

## **Office Consolidation Project**

The company currently has a branch office within a few miles of its main office. Due to a recent vacancy in building of the main office, the company has the opportunity to move the branch office into the same building as the main office.

The branch office furniture, electrical wiring, and network wiring are old and were due for replacement shortly. By combining the two offices, the company will have the chance to update the infrastructure. The building owner is offering incentives that will help cover the costs of these needed upgrades.

Commercial office rental rates are low now, and this effort will provide a chance to renegotiate and lock in lower rates for both the new space and the main office space.

### **Objectives**

- Bring branch office into the same building as the main office
- Reduce the monthly rent costs for the total office space
- Upgrade the furniture and wiring of the branch office, using building credits provided by the building owner
- Improve communication and cooperation between the two offices by combining the office space

### **Size**

Medium

The project will not affect the main office employees only slightly as construction proceeds. Branch office staff will be impacted through the move.

Based on rough per-square-foot estimates, the overall cost will be between \$??MM and \$??MM. These will be offset by landlord credits expected to total \$??MM.

**Criticality**

Medium

Office space has been slow to change hands near the main office. The vacancy plus the lower rental costs is an unusual opportunity. Because the branch office infrastructure is old, the project is also an excellent opportunity to make changes that would be needed in two to five years anyway. We believe that the project will result in long-term savings for the company.

The criticality is not “high” because the company could successfully operate in its current office space.

**Risk of Doing**

- The move may disrupt the branch office operations (good planning will mitigate)
- Costs may be greater than expected, reducing the financial benefits of the reduced rent (good financial controls will mitigate)
- Communication benefits might not be realized (strong management action could mitigate)

**Risk of Not Doing**

- Rents may rise, forcing the company to pay more expensive rates than offered today
- Infrastructure upgrades in the branch office may be needed sooner than expected, and may disrupt the branch as much or more than the office consolidation
- Communication between branch office and main office may remain poor or get worse, due to physical separation of staff

***Interdependencies***

The move will need to be coordinated with the Branch Office Business Process Redesign effort. Schedules must be coordinated to take into account the fact that branch staff will be unavailable during key time, such as the week of the move.

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