

IT/OFFICE RE-LOCATION

The Challenge

The Client was re-locating to a new office but only had a ten week period before they were required to vacate their current premises. Their existing setup was located within a fully serviced office environment, which meant that all services including IT, Telephony and Furniture were leased and could not be moved over to the new office.

The client was effectively starting from scratch and asked Facility Professional Services to provide a proposal to provide the design, procurement and installation of:

- The IT Infrastructure
- A Telephony Solution
- Furniture & Storage

The Solution

A site survey was commissioned at both the new and existing offices with the client. A detailed understanding was ascertained of the current setup, known problems and limitations and what the client was looking for within their new environment. Full details of the new office were also gathered at this stage including:

- Office measurements
- Existing cabling Infrastructure (including Telephony)
- Power and lighting
- Access routes

From the information gathered a proposal was produced giving the client recommendations on IT, Telephony and Furniture and storage as detailed below.

IT

Server Hardware - It was recommended that a server be purchased to provide a fast and reliable platform for the client's internal applications, along with sufficient capacity for future expansion. The Server was installed with the latest version of Microsoft Small business Server R" standard edition, to provide the modernised infrastructure to run their applications with sufficient capacity for future expansion.

The Solution - continued

Racking and Uninterruptedly Power Supply (UPS) - It was recommended that a new rack be purchased to contain centralised IT equipment and an UPS is implemented to provide power protection to this equipment. **Network Infrastructure** - It was recommended that the underlying network infrastructure is to gigabit speed which would increase the performance of the client's server-based applications. **Server Backup** - It was recommended that backup hardware and software is purchased to provide security of data. **Anti-Virus** - It was recommended that Symantec Server anti-virus is purchased to provide protection against viruses. **Desktop Hardware** - It was recommended that high spec PCs are purchased with a next day hardware warranty agreement in place.

Telephony

The client, being a recruitment agency were very eager to find an improved telephony solution from that of their current service. Call charge reduction was top of their list but they also wanted improved functionality, with the ability to run various types of reports direct from their PCs. There was also an Internet connection requirement of an adequate size to run their on-line databases and only a nine week lead-time. With our network of Telecommunications partners we were able to obtain a number of quotes for the client to consider. An Avaya IP Office solution was chosen on a three year deal that gave the client a considerable reduction on land-line to mobile call charges.

Furniture and Storage

An office plan detailing the furniture layout with voice/data and power outlets was created. Once signed off, the relevant furniture was ordered.

The Result

There was no need for a "big bang" approach as the new office had been setup with new facilities while the client was still working within their leased environment. Once the data, power and furniture was in position, the IT and Telephony services were brought on-site and installed. All services were then handed to the client for testing.

This made the actual move very simple, from an IT perspective it was just a case of securing and moving data. As for the office environment, we only had to move filing and personal belongings. As with all re-location projects, on-site support was provided until final sign-off from the client.