IT Relocation Checklist

This checklist will help you prepare and manage your entire IT relocation safely, efficiently, and without disruption to services.

Planning	Plan and coordinate relocation or asset management ahead will be critical to the successful completion of your IT Relocation project.

IT RELOCATION PLANNING

- ❑ Plan the costs. Meet, brief, and get quotes from IT solution providers in your area
- ❑ Select an IT solution provider
- ❑ Confirm the move date with your IT solution provider
- ❑ Plan hardware packing schedule with your IT solution provider
- ❑ Arrange site visits at both locations with IT solution provider to review network cabling
- ❑ Ensure the office furniture move does not conflict with IT hardware move
- ❑ Contact all technology carriers and vendors at least 75 days prior to the move

BUSINESS TECHNOLOGY EQUIPMENT REVIEW

- ❑ Inventory all your technology equipment and assess whether it is adequate for your needs and suitable for the new environment
- ❑ Inventory all Service Agreements; who is the service provider and what is the cost
- ❑ Determine what equipment is and is not required at the new location
- ❑ Return any leased IT and phone equipment that is no longer required
- ❑ Properly dispose of any e-waste; such as broken or old equipment
- ❑ Check well in advance what internet service and speed is provided in your new office
- ❑ List any equipment that needs upgrading or replacing
- ❑ Order any additional computer and phones
- ❑ Evaluate server room requirements

DATA PROTECTION AND BUSINESS CONTINUITY PLANNING

- ❑ Make several backup copies of all company data systems and servers
- ❑ Determine if virtualization or cloud services will be utilized to smooth the transition
- ❑ Store copies at an offsite secure data center
- ❑ Create a Business Continuity Plan (procedures and decision points for how to continue serving customers during a resource outage.)
- ❑ Test the Business Continuity Plan to ensure full recovery is possible
- ❑ Evaluate server consolidation
- ❑ Ensure collaboration between your IT and general moving team for optimal location of workstations and network cabling
- ❑ Switch email and DNS to the new IP address

BUSINESS COMMUNICATION REQUIREMENTS

How many phone lines?

How many analogue lines?

How many Cat 5 / Cat 6 cables?

How many ISDN30 lines?

How many power outlets?

What internet speed?

What type of Internet is available at the new location?

What size is the server room?

How many servers?

TELECOMMUNICATION CONSIDERATIONS

❑ Determine whether you need to order additional phone lines and make a must-have list of phone features

❑ Install new telephone lines and routers well in advance of your move date

❑ Set-up call forwarding if you are changing your phone number

❑ Determine and order the type of internet access required for your new location

❑ Evaluate what phone system and capabilities are best for the new office

Identify and add things that are critical to your company below

❑ _____

❑ _____

❑ _____

❑ _____

❑ _____

❑ _____

Project Management

Experienced project managers who coordinate and supervise each aspect of your relocation project are critically important to a smooth and efficient relocation project.

❑ Server Room

❑ Telco

❑ Network (WAN / LAN)

❑ MDF / IDF Cabling

❑ Wi-Fi

❑ Phone System

❑ Video Conferencing

❑ Security

❑ Additional:
Network Monitoring, Remote Management, Server patch and upgrade, Hardware and software inventory, Hardware refresh, PC and printer services, Security audit, network analysis, or others:

_____

SITE VISIT CHECKLIST

- ❑ Review configuration plan of new office with IT service provider
- ❑ Assess the existing networks and identify what will be moved, what should be replaced, and if extra network cabling is required
- ❑ Determine optimum location for network switches, routers, wireless networking, signal boosters, printers, copiers, and scanners
- ❑ Confirm if the minimum requirements for the server room are met
- ❑ Confirm wireless networking is possible in your new office

Execution / Implementation

MOVING DAY PREPARATION

- ❑ Ensure data back-ups are at secure offsite locations separate from the main system and each other
- ❑ Label all wiring and data cables for each piece of equipment
- ❑ Computer equipment disconnect, move, and reconnect
- ❑ Make a contact list of everyone involved in the move
- ❑ Assist with the disconnection of services and technology equipment at the old office

Post-Relocation

NEW OFFICE TEST PLAN

- ❑ Ensure all cabling, technology equipment, and phones are in the correct location
- ❑ Triple check all telephone and fax numbers and their locations
- ❑ Test the call forwarding and all features of the phone system
- ❑ Start all servers and test network capability and data migration
- ❑ Check incoming and outgoing emails
- ❑ Check website, intranet, and extranet
- ❑ Perform test on each network connection
- ❑ Ensure that your IT service provider is on-site to assist with any questions or issues

Engaging an experienced IT relocation Solution Provider to handle your organization's relocation can reduce burden tremendously. Our team is trained to assist you to make all aspects of the IT relocation project run smoothly and successfully. Contact ComputerLand today for your IT relocation project:

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