

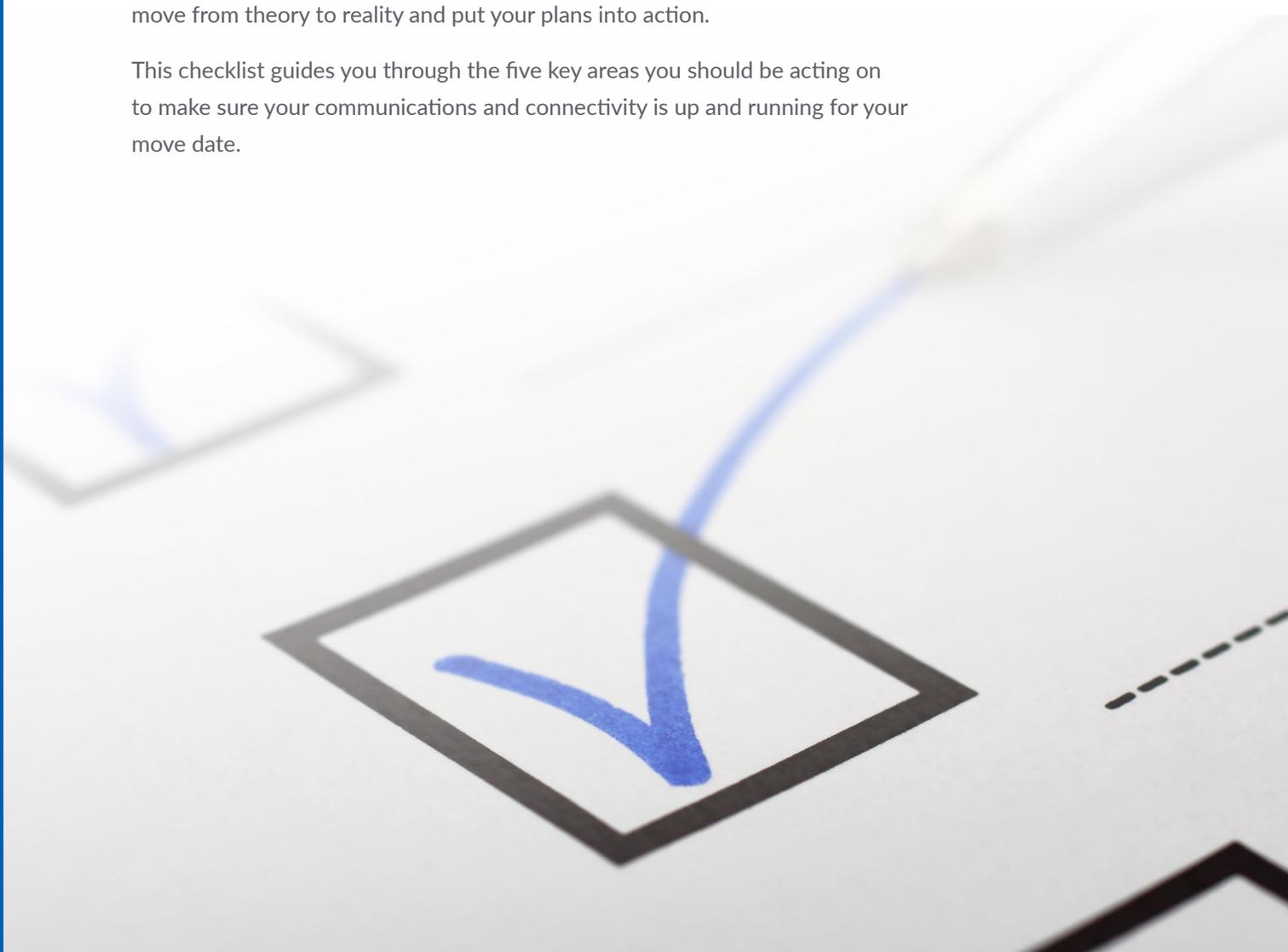


# 3

## Checklist 3: What needs to be done once you sign a lease

Signing the lease on your new workspace is a great step forward. Now it's time to move from theory to reality and put your plans into action.

This checklist guides you through the five key areas you should be acting on to make sure your communications and connectivity is up and running for your move date.



