Moving: An IT Perspective
List of Tools

Communication & Planning

1.1 Relocation Communications Plan Template
1.2 Relocation Budget Worksheet
1.3 Relocation Steering Committee Charter
1.4 Moving Team Development Tool

Physical Space

2.1a Floor Plan and Layout Checklist
2.1b Facility Preparation Checklist
2.1c IT-Specific Renovations Checklist

Contracts & Upgrades

3.1 Checklist for RFPs
3.3 Checklist for Equipment and Furniture

Wiring & Power

4.4a Checklist for Electrical Wiring
4.4b Checklist for Power and Connectivity

Network Cabling

5.6a Checklist for Network Cabling
5.6b Wiring/Cabling Tender Criteria

Telephony Systems

6.6 Patch Tracking Template

Server Rooms & Data Centers

7.7a Evaluate Server Moves
7.7b Server Room/Data Center Checklist (preveiw)

Web Sites

8.5 Web Site Relocation Checklist

Dealing with Movers & Moving Day

9.2 Moving Company Selection Tool
9.3a Checklist for Packing and Labeling
9.3b Templates for Employee Communication
9.3c Office Moving Instructions
9.4 Move Wrap-Up Checklist