



The Office Relocation Sourcebook: A Guide to Managing Staff Throughout the Move

By Dennis A. Attwood

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A complete guide for turning a relocation plan into a reality

The Office Relocation Sourcebook provides relocation teams, at firms of all sizes, with the background information and practical guidance they need to pull off a relocation project cost-effectively and with a minimum of disruption to the employees being moved. Written by the head of the Human Factors Group at Exxon Biomedical Sciences, Inc., this valuable resource:

- * Arms you with all the forms, checklists, surveys, and summaries guaranteed to make any office relocation project as painless and cost-efficient as possible
- * Guides you step by step through the entire relocation process, from the initial planning stages to post-project evaluation
- * Covers both the nuts-and-bolts issues and crucial human factors side of the relocation equation
- * Features a computer disk packed with valuable relocation tools, including a comprehensive relocation template

Take the sting out of your next relocation project with The Office Relocation Sourcebook.

Office relocation is one of the most challenging aspects of a facility professional's job. This challenge and the thrill of meeting it are even greater for members of the relocation team who have had little or no prior relocation experience. To begin with, there are the thousand and one logistical details that go into the designing, planning, and implementation of a relocation project. Then, there is the seemingly impossible task of keeping affected employees happy and supplied with everything they need to perform their jobs--without running into massive cost overruns.

The Office Relocation Sourcebook takes the sting out of relocation. Written by an author with twenty-five years' experience in facility management and human factors design, this valuable resource provides all the background information and practical guidance needed to pull off a cost-effective relocation project with a

minimum of disruption. These methods and techniques are appropriate for firms of any size, regardless of the number of employees being relocated.

Writing in a warm, conversational style, peppered with handy checklists, summaries, and survey tools, Dennis Attwood guides you step by step through the entire relocation process, from the initial planning stages to post-project evaluation. He provides coverage of nuts-and-bolts issues through the human factors side of the relocation equation. For instance, Attwood explores workers' reasons for resisting relocation and describes innovative communication techniques that can substantially reduce employee resistance and the common adverse side effects of disrupting the workplace. In his discussion of work system planning, he compares traditional design arrangements, such as the neighborhood and team concepts, with alternative workplace strategies, including reuse of existing office space, and the office outside of the company.

The enclosed disk supplies a variety of useful tools and, in addition to the forms and checklists found in the book, arms you with a valuable relocation template.

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Editorial Review

From the Publisher

This valuable resource provides the corporate relocation team, at any size firm, with the information that they need to successfully pull off a relocation project cost-efficiently and with a minimal of disruption to the employees being moved. Provides checklists, survey tools and summaries forms. Emphasizes the human side of relocation - how to keep staff members and management happy and productive before, during and after the move. Includes a disk with valuable relocation tools, including a comprehensive relocation template.

From the Back Cover

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About the Author

DENNIS A. ATTWOOD, PEng, PhD, CPE, is head of the Human Factors Group at Exxon Biomedical Sciences, Inc. He has more than twenty-five years of experience in human factors design, ergonomics, and facility management. During his career, he has overseen many relocation projects, from small moves to the relocation of 3,500 employees spread throughout several buildings. Dennis Attwood is a member of the International Facility Management Association (IFMA) and the Human Factors Ergonomics Society in the United States. He is a founding member, past president, and fellow of the Human Factors Association of Canada.

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Diane Williams:

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Renee Middleton:

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