



technicalgrowth

Business relocation services

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It's an exciting time for your business as you find the new premises that will support your plans for expansion, but the move itself is a complex undertaking. Maintaining business continuity is critical: all your IT, applications and services must be ready to use from the moment you move in. But it's not just about what you need on day one; it's also a great opportunity to plan for the future.

Our services at a glance

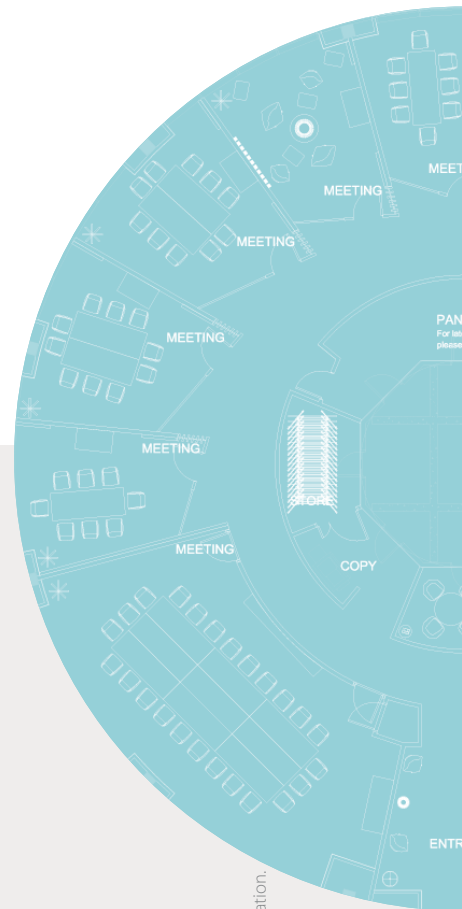
We'll plan and manage all of the following aspects of your move to your new premises:

- **Structured cabling** — design, specification, procurement, project management, patching
- **Communications rooms and data centres** — design, specification, procurement, project management
- **Telephony** — capacity planning with future scalability, technology selection, managing the provision of your new system, arranging number migration
- **Networks** (WAN, MAN, LAN, wireless, VPN connections) — design and delivery
- **Security** — secure migration of data and applications, secure transport of servers and other storage media, secure destruction of obsolete hardware
- **Relocation** — requirements specification, selection of a relocation company, project management
- **Commissioning** — checking and accepting the work at your new site on your behalf before you move in
- **Decommissioning** of your old site

Additionally we can:

- Advise whether your selected furniture is fit for purpose in terms of technical considerations such as cabling
- Advise on physical security requirements and define your operational security policy
- Provide advice and specification for corporate AV systems, such as videoconferencing and large-format TVs, and work with a specialist supplier to deliver

- We can advise you on options such as IP



IP, telephony, cloud solutions or wireless networking, and help you optimise use of these technologies at your new location.

Technical Growth will plan and manage the whole of your relocation to make sure everything goes smoothly.



Relocating your company — without interrupting your business

For most companies, relocation isn't an everyday affair and, because there is so much going on and business continuity is of paramount importance, nor is this the time to embark on a steep learning curve.



With professional relocation experts Technical Growth you know you're in safe hands. We'll make sure your move goes without a hitch, your business keeps running, and your data stays secure. Not only will your new facilities and services be ready to use from day one, we'll also help you look further ahead, building in the flexibility and scalability that will ensure your future goals are met.

How we can help

Technical Growth will plan and manage the whole of your relocation to make sure everything goes smoothly. We'll take care of all the technical and physical aspects, ensure business continuity planning, and help you communicate the move to your staff so that everyone knows what to expect.

The earlier we start working with you the better. That means we can consult with your architects to make sure both the building and their designs take account of all the technical infrastructure — such as power, cabling and computer rooms — that underpin your business processes.

Our support includes:

Discovery

We work with you to fully understand both your business and your technology requirements, initially and throughout the project. Many aspects of your business may have changed since you last fitted out your premises, so relocating provides a perfect opportunity to take a fresh look and devise a strategy for transforming technology to support your business better.

Planning

Based on the output from the discovery stage, we develop the overall strategy and objectives for the move and draw up a functional specification and project plan for your relocation. We don't set out simply to replicate what you have at your existing location, but take a 'big picture' view that puts your relocation in the context of your business goals and priorities.

Design

We can advise you on options such as IP telephony, cloud solutions or wireless networking, and help you optimise use of these technologies at your new location. And because we're completely vendor neutral, we'll recommend the best technology to meet your requirements from any leading supplier.

We prioritise security considerations throughout, ensuring your infrastructure is designed to meet security best practice and prevailing information security standards.

Implementation

We take care of procuring your new services and equipment, co-ordinating and managing delivery and build, and testing and accepting them on your behalf. We can act as the prime contractor for all your networking requirements, and work with your chosen third parties or recommend trusted subcontractors for other aspects as you need us to. Our project management extends to reviewing third-party contractors' commercial terms, service levels and support processes to keep everything on track.

Throughout the project we communicate and collaborate with everyone involved — your own staff, your facilities contractors, architects, ergonomics specialists, mechanical and electrical engineers and other consultants. This way everyone is working towards the same agreed outcomes and any issues are quickly identified and readily resolved.



The move

We'll help you manage the move, from selecting a removals company to look after the packing and transport of equipment to overseeing that everything is going to plan. We'll also help with your internal communications programme so that when your people arrive at the new office on day one they'll know what to expect and have everything they need to get straight down to work.

