

Move Management Timeline for Sustained Workplace Excellence

Key considerations at every phase from preparation to relocation and beyond



PRIOR TO MOVE

A strong pre-move strategy and logistics plan are vital to align employees and operational teams early on. A proactive approach fosters clarity, reduces uncertainty, and lays the groundwork for a seamless transition. Address logistics ahead of time to ensure a smooth move, enhancing operational efficiency and fostering a positive employee experience in the new workspace.

KEY CONSIDERATIONS

- ✓ Prepare pre-move **checklists and FAQs** so employees have direct access to planning resources for a smooth transition.
- ✓ Provide **training and orientation programs** to equip employees with the knowledge and skills needed to successfully adapt to the new workspace.
- ✓ Upgrade your communication and engagement tools strategy to **build momentum** and foster connectivity and collaboration throughout the relocation process.
- ✓ Offer **virtual tours** of desks and neighborhoods so employees can begin acclimating to their new environment.
- ✓ Document sustainability and wellness tips to **promote a healthy and eco-friendly work environment** in the new office space.



DURING THE MOVE

Clear communication is paramount during an office move to alleviate confusion and frustration, ensuring a swift and efficient setup of systems on move-in day. Transparent information minimizes uncertainties, sets expectations, and promotes a smooth transition, ultimately contributing to a positive move experience and rapid operational readiness in the new workspace.



KEY CONSIDERATIONS

- ✓ Build in **employee engagement** touchpoints to make opening day more exciting and collaboration with colleagues more accessible.
- ✓ Deliver **real-time notifications** help employees stay informed with instant updates on move-in day, reducing uncertainty.
- ✓ Streamline workspace allocation with **desk booking tools** so employees can be on-site and productive as soon as possible.
- ✓ Leverage interactive **indoor mapping** technology so employees and first-time visitors can navigate the new office space and locate workspaces efficiently.
- ✓ Address technical and facility-related issues as promptly as they arise with integrated IT and **facility ticketing systems**, minimizing potential downtime.
- ✓ Provide **on-site assistance** and orientation sessions to acclimate employees swiftly, facilitating a seamless start in the new office.

POST MOVE

Preserving momentum after a move is vital. Keeping workspaces operational and preventing employee drop-off is key for maintaining productivity and positivity in the new office. Proactive measures, such as addressing issues promptly and fostering engagement, ensure a dynamic and thriving work culture post-relocation.

KEY CONSIDERATIONS

- ✓ Provide **on-demand access** to resources for sustained productivity and seamless adaptation, supporting both existing employees and new hires.
- ✓ Promote collaboration with a streamlined **reservation process for meeting rooms** with a seamless and organized scheduling system.
- ✓ Offer **bookable spaces** dedicated to fostering creativity, innovation, and employee wellness programs.
- ✓ Foster community building and collaboration through a combination of **onsite and virtual events**, creating a vibrant and connected workplace.
- ✓ Gauge employee sentiment for ongoing enhancement of the workspace through feedback loops, **polls, and surveys**.
- ✓ Give employees advance notice and optimal routing support for improved **indoor navigation**, enhancing efficiency in the new workspace.
- ✓ Gain insights into **space utilization**, to prioritize the well-being of employees within the new office environment.
- ✓ Enhance security and access control with efficient **digital ID systems**, ensuring a secure and streamlined operational setup.



Get exclusive insights into resource planning, space utilization, and employee well-being with our Office Moves solution.

[Learn More](#)

About Modo Labs

Modo is the world's leading provider of workplace and campus apps. Trusted by global Fortune 1000 brands and the world's most prestigious institutions, the Modo digital engagement platform delivers a unified, fully customizable, mobile-first user experience to simplify any access to information and services students and employees need to feel supported, engaged, and inspired.