

► FROM SMALL
BEGINNINGS

In 1986, we moved a guitarist and thirty guitars from London to LA. He's still grooving, and we're still moving.

Today, MovePlan is the leading, independent move management consultancy in the UK and Ireland. In over twenty years



*Toyota (GB) PLC
BIFM Building of theYear Award 2000*

of planning and managing relocations, we have moved 500,000 people in 150 companies in the United Kingdom, Ireland, Europe and Hong Kong.

Our clients include multi-nationals such as GlaxoSmithKline, Deloitte and Touche and Merrill Lynch; professional partnerships such as Accenture, PricewaterhouseCoopers and Lewis Silkin; and UK government departments including the Cabinet Office, The Home Office, Scottish Enterprise and the Countryside Agency.

We have moved 25,000 staff for one company and just 2 for another. No move is too big, or too small. Our aims are always the same: minimum downtime for the business,



coupled with maximum benefit for the staff in their new working environment.

To achieve this, our staff are of the highest calibre. Most are university graduates, often with professional project management qualifications. Many are multi-lingual. They combine strong administrative skills with an ability to communicate effectively and diplomatically at all levels. They respond quickly and effectively to



First Active plc, Dublin.

the issues arising in the course of a move.

In short, we are a professional move management consultancy, fully committed to delivering relocation projects on time and on cost, almost anywhere in the world.



Pfizer Limited, Millennium Buildings, Sandwich, Kent



SPECIALIST SKILLS

Flexibility is key. We contribute as much or as little as clients wish to the move process. We can provide a few days consultancy, workshops or seminars to show clients how to move themselves; right through to a comprehensive package comprising workplace strategies, spaceplanning, file management and data storage, IT audits, tender selection

procedures, and move management.

Our services do not end with the physical move. We provide post-move helplines, 'meet and greet' for staff on arrival at new facilities and post-move questionnaires to identify outstanding issues.

And how do we achieve success? Through the MovePlan Toolkit[©] – a comprehensive methodology developed over years of moving people in many industry sectors. Designed to cope with any eventuality and using the most up

to date software available, it ensures that no aspect of a move is overlooked, from initial planning through to project hand-over.



*GlaxoSmithKline, UK
Global Headquarters*





Merrill Lynch Financial Centre, London

► MOVE MANAGEMENT

Our core skill, our raison d'être.

In these competitive and cost-conscious times, few companies can afford the luxury of an in-house resource dedicated solely to major relocations.

Some companies will have no in-house resource whatsoever. Others may have a 'churn team' but, in a cost-efficient organisation, this will already be working at or near full capacity. Whatever the situation, MovePlan will make a significant contribution to ensuring continuous trading throughout the move.

For clients with no in-house resource, we assume entire responsibility for a successful move, be it a major relocation or regular churn.

For many clients, MovePlan can provide a full time team to enable the outsourcing of move management activity.

For clients with an in-house team, we work with them in planning and managing all types of moves.

In time-cost based professions such as law and accountancy, maintaining chargeable hours and ratios for fee earners is crucial to profitability. MovePlan reduces disruption to an absolute minimum, thereby allowing fee earners to continue earning for the maximum time possible.

For some, however, even the minimum is not enough. With huge trading floors dealing in millions every minute, our clients in banking and finance demand and get the ultimate: zero downtime.

But don't just take our word for it, ask Merrill Lynch.



► WORKPLACE SOLUTIONS

Rapid advances in computers and telecommunications are changing the way we work. E-mail, the Internet, Wireless

Technology and VOIP are making home-working a realistic full or part-time alternative for many people.

Do you move or do you stay? How many people can work from home? How many want to work from home? What are the costs; what are the benefits? Is it hot-desking, hoteling or a traditional office solution?

Our senior consultants work at board level with clients to develop workplace solutions that use the latest technology to reduce costs and maximise profits. At the same time, with our emphasis on people as much as on the physical move, we develop communication packages to keep employees advised, involved and motivated through all stages of the move process.



Prudential plc, London

▶ SPACE PLANNING

Working either independently or in conjunction with your architects or space-planners, we examine and develop spaceplans which extract maximum benefit from the new location, whilst at the same time providing staff with a pleasant, modern and harmonious environment.

▼ FURNITURE AND INSTALLATION MANAGEMENT

Our procurement team keeps abreast of developments in furniture design, desking systems, availability and legislative requirements to provide clients with appropriate and cost-effective solutions to their furniture requirements. We can plan and co-ordinate a comprehensive installation programme on your behalf.

PricewaterhouseCoopers, Belfast



► RECORDS MANAGEMENT

Commercial needs and legislative requirements can impose a heavy burden in terms of file management and data storage. The rental costs associated with file storage facilities can be considerable, particularly in city centre locations.

Our experienced records management specialists advise on archive and retention policies, we manage tenders for the appointment of archive companies, and, working in conjunction with client architects and spaceplanners, we advise on filing systems and layouts.

File review, file conversion, and file culling solutions are available either independently or as part of the move management process. Working with our consultants, some clients have reduced their storage requirements by up to 65%.

Increasingly, electronic data storage is providing a cost-effective solution for many businesses. MovePlan can advise on the most effective application for your business.

Using the space released for more profitable use brings immediate benefits to the bottom line.



*Old Mutual and The
Millennium Bridge, London*



IT AUDITS AND ASSET TRACKING

The combination of highly mobile staff and highly portable equipment can generate enormous problems for even the most efficient organisation. Whether as part of a move planning exercise or as a stand alone assignment, we use the latest techniques to audit IT equipment and other assets, to record specifications and to log movements or reallocations. The database created can be linked to asset registers and CAFM systems, helping to reduce the cost of statutory audits.



*The Cabinet Office,
Admiralty Arch, London*

*British Council,
Hong Kong*



ABN Amro, London

*Scottish Enterprise,
Glasgow*

