/24/22								■			
41	Switchover from existing			8/30/22	9/1/22								■			
42	Keying			7/28/22	8/31/22								■	■		
43	Review Plan, Develop Key Schedule (office & furniture)			7/28/22	8/3/22								■			
44	Key Production			8/4/22	8/17/22								■			
45	Keying Installation			8/18/22	8/31/22								■	■		
46	Furniture			5/12/22	9/1/22					■	■	■	■	■	■	■
47	Review Spaceplan layout			5/12/22	5/19/22					■						
48	Identify specific needs / requirements - Existing vs New			5/19/22	5/26/22					■						
49	Develop inventory of existing furniture			5/26/22	5/31/22					■						
50	Develop / Refine budget			5/31/22	6/8/22					■						
51	Research Furniture / Equipment Options			6/9/22	6/16/22						■					
52	Present / Decision On Furniture Selection(s)			6/16/22	6/23/22						■					
53	Present / Decision On Furniture Finishes			6/16/22	6/23/22						■					
54	Develop drawings with furniture / equipment components (E&N)			6/20/22	6/30/22						■					
55	Develop / Present Furniture Order Document(s)			6/30/22	7/5/22						■					
56	Order Approval(s)			7/5/22	7/7/22							■				
57	Orders Placed with Vendors			7/7/22	7/14/22							■				
58	Furniture Production			7/14/22	8/23/22							■	■	■		

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59	Product Shipping & Receipt by Warehouse / Installer			8/23/22	8/29/22												
60	Product Installation			8/25/22	9/1/22												
61	Major Equipment			6/2/22	9/1/22												
62	Identify equipment for special moving			6/2/22	6/9/22												
63	Contact vendors for moving details			6/9/22	6/23/22												
64	Prepare SOW Document - if required			6/23/22	6/29/22												
65	Review / Walkthrough w/ contractor(s)			6/30/22	7/6/22												
66	Equipment disconnect prep for move			8/29/22	8/30/22												
67	Equipment move			8/31/22	9/1/22												
68	Equipment setup and testing			8/30/22	8/31/22												
69	Signage			6/9/22	8/31/22												
70	Review plan, determine style / requirements			6/9/22	6/22/22												
71	Assembly order			6/23/22	7/7/22												
72	Signage order & production			7/7/22	8/10/22												
73	Signage Installation			8/25/22	8/31/22												
74	Business Services / Registration Updates			6/2/22	8/25/22												
75	Discover requirements for documentation			6/2/22	6/9/22												
76	City, Country, State Business License Update			6/9/22	6/30/22												
77	State Regulator agency(s) address change			8/18/22	8/25/22												
78	Insurance Carrier(s) address update/change			8/18/22	8/25/22												
79	Stationery, Business Cards, Notifications (reference only)			6/16/22	8/30/22												
80	Review design and address changes			6/16/22	6/29/22												
81	Develop / Review list of all vendors, partners, clients			6/30/22	7/13/22												
82	Develop letter(s) / email(s) / postcards(s) for notification			7/14/22	7/27/22												
83	Issue order to printer - stationery only			7/28/22	8/3/22												
84	Print production			8/4/22	8/17/22												
85	Finalize move date			8/4/22	8/5/22												
86	Issue notifications of new location date / numbers			8/11/22	8/17/22												
87	Receive new materials / review			8/18/22	8/24/22												

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88	Pass out new cards			8/25/22	8/30/22											
89	Contents & Furniture Move			5/5/22	9/26/22											
90	Review move requirements (Discovery Document)			5/5/22	5/9/22											
91	Prepare move schedule			5/10/22	5/11/22											
92	Present move schedule to team			5/12/22	5/18/22											
93	Apply existing furniture inventory numbers			6/20/22	6/27/22											
94	Review floor plans			6/28/22	6/30/22											
95	Review items for refinish / disposal / storage			6/30/22	7/6/22											
96	Assemble RFP for Move Related Contractors			7/7/22	7/11/22											
97	Issue RFP's / Perform Walk-throughs / Answer questions			7/14/22	7/18/22											
98	Review / Analyse / Assemble Recommendation(s)			7/21/22	7/22/22											
99	Selection Approval			7/25/22	7/27/22											
100	Review work with selected contractor(s)			7/29/22	9/9/22											
101	Review packing instructions			7/14/22	7/19/22											
102	Crate / Box / Label delivery			8/18/22	8/22/22											
103	Preliminary packing			8/22/22	8/25/22											
104	Final Packing			8/29/22	8/31/22											
105	Install move directional signage / floorplans			8/25/22	8/26/22											
106	Office ceases business			8/31/22	8/31/22											
107	Dismantle existing furniture			8/30/22	8/31/22											
108	Prep existing and new space for moving			8/31/22	8/31/22											
109	Move contents / furniture / minor equipment			8/31/22	9/1/22											
110	Install / Setup existing furniture			8/31/22	9/2/22											
111	Installation of equipment			8/31/22	9/1/22											
112	Remove protection from spaces			9/1/22	9/1/22											
113	Unpack / Prep for business			9/5/22	9/7/22											
114	Open for Business			9/6/22	9/6/22											
115	Develop punchlist			9/5/22	9/12/22											
116	Disposal of unused furniture / equipment			9/5/22	9/12/22											

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117	Pickup of Rental Crates / Boxes			9/7/22	9/7/22												
118	Punchlist Resolution			9/12/22	9/26/22												
119	Removal of move directional signage / floorplans			9/5/22	9/7/22												
120	<i>Prepare Final "As Builts"</i>			9/5/22	9/8/22												
121	<i>Move Review / Comment</i>			9/8/22	9/8/22												
122	<i>Artwork / Accessories</i>			9/5/22	11/7/22												
123	Detemine nature and style of artwork			9/5/22	9/12/22												
124	Develop concepts and budget			9/12/22	9/26/22												
125	Finalize layout			9/26/22	9/28/22												
126	Orders / Procure			9/29/22	10/28/22												
127	Installation - Artwork / Accessories			10/31/22	11/7/22												
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