

Project Manage City PR Company Office Relocation



Background

- This leading PR firm required additional work space and improve its client facilities
- It was imperative that IT systems ran constantly ensuring the transfer of financial results and announcements were made in a timely fashion to the Stock Exchange and the Financial Press
- Budget £640k

Requirements

- Move the team of 80 staff and oversaw refurbishment of new premises ensuring critical new technology worked on move in day
- Develop the £640k budget, planning and manage the move into new premises in Cannon Street
- Deliver working space, 6 meeting/dining rooms and semi-professional kitchen. Design kitchen and source equipment
- Liaise with contractors and other professionals
- Kept a tight reign on the budget and time plan

Methodology

- Instigate regular meetings and updates to all parties
- Renegotiate Design and Build Contract
- Crisis manage when building contractors fell behind programme and failed to deliver key elements of the project as agreed
- Establish good working relationships with all ITC suppliers and Landlord to ensure seamless transition on move day
- Finalise dilapidations at old premises before handover to Landlord

Solution

- Saved the client £80,000 (12.5% of spend) with keen negotiations of contracts and keeping a tight reign on the budget
- Effective liaison with professionals and contractors
- Initiated and developed Health and Safety and Disaster Plans for new premises
- All communications functioned on move in day