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## Checklist 2: You have found a new office. What should you be doing now?

Now you've found a potential new office, it's time to act quickly to ensure you can equip it in a way that creates an amazing workspace. This checklist guides you through four key areas you need to consider before you're ready to sign your lease.



## 1. Selecting the right communications solutions

Once you've found your new office, you need to think about what brilliant communication looks like for you and your team. The key questions you need to answer are:

	✓	Notes
Have you clearly identified what it is you're trying to achieve in placing a new communication solution in your new office?		
Have you established if you can achieve these goals with a like-for-like replacement, or are new features required?		
Have you solicited input from your current users? What frustrates and hinders them with your current solution, and what would they like to see changed? Listening to their feedback it will greatly improve adoption.		
Have you created your list of requirements and ranked them in terms of importance?		
Have you defined a process and timeline for evaluating your options and deciding on the right solution?		
Do you have a clear understanding of cost elements and how you can compare alternative solutions in terms of TCO?		
Do you have a sign-off process in place for your new solution, and is this in line with the timescales of your office move?		

## 2. Selecting the right partner

Finding the right partner is as important as finding the perfect office. Consider these key points and check them off as you go.

	✓	Notes
Do you have a shortlist of potential partners that can provision, and help you manage, your communication solution and connectivity?		
Have you prepared an evaluation matrix to assess each potential partner?		
Have you checked out their references to satisfy yourself they can do the job?		
Have you defined the role of the partner in your overall office move project?		
Do you know what percentage of their revenue comes from hosted telephony subscriptions?		
Have they shown that they're financially stable?		
Do they understand your requirements?		
How will your account be managed after initial setup?		

### 3. Connectivity

Connectivity is key when it comes to your new office. Without the right infrastructure, you can't run your business. Make sure you address these important checks internally and with potential partners:

	✓	Notes
Have you defined the connectivity you're likely to require at your new office?		
Have you done checks with potential suppliers on the connectivity services available at your chosen office?		
Are the speeds sufficient to run hosted and cloud applications?		
Have you considered installing a backup service in the event that your main connection goes down?		
Do you know what SLAs are in place should you experience downtime?		
Do you have firm details around the lead times for connectivity?		
Do you understand the costs of connectivity – both installation and ongoing?		

## 4. Structuring your project

Once you've done your due diligence, you need to structure your office move project and establish your critical path. Consider these questions when you're planning your structure:

	✓	Notes
Do you have an overall project plan for your office move?		
Have you created sub-projects for your office move?		
Do you know how you are going to resource each of the elements?		
Are you going to use your communications partner to manage the communications sub-project?		
Have you defined how you want them to work with you?		
Have you thought about how you want them to report to you and what the project governance is?		

# 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:**

**W:** [babble.cloud/officemoves](http://babble.cloud/officemoves)

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