



# Move Management

Streamline the entire move/add/change process, from single-person to multi-phased moves, to reduce costs and minimize organizational disruption

From simple, single-person moves to multi-phased moves integrated with construction, ARCHIBUS Move Management streamlines the move/add/change process to ensure successful relocations with minimal organizational disruption. The application reduces the complexity, risk, time, cost, and downtime associated with moves by organizing all move orders and associated information into a central repository. With easy Web access to views displaying tasks, status changes, and milestones, move project participants can collaborate effectively to reduce duplicate effort and minimize move costs.

## Activities and Reports include:

- Request Employee Move
- Edit My Moves
- Examine My Moves
- Request a Group Move
- Review and Estimate Moves
- Route Moves for Approval
- Examine Group Move Spreadsheet
- Churn Rate Report
- Churn Rate by Department Chart
- Issue Moves
- Approve Moves
- Complete Moves
- Define Move Questionnaires
- Plus Many More...**

## Benefits

- **Creates a central repository for a “top-down” perspective of program and project priorities, that streamline actions and reduce costs**
- **Facilitates a collaborative process to allow project members to synchronize information at different locations or organizations for increased customer satisfaction**
- **Provides clear, weighted performance scorecard views of multiple programs and/or projects to identify late or over-budget components at a glance**
- **Streamlines project oversight via consolidated views displaying milestones, tasks, and status changes to all project members via the Web**
- **Reduces administrative burden by leveraging existing data from other systems**

The screenshot displays the ARCHIBUS web application interface. On the left, a sidebar shows navigation options like 'Move Management' and 'Tasks'. The main content area is titled 'Restrict Group Moves' and contains a form for project information, including project code, description, department, and dates. Below the form is a table for 'Add Moves' with columns for Employee Name, Move From, Move To, Requested Move Date, and Move Date. The table lists several employees and their move details. At the bottom, there are 'Add Actions' and a table for 'Add Actions' with columns for Action Type, Description, Assigned To, and Status. On the right, a floor plan diagram is visible, showing various rooms and their associated move information, such as room numbers and move dates.

Manage all the move information—occupant moves, new hires, equipment moves, and all related craftsperson actions—using one integrated form

### Cost-Effectively Streamline Moves

ARCHIBUS Move Management enables immediate deployment of processes for new hires/departures, existing occupant moves, reconfigurations, and asset moves. Manage group moves and associated tasks with one Web-based system. By defining standard workflows, procedures, and questionnaires for your moves/adds/changes, you can lay the groundwork for consistent, timely, and on-budget move projects.

- Use easily configured workflow technology to automate move order approval, issuance, execution, and close out
- Maintain move orders, action items, jack numbers, plans, and more in a central repository with a searchable, instant look-up format
- Schedule personnel and resources using interactive move calendars
- Reduce design fees and the cost of unnecessary moves
- Distribute action items automatically to IT and other service providers to speed project execution

### Increase Customer Satisfaction

Errors and omissions in even small-scale move projects can cause reduced productivity and expensive downtime. Move Management enables a responsive and flexible approach to meeting both organizational goals and minimizing disruption to relocated occupants. Automated notifications and reminders enable faster response times and more vendor control to improve move project success.

- Provide personalized customer questionnaires to collect needs upfront and minimize frustration and rework
- Minimize post-move shifting and follow-up by tracking responsibility and status right on the move order
- Reduce reaction time from days to only minutes by having all information easily accessible from one screen
- Generate move trial plans to increase stakeholder "buy-in" and help minimize move politics

### Enhance Organization-Wide Communication

This Web-based application increases the coordination of your staff, and lets you manage moves at both the macro and micro level from a central location. Its workflow technology helps organize move orders and related action items. Automated workflow rules ensure employees receive email notification so the move can efficiently progress to the next phase. Also, integration with the ARCHIBUS Project Management application lets you synchronize construction and project work.

- Provide accurate, up-to-date information to all project members via the Web
- Reduce cycle-time with emailed links to approval and completion forms
- Easily review action items and move statuses by project participant to keep all processes on-time and on-budget
- Create personalized views of required actions based on a service provider or craftsman login profile to clarify expectations and minimize disruption

### Generate Move Analytics & Trial Layouts

With an accurate record of all tasks, costs, and personnel required to successfully complete a move, you can benchmark performance and revise the process, as needed, to support continuous improvement. In addition, use the AutoCAD trial drawing feature to visually compare various occupant layouts.

- Post churn rates using intelligent dashboards to ensure move activities align with core organizational objectives
- Generate summary reports for measuring the effectiveness of an improved, "closed-loop" move process
- Provide accurate, verifiable information on the number of moves and move-related costs to establish KPIs
- Access on-line floor plans, space standards, and equipment inventory to create trial layouts

### Integrate Move Information with Other Systems

Share information generated in Move Management with other functions and systems, reducing redundant data entry and ensuring an accurate data source across departments or divisions. Plus, apply ARCHIBUS Project Management's functionality to your move tasks to keep them aligned with other organizational projects.

- Reduce errors by connecting your CAD layout plans to the move orders that they represent
- Automatically update your space, occupancy, and inventories when closing out move orders
- Link updated move information such as employee locations, phone extensions, cost center assignments, and more to Human Resource, IT, Help Desk, and Finance/ERP systems

For more information, visit [archibus.com/move](http://archibus.com/move)



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