

Cost-Effectively Streamline Moves

ARCHIBUS Enterprise Move Management enables immediate deployment of processes for new hires/ departures, existing occupant moves, reconfigurations, and asset moves. Manage group moves and associated tasks with one Web-based system. By defining standard workflows, procedures, and questionnaires for your moves/adds/ changes, you can lay the groundwork for consistent, timely, and on-budget move projects.

- Use easily configured workflow technology to automate move order approval, issuance, execution, and close out
- Maintain move orders, action items, jack numbers, plans, and more in a central repository with a searchable, instant look-up format
- Schedule personnel and resources using interactive move calendars
- Reduce design fees and the cost of unnecessary moves
- Distribute action items automatically to IT and other service providers to speed project execution

Increase Customer Satisfaction

Errors and omissions in even small-scale move projects can cause reduced productivity and expensive downtime. Enterprise Move Management enables a responsive and flexible approach to meeting both organizational goals and minimizing disruption to relocated occupants. Automated notifications and reminders enable faster response times and more vendor control to improve move project success.

- Provide personalized customer questionnaires to collect needs upfront and minimize frustration and rework
- Minimize post-move shifting and follow-up by tracking responsibility and status right on the move order
- Reduce reaction time from days to only minutes by having all information easily accessible from one screen
- Generate move trial plans to increase stakeholder "buy-in" and help minimize move politics

Enhance Organization-Wide Communication

This Web-based application increases the coordination of your staff, and lets you manage moves at both the macro and micro level from a central location. Its workflow technology helps organize move orders and related action items. Automated workflow rules ensure employees receive email notification so the move can efficiently progress to the next phase. Also, integration with the ARCHIBUS Project Management application lets you synchronize construction and project work.

- Provide accurate, up-to-date information to all project members via the Web
- Reduce cycle-time with emailed links to approval and completion forms
- Easily review action items and move statuses by project participant to keep all processes on-time and on-budget
- Create personalized views of required actions based on a service provider or craftsperson login profile to clarify expectations and minimize disruption

Generate Move Analytics & Trial Layouts

With an accurate record of all tasks, costs, and personnel required to successfully complete a move, you can benchmark performance and revise the process, as needed, to support continuous improvement. In addition, use the AutoCAD trial drawing feature to visually compare various occupant layouts.

- Post churn rates using intelligent dashboards to ensure move activities align with core organizational objectives
- Generate summary reports for measuring the effectiveness of an improved, "closed-loop" move process
- Provide accurate, verifiable information on the number of moves and move-related costs to establish KPIs
- Access on-line floor plans, space standards, and equipment inventory to create trial layouts

Integrate Move Information with Other Systems

Share information generated in Enterprise Move Management with other functions and systems, reducing redundant data entry and ensuring an accurate data source across departments or divisions. Plus, apply ARCHIBUS Project Management's functionality to your move tasks to keep them aligned with other projects.

- Reduce errors by connecting your CAD layout plans to the move orders that they represent
- Automatically update your space, occupancy, and inventories when closing out move orders
- Link updated move information such as employee locations, phone extensions, cost center assignments, and more to other ERP systems

For more information, visit www.archibus.com/move



ARCHIBUS®

Enterprise Move Management