# Moving office without the IT headache

We have moved insurance and wealth management firms between offices. Here is what we have learned about getting IT right on the day.

## What we have seen

We have supported a West Sussex insurance broker through office moves after acquisition and expansion, including installing and supporting its critical application platform in the new location. We also supported a London wealth management firm's move, where the firm used the opportunity to remove any dependence on on-site servers.

In both cases the aim was the same: staff arrive on the first morning and everything works.

## A checklist

**Internet first.** New connections can take time to arrange, so order them as soon as the move is confirmed.

**Phones.** Decide what happens to your numbers and whether this is the moment to move to a hosted system.

**Servers.** Moving servers means downtime and risk. Moving the platform to the cloud can remove both, as it did for the London firm.

**Cabling and Wi-Fi.** Check data points, comms space and Wi-Fi coverage in the new building before you commit to desk layouts.

**Moving day.** Agree who does what, what is tested before staff arrive and who staff call if something is wrong.

### Ask your landlord

- ✓ Which providers can reach the building?
- ✓ Where does the comms cabinet sit?
- ✓ When can we get access before the move?

# Moving office without the IT headache: common questions

### How early should we involve IT?

As soon as the move is confirmed. Connectivity and cabling often have the longest lead times.

### Can we move without downtime?

The aim is for staff to leave one office and arrive in the next with systems working. Plans differ by firm, and we agree the approach with you in advance.

**Talk to a technician: 03700 500 040 · enquiries@netvector.co.uk · itforfinance.co.uk**
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