

“Moving Office” Does NOT Have To Be A Disaster...

The “move” usually starts with a conversation like “ we want to / need to / would like to / really ought to move” to another location.

A week later the comment is “I've found this neat / good / OK place but..... I don't know about the network / electricity or the server

What you need is a **DOMBRe** Pre-Flight Inspection to tell you what digital resources are available to support your staffs needs in the new office, and “what you're getting yourself into” digitally!! Before you negotiate the lease.....

Most of our projects start with a "Pre-Flight Inspection". This structured process gets tuned to your digital objectives. It provides a quick overview to highlight digital opportunities and expensive problems, before you negotiate the lease!

"Pre-Flight Inspection"

"Pre-Flight Inspection" is based around a structured interview with you, our client, and with the managers of the suite. It is designed to quickly provide you with a quick overview of decision making information about the “digital infrastructure” of the suite, so you can move forward to negotiate the lease, or "bail out" and go elsewhere.

The PFI includes a "walk-around" the space with you, to talk through your priorities and the opportunities. It includes a more detailed inspection by our staff with ladders, screwdrivers and cameras searching for expensive “demons” in the ceiling and behind the drywall.

These are the issues covered:

- What are you getting into and "how deep / expensive"?
- How much (cable) can be reused / re-purposed?
- What needs to be replaced?
 - data, telephone cabling / networking infrastructure
 - telephone systems,
 - telephone trunks and internet connections
 - server rooms, ventilation, electricity
 - network and electrical connections for workstations / cubicles, boardrooms
 - wireless, security

The Pre-Flight Inspection creates a comprehensive site binder as a resource that we can use to migrate your objectives forward in a very cost-effective manner, should you elect to move into into a PFI'd location.

The results of the Pre-Flight Inspection are reported by e-mail, on a "next-business-day" basis. Expensive problems, potential "deal-breakers" and “substantial negotiable items” are reported by telephone at the end of the inspection.

Digital Move / Renovation Management

Our strength is "managing digital moves and renovations". We use our skills, training and experience to ensure that your move / renovation project goes very well in a cost-effective and predictable manner. Our structured approach and documented procedures we target the key facets of your move to meet your objectives in a timely and cost effective manner.

While the "nuts and bolts" of each move might seem fairly straight-forward, our structured approach is designed to "close all the gaps" so that nothing "falls through". We achieve this result by using standardized procedures, check-lists, and a healthy dose of rigorous project management.

Upgrades and "Substantial Changes"

Upgrades and "substantial changes" can be made to your digital systems at any time. Some of these are best planned to coincide with a "move" and others are better left to "another day".

Planning, scheduling, communications and competent staffing are all crucial to successful upgrades and "substantial changes" "on - the - move".

Project Management

We apply a strong measure of project management to all our projects to keep them predictable. However, our certified Project Managers are also quite willing to work with your PM's to ensure that your next "project" is completed in a timely and predictable manner. So long as someone does it properly!

Each project includes a documented "lessons learned" phase so you will have already benefited from the cumulative lessons learned from all our previous projects. The "lessons learned" are used to continuously improve our standards and procedures.

Cut-Over

"Cut-over" is a business continuity issue.

DOMBRe can coordinate the several components of your cut-over to minimize down-time, to minimize the disruption to your operations. This coordination is characterized as "digital facilities project management".

It is our goal, that at "start-of-business" on the first day at your new location ...

- your servers are installed and available for staff to login, work with files, print ... ;
- the network is built so the staff can connect their computers and get-on with "production", whatever your business produces;
- you are connected to the Internet, your email system is accessible and up-to-date;
- your telephone system is working and calls are flowing both ways;
- if you use one, your telephone system "auto-attendant" is running and correctly configured for your new location;
- your voice mail system is working;
- your printers / plotters / copiers can be used by the staff; and
- your facsimile machines are functional.