Decommissioning

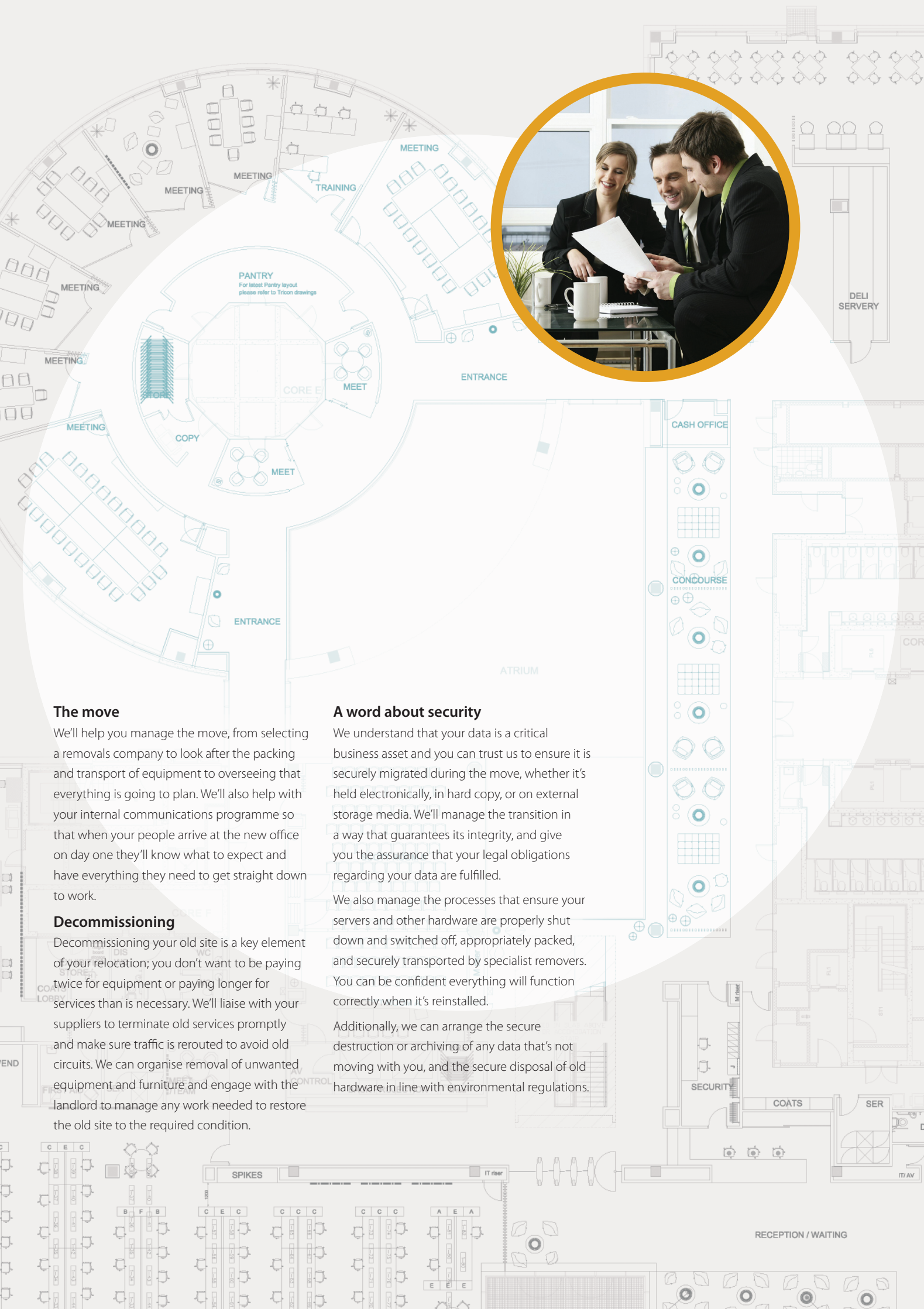
Decommissioning your old site is a key element of your relocation; you don't want to be paying twice for equipment or paying longer for services than is necessary. We'll liaise with your suppliers to terminate old services promptly and make sure traffic is rerouted to avoid old circuits. We can organise removal of unwanted equipment and furniture and engage with the landlord to manage any work needed to restore the old site to the required condition.

A word about security

We understand that your data is a critical business asset and you can trust us to ensure it is securely migrated during the move, whether it's held electronically, in hard copy, or on external storage media. We'll manage the transition in a way that guarantees its integrity, and give you the assurance that your legal obligations regarding your data are fulfilled.

We also manage the processes that ensure your servers and other hardware are properly shut down and switched off, appropriately packed, and securely transported by specialist removers. You can be confident everything will function correctly when it's reinstalled.

Additionally, we can arrange the secure destruction or archiving of any data that's not moving with you, and the secure disposal of old hardware in line with environmental regulations.





Why Technical Growth?

We believe success comes from a combination of individual specialist consultants, the collective know-how of the team, and a thorough appreciation of the wider business context and your business goals. Our technical and project consultants have extensive experience, gathered over many complex relocation projects. They can help you make better choices to improve service, save money or avoid common pitfalls that introduce delays.

We put great emphasis on rigorous project management following PRINCE2 and industry best practice methodologies, creating a structured project team and project board to oversee your relocation. We use a collaborative project management tool that lets everyone involved track project progress in real time.

Next steps

To make your relocation as painless as possible, get us involved early — even before you've identified new premises. This makes sure your needs are considered and understood from the outset and gives us more time to plan and design all the elements of your relocation.

It also means the build and fit-out programme at your new site can take place in a more orderly way — which cuts down on the potential for rework and variations, reducing your costs and maximising a successful outcome.

So as soon as you know you need to move, let's start talking:

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