**Move timeline overview***\* greater detail provided in Move Prj Mngt worksheet**\*items in blue need input*

7.27.12 Lease Terms agreed to

8.2.12 Final space plan approved

8.10.12 Budget scenarios finalized

8.13.12 Sign Lease

9.14.12 Make final color, finish and selections for furniture

9.15.12 decision made on internet and phone providers

9.25.12 Finalize budget, determining amounts for tech hardware, furniture and AV investments

9.25.12 Place order for new Tech Hardware

10.1.12 Order placed for phone and internet services

9.28.12 Fist office clean up & out day

10.1.12 First Debris removal

**10.1.12 thru? Begin public communications regarding move?
*\*Need input from M team and Comm. Comm.***

10.12 & 11.12 Special cleaning projects: *scheduling and work assignment TBD*

 Middle bank of file cabinets (Cristina as lead + 2)
 Workshop files (1 Training team as lead + 1)
 Office Supply Rm. (Dora as lead + Sarah + 1)
 Workshop Closet (1 training team member + 1)
 Library (Adriana +2)
 Book Closet (Dora + Yasya + 1)
 Tech items (Ben + 1)
 Kitchen (Dora + Erin and Amy)

10.12 & 11.12 Cable installation at new location

10.19.12 Budget Finalized

10.29.12 Place order for new furniture

10.29.12 Paint confirmations

10.30.12 Frosting of windows & A/V selection

11.1.12 Vendor communication regarding move sent (e-mail and hard copy)

11.15.12 Gain access to new space

11.15.12 Phone install at new space

11.16.12 Second cleanup day, special projects

11.23.12 Staff location assignments finalized

11.26.12 – 11.29.12 AV install (need three days for install, one day for programming)

11.29.12 ADT security install

12.1.12 Idea Paint one wall (Saturday)

12.1.12 Follow up vendor communications

 - schedule & coordinate

* Dishwasher install
* Refrigerator
* Screen for training
* Coffee
* Water filtration
* Security
* Paint wall in training room

12.3.12 thru 12.7.12 Install of coffee, wall paint, kitchen appliances, training room projector and screen

12.4.12 Meet with Jody from Alt. Tech @ new space, go over the programming and set up of your phone system with you

12.5.12 or 12.6.12 Framed annual reports ready

12.6.12 -12.14.12 Alt. Tech final wiring work

**12.7.12 Last workshop held at 731 Market St.**

12.10.12 Staff Meeting

12.10.12 Coffee equipment installation

12.10.12 thru 12.14.12 Newly purchased office furniture delivered and installed (arriving 12.10 at 6pm)

12.11.12 thru 12.13.12 Installation of workstations & other office furniture (7:30a-3:30p)

12.11.12 Moving crates to be delivered midday at 731 Market

12.11.12 New Phone System training @ 3:00 Ben, Dora and Sarah @ 500 12th street

12.12.12 Comcast installation from 2-4p

12.12.12 Alt. Tech Walkthrough new system

12.13.12 Timesheets entered by end of day today

12.14.12 Final walkthrough at 10 am after furniture install

12.14.12 Staff exchange old keys and security cards from new keys and security cards

12.14.12 Phone Line transfer occurring on @ 10 am – Lines @ 731 Market go dead at 1pm

12.14.12 Copiers moved to new location

12.14.12 PCS shutdown servers & pack them

12.10.12 thru 12.14.12 Final packing of 731 Market St. by staff

12.14.12 & 12.15.12 Moving Co. on site @ 731 Market

12.15.12 Commence new lease

12.15.12 Physical Move

12.16.12 Ops. staff & tech support on site at new location

12.16.12Tech set up at new space

12.17.12 CompassPoint “open for business” in new location

12.17.12 Welcome event for staff – Tour, orientations & unpacking

12.17.12 Server up and running at new location

12.18.12 Guest chairs to be delivered

12.18.12 Removal of cabling from 731 Market St.

12.22.12 Final debris removal from 731 Market St.

12.21.12 Cleaning of 731 Market st.

12.17.12 thru 12.28.12 Staff settle in – complete unpacking etc.

1.2.13 New offices fully functionally & settled in

**1.15.13 Open House public event (430-630pm)**