## 1. Connectivity

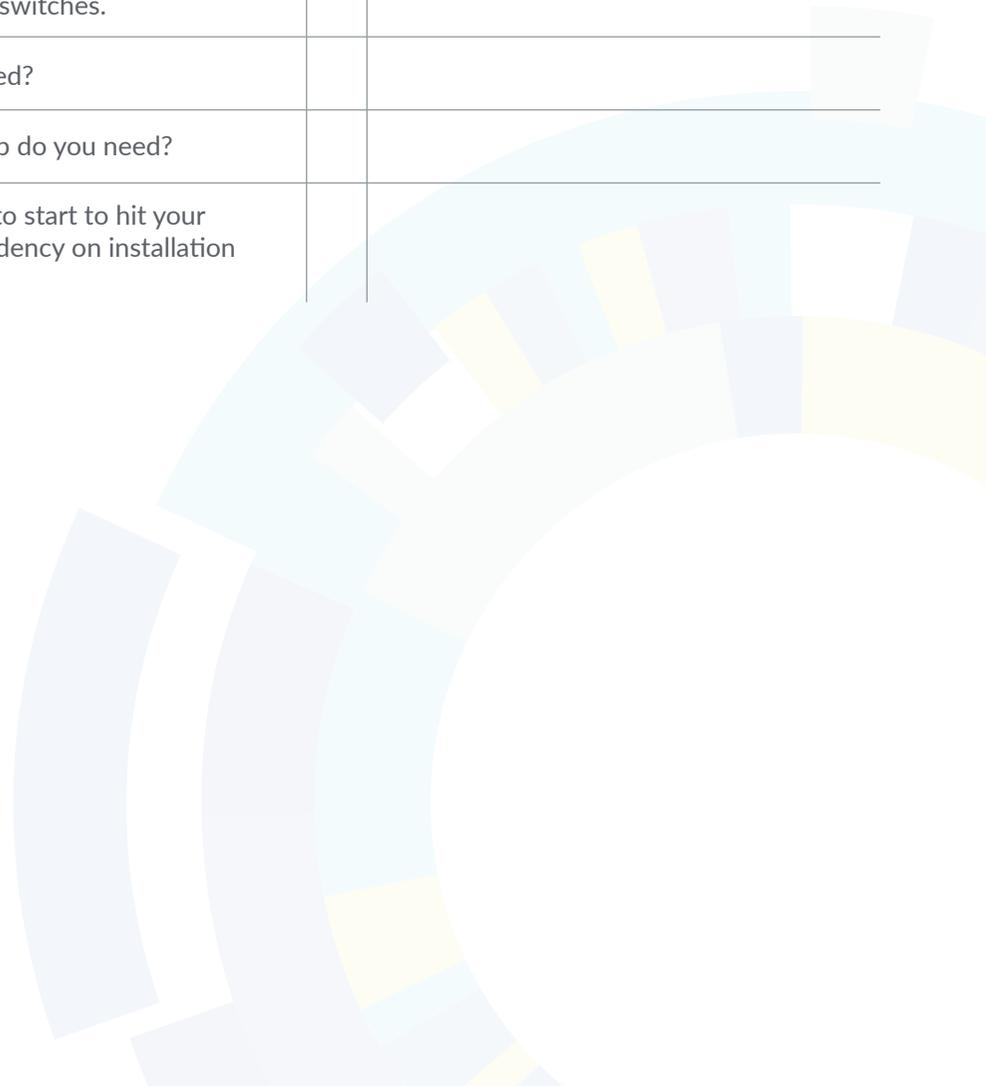
Because lead times for connectivity will dictate the pace of the rest of your project, it's important to get this underway first. Run through the following questions and make sure that you, or your partner, can answer them all:

	✓	Notes
Have you defined your requirements for connectivity?		
Have you defined future requirements, i.e. is demand likely to increase in short/mid-term?		
Do you have details of the options that are available at your new office?		
Do you have a set of proposals from potential connectivity partners?		
Do you know what the lead time for the connectivity you require is?		
Do you know how you are going to select the right solution?		
When do you need to place your order?		
How are you going to manage this part of your overall project?		

## 2. Facilities

Next, you should think about the shape of facilities in your new office. The important questions you should ask yourself are:

	✓	Notes
Do we require a comms room? If so, what does it need to contain? i.e. Servers, PBX, a UPS or switches.		
What access, such as cabling, is required?		
What power and air-conditioning setup do you need?		
When does work on this facility need to start to hit your completion date? Consider the dependency on installation of equipment.		



### 3. Communication solution

In parallel with the above, you also need to be moving forward with your communication solution itself. Consider the following and check them off as you go:

	✓	Notes
Have you selected your new communications solution?		
What is the lead time on this solution and when do you need to place orders by?		
Do you have a process to fully define your requirements/specifications?		
What internal decisions must take place before you can confirm configuration? What are the dependencies?		
Have you defined who is managing the installation and configuration of your solution? Is there a project plan in place		
How do you do User Acceptance Testing? Do you have test plans?		

## 4. Transition

Great, your connectivity, solution and office ergonomics are all going smoothly. So how are you going to transition from your old solution to your new one? Consider what's involved with these prompts and make sure they're questions you can answer if asked:

	✓	Notes
Do you have a transition plan in place?		
Are you taking existing numbers with you or do you need to order diverts?		
What is the lead time on these diverts?		
Are moving all your people to your new office on day one or is there a period of overlap when you need services at both offices?		
What happens on day one? Do you have a test plan and a contingency plan?		
If you are utilising new numbers, what is the divert/announcement period on your old numbers?		

# 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](https://babble.cloud/officemoves)

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