



## *MovePlan UK*

*Offices in London, Manchester and Edinburgh*

*Established in 1986*

*Additional offices in New York, Boston, Chicago, San Diego and Dublin*

ABN Amro  
Accenture  
Anderson Strathern  
AstraZeneca  
ANZ Bank  
Baltic Exchange  
Bank of America  
Bank of Ireland  
Barclays  
BCM Hanby Wallace  
Beamish & Crawford  
BP  
British Airways  
British Council, Hong Kong  
Burnham Institute  
Cabinet Office  
Celltech Chiroscience  
Central Bank & FSAI  
Chevron  
City of Edinburgh Council  
Colliers Jackson-Stops  
Corporation of London  
De La Rue  
DEFRA  
Deloitte and Touche  
Dickstein Shapiro  
Discovery Networks  
Dresdner Kleinwort  
Wasserstein  
Dumfries and Galloway College  
Edinburgh's Telford College  
Enterprise Ireland  
Etihad Airways  
Fidelity  
Fortis Bank Ireland  
GAP  
GE Capital  
GSK  
Harvest Financial  
Helicon  
HLB Nathans  
Home Office  
Hospice of SECT  
ICI  
Imperial College London  
Investec  
Irish Times

### *Introduction*

In 1985, Cathy Ridley managed an office relocation for an advertising agency for which she worked. Upon discovering that the market offered no form of professional support, MovePlan was launched.

Over the past 22 years, MovePlan has planned and managed the moves of over 500 000 people from more than 250 different companies, ranging in scale from 2 - 20 000 staff. MovePlan operate on a global platform with experience in the UK, USA, Ireland, Mainland Europe, Asia, Oceania and the Middle East.

**MovePlan's efficiencies have lead to significant cost reductions for a range of clients, delivering relocation programs with organisational effectiveness and tangible savings.**

Today, as an independent operation with a tested methodology, a broad staff base, a range of complimentary services, a full communications package and documented quality control systems, MovePlan has no direct competition.

### *Services*

MovePlan has significant experience in complex office, laboratory and educational environments.

MovePlan is independent and transparent, ensuring that all third party suppliers and move agents are managed in the best interests of the client. MovePlan's core business is *move management*, but it also offers the following high quality, value-added services:

*Records Management*  
*Space Planning*  
*Furniture Installation Programming*  
*Workplace Management Strategies*  
*Inventory and Audit*  
*Asset Management*





## Zero Downtime

***MovePlan's guiding principle of operation***

***Relocation plans with minimum disruption to the business, maximum benefit from the new location***

***Essential to 24 hour operations, trading and fee-earning***

Jefferies  
John Player & Sons  
JP Morgan  
JWT  
KBC Bank  
Lehman Brothers  
Lloyds TSB  
London Stock Exchange  
Marconi  
Marks and Spencer  
Matheson Ormsby Prentice  
McLaren Group  
Merrill Lynch  
Millennium Pharmaceuticals  
Mobil  
MTV  
Nabarro Nathanson  
National Irish Bank  
Nomura  
O2  
Olswang  
Pearson  
Pfizer  
Pinsent Masons  
PricewaterhouseCoopers  
Prudential  
Queen Margaret University  
RBS Group  
Rio Tinto  
Roche  
Sainsbury's  
Scottish Enterprise  
Shell  
Starbucks  
Sun Microsystems  
Supreme Courts – Edinburgh  
Swiss Re  
Symantec  
Texaco  
The Countryside Agency  
The Highways Agency  
Toyota  
UCL  
Ulster Bank  
Vodafone

## The MovePlan Toolkit

The MovePlan Toolkit underpins the MovePlan methodology, providing a structured, yet flexible approach to each client's needs. The Toolkit allows MovePlan to provide a consistent service irrespective of sector, size, industry or location. Containing checklists and planning schedules for every aspect of the move, the Toolkit ensures nothing is overlooked. It incorporates extensive communications packages to ensure staff are motivated and enthusiastic throughout the move.

As an evolving set of documents, the Toolkit is constantly reviewed and amended to reflect best practice and recent experience from the market. It provides the basis of risk analysis, contingency planning and quality control central to every project.

**The MovePlan Toolkit is PRINCE2 compliant.**

## Service Model

MovePlan has a large team of *fully trained, permanent, experienced* move management staff, also developed to be hybrid records management specialists. Their commitment to delivering projects 'on time' and 'on cost' is unsurpassed.

MovePlan provide clients with a single point of contact for the contract, operating as an extension of the client team. All MovePlan staff are fully supported by a comprehensive management structure, offering continuity and peace of mind throughout the relocation programme.

