

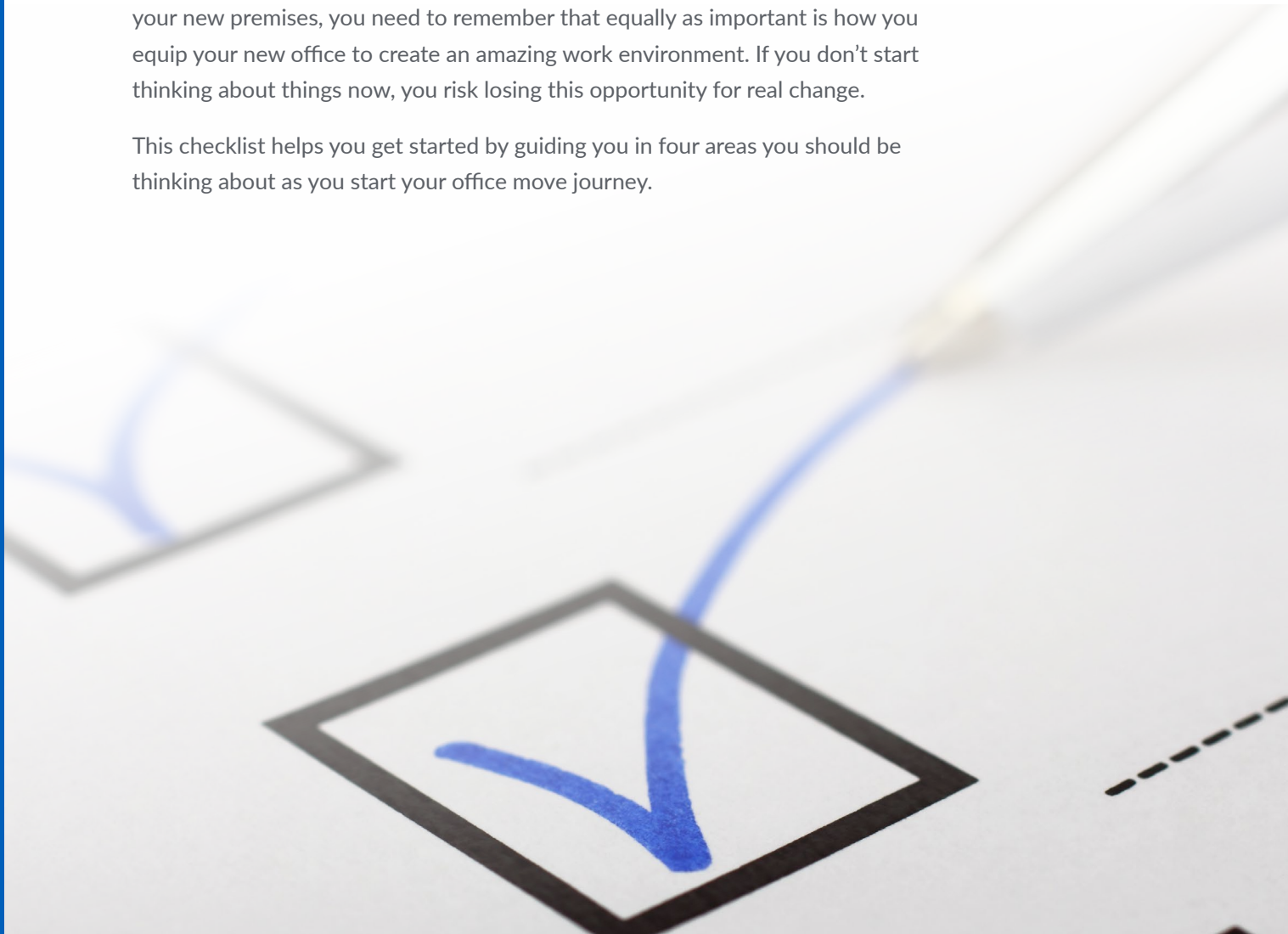


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Checklist 1: Identifying your communication and collaboration needs

Moving office is an exciting time. While the urge may be to focus 100% on finding your new premises, you need to remember that equally as important is how you equip your new office to create an amazing work environment. If you don't start thinking about things now, you risk losing this opportunity for real change.

This checklist helps you get started by guiding you in four areas you should be thinking about as you start your office move journey.



1. How well does your current telephony solution serve your people and your business?

It's time to take a brutally honest look at your current telephony and communication solutions. Where is it letting your people, your customers and your business down?

What gaps do you need to fill now in order to move your business forward?

Solution	Painful gap	Nice to have	Currently met
Supports hot desking			
Supports Direct Dial Numbers (DDIs)			
Has an auto-attendant			
Can integrate with other offices			
Can support remote and home workers			
Makes it easy to find people with a corporate directory			
Allows staff to see each other's presence			
Enables Instant Message (IM)			
Provides voicemail			
Allows you to manage how calls are routed			
Fully integrates with the desktop			
Seamless integration with mobiles			
Ability to record calls			
Comprehensive reporting on usage			
Supports business continuity			

2. How much do your current telephony and connectivity services cost you?

Getting to grips with what your current solution costs you is the first step in evaluating your options. Take the time to run through this list, gather the relevant information and note it down for later.

	✓	Notes
Check if your current system is still an asset that is being depreciated		
Detail your current charges for support & maintenance		
Identify all of the telephone lines you have into your office (you may find some you did not know existed)		
Understand how much you are spending each month on telephone lines and call charges		
Identify what internet connectivity you currently have in place (i.e. ADSL, FTTC, Leased Lines)		
Understand how much you are spending on this connectivity each month		

3. Potential future costs

Now it's time to dig a little deeper into your current telephony system and identify any additional costs that you are likely to incur in the near future or as part of moving to a new office.

	✓	Notes
What is the version/release of your current telephony system?		
What is the latest version/release of this system?		
Are there any pending EOL (End Of Life) notifications on your current version? Check with your provider to find out		
What is the likely cost to upgrade?		
If you moved your existing phone system, would you need to expand it?		
Would that expansion require an upgrade?		

4. Contractual obligations

Finally, as part of your move, you will need to look at the contractual obligations that tie you to your current site. This includes both your voice and data connectivity, and any maintenance agreements for equipment.

	✓	Notes
What termination period do you have to provide for your voice connectivity?		
Are there any penalties for terminating your voice connectivity services?		
What termination period do you have to provide for your data/internet connectivity?		
Are there any penalties for terminating your data connectivity services?		
What notice period do you have to give to cancel your support and maintenance contract for any equipment?		
Are there any penalties for terminating these support and maintenance services?		

How can we help?

**You see a move once or twice
We see them all the time**

At babble, we bring businesses and communications technology together in unexpected ways – to make them more accessible, more responsive and more effective.

We work primarily with large and mid-sized UK enterprises and are a recognised leader in helping organisations move office, as well as in the deployment of UCaaS and CCaaS solutions.

Our specialist relocations team know the pressures and complexities you will face during your moving process, and will think about what you will not.

We draw from our extensive experience to establish what you need to do now, help you discover what will suit your new working environment, and will manage the communication and connectivity elements your move every step of the way. What makes us different is that we are not just fanatical about the technology we work with, but also the endless possibilities that these solutions create for our customers.

This is why we start by making sure we get under the skin of your reasons for moving office, as well as your employees' and customers' expectations. By doing this we can bring the technology and the business possibilities together and offer you a choice of uniquely joined up communications solutions that achieve exactly what you need...in ways you probably never imagined.

And that's how we make you business brilliant.

We would love to talk to you

Whether you have a simple question, or want us to help you with your office move, we would love to hear from you:

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