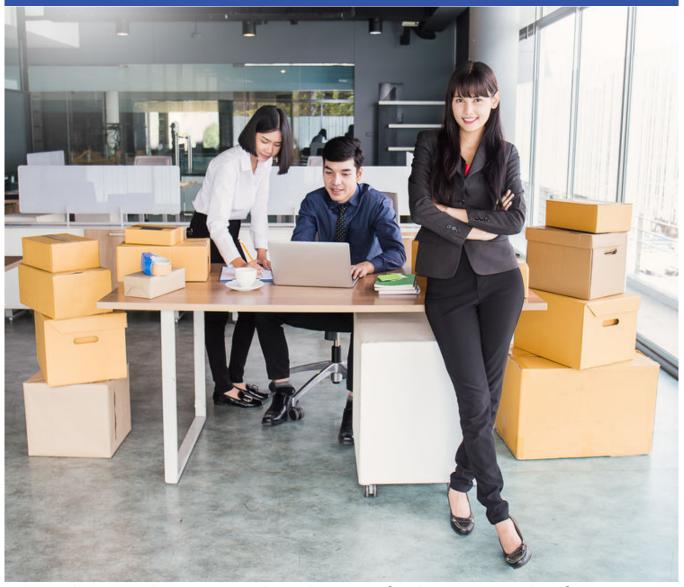# The Top 7 Things to Know in an IT Move

When there is change in either the size, facilities or goals of a company, then it is a good time to assess and improve your IT infrastructure to fit your new and future technology needs.

Most may think they are saving money on outdated IT systems, but in reality, skimping can choke a company with less productivity if the IT assets that do not match the workflow and needs of a company. Employing a

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faster server or better telephone or workstation systems will speed up productivity saving money or profit in the long run.

1. Selection of the Move Point of Contact for Vendors

A manager or team should be selected to be the communication and coordinators for the move in regard to the technology vendors and should handle the quotes from your vendors. Key dates will be needed to ensure all vendors and internal company departments are properly advised.

It is important to ensure there is ample communication between your technology vendors, general contractors and the company Move Point of Contact.

2. Plan for your IT needs that satisfy the current and future needs

At least three months prior to a move, an assessment of your current and future IT needs should be reviewed with your technology partners. Typically, your internal IT staff, your Managed IT services provider, and Internet service providers should assess and offer their recommendations. Projected dates and plans for the new site should be planned.

- An IT asset inventory should be created
- Telecom needs such as telephones, or a change in equipment should be addressed. Newer telecom systems can offer significant features. Procurement of any new telecom equipment should be done.
- Proper planning endures that a fast-enough Internet bandwidth is available at the new site.
- Plan for growth of a company or retirement of outdated (or soon to be outdated) IT assets. Retire, replace or procure new equipment and ensure the plan for its deployment is documented.
- Any new site will need network cabling, and plans for the placement of all IT and telecom assets in a site along with the server/network room plan should be planned.
- Each office in a site should have its telecom, data access jacks and power requirements defined and assigned to a location on the new site plan.

3. Site Visit and Blueprint Reviews

- <u>Blueprint Verification</u>: Things look bigger on paper than they do in real life. The blueprints should be reviewed not only for furniture placement but for data and telephone access jack placement. The last thing a company wants is to have to run data cables on the
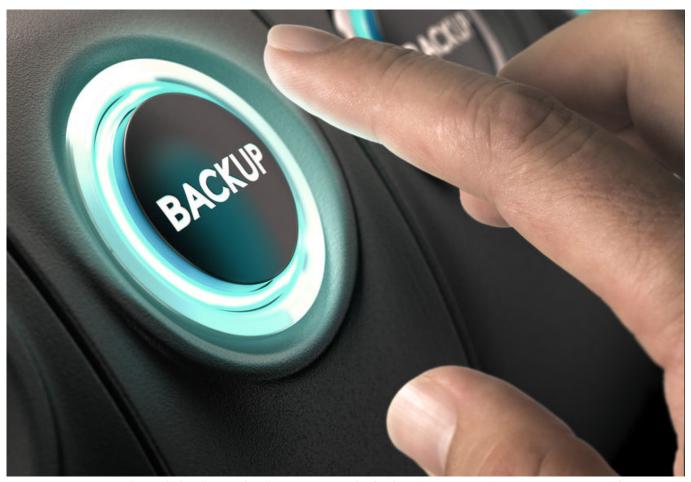
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floor around a room because of poor planