



RELOCATION TAKES TIME AND STRATEGIC PLANNING!

The matrix below illustrates the time allotments generally required for implementing a successful company relocation

PRIMARY OBJECTIVE	MONTH#	FIRST				SECOND				THIRD				FOURTH				FIFTH				SIXTH				SEVENTH							
	WEEKS#	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28				
Situation Analysis: Develop Requirement: Size, Layout, Budget, Location Building Class, Term, Timing		Situation Analysis																															
Market Research & Property Evaluation: Input requirements into property database Generate building reports and photographs		Market Research & Property Evaluation																															
Evaluation of Alternatives: Review prospective buildings & locations Tour the top building prospects Narrow alternatives down to 3-4 buildings Interview Architects and Project Managers						Evaluation of Alternatives																											
RFP's & Negotiation: Draft Request for Proposals Review Proposals/Financial Analysis Deliver Counter Proposals/Review Responses Execute Letter of Intent										RFP's & Negotiation																							
Space Planning: Initial design during proposal process Modify Plan - Generate Working Drawings Pricing of Tenant Improvements														Space Planning				Working Drawings															
Lease Review: Check for accuracy on business points Tenant's legal team reviews the Lease Negotiate final Lease Document														Lease Review																			
Lease Execution: Tenant and Landlord execute Leases																		Lease Execution															
Implementation: Final working drawings - Building Permits Manage Construction of Tenant Improvements and Punch List Items Coordinate Relocation																						Implementation											
Occupy Space:																										Occupy Space							

Rare Space and Client
Client and Client's Attorney
Client and Architect/Project Manager

