



MovePlan USA

Offices in New York, Boston, Chicago and San Diego

Established in 2005 after 20 years of success in Europe

Additional offices in London, Manchester, Edinburgh and Dublin

ABN Amro
Accenture
Anderson Strathern
AstraZeneca
ANZ Bank
Baltic Exchange
Bank of America
Bank of Ireland
Barclays
BCM Hanby Wallace
Beamish & Crawford
BP
British Airways
British Council, Hong Kong
Burnham Institute
Cabinet Office
Celltech Chiroscience
Central Bank & FSAI
Chevron
City of Edinburgh Council
Colliers Jackson-Stops
Corporation of London
De La Rue
DEFRA
Deloitte and Touche
Dickstein Shapiro
Discovery Networks
Dresdner Kleinwort
Wasserstein
Dumfries and Galloway College
Edinburgh's Telford College
Enterprise Ireland
Etihad Airways
Fidelity
Fortis Bank Ireland
GAP
GE Capital
GSK
Harvest Financial
Helicon
HLB Nathans
Home Office
Hospice of SECT
ICI
Imperial College London
Investec
Irish Times

Introduction

In 1985, Cathy Ridley managed an office relocation for an advertising agency for which she worked. Upon discovering that the market offered no form of professional support, MovePlan was launched.

Over the past 22 years, MovePlan have planned and managed the moves of over 500 000 people from more than 250 different companies, ranging in scale from 2 - 20 000 staff. MovePlan operate on a global platform with experience in the USA, UK, Ireland, Mainland Europe, Asia, Oceania and the Middle East.

MovePlan's efficiencies have lead to significant cost reductions for a range of clients, delivering relocation programs with organizational effectiveness and tangible savings.

Today, as an independent operation with a tested methodology, a broad staff base, a range of complimentary services, a full communications package and documented quality control systems, MovePlan has no direct competition.

Services

MovePlan has significant experience in complex office, laboratory and educational environments.

MovePlan is independent and transparent, ensuring that all third party suppliers and move agents are managed in the best interests of the client. MovePlan's core business is *move management*, but it also offers the following high quality, value-added services:

Records Management
Space Planning
Furniture Installation Programming
Workplace Management Strategies
Inventory and Audit
Asset Management





Zero Downtime

MovePlan's guiding principle of operation

Relocation plans with minimum disruption to the business, maximum benefit from the new location

Essential to 24 hour operations, trading and fee-earning

Jefferies
John Player & Sons
JP Morgan
JWT
KBC Bank
Lehman Brothers
Lloyds TSB
London Stock Exchange
Marconi
Marks and Spencer
Matheson Ormsby Prentice
McLaren Group
Merrill Lynch
Millennium Pharmaceuticals
Mobil
MTV
Nabarro Nathanson
National Irish Bank
Nomura
O2
Olswang
Pearson
Pfizer
Pinsent Masons
PricewaterhouseCoopers
Prudential
Queen Margaret University
RBS Group
Rio Tinto
Roche
Sainsbury's
Scottish Enterprise
Shell
Starbucks
Sun Microsystems
Supreme Courts – Edinburgh
Swiss Re
Symantec
Texaco
The Countryside Agency
The Highways Agency
Toyota
UCL
Ulster Bank
Vodafone

The MovePlan Toolkit

The MovePlan Toolkit underpins the MovePlan methodology, providing a structured, yet flexible approach to each client's needs. The Toolkit allows MovePlan to provide a consistent service irrespective of sector, size, industry or location. Containing checklists and planning schedules for every aspect of the move, the Toolkit ensures nothing is overlooked. It incorporates extensive communications packages to ensure staff are motivated and enthusiastic throughout the move.

As an evolving set of documents, the Toolkit is constantly reviewed and amended to reflect best practice and recent experience from the market. It provides the basis of risk analysis, contingency planning and quality control central to every project.

The MovePlan Toolkit is PMI and PRINCE2 compliant.

Service Model

MovePlan has a large team of *fully trained, permanent, experienced* move management staff, also developed to be hybrid records management specialists. Their commitment to delivering projects 'on time' and 'on cost' is unsurpassed.

MovePlan provide clients with a single point of contact for the contract, operating as an extension of the client team. All MovePlan staff are fully supported by a comprehensive management structure, offering continuity and peace of mind throughout the relocation program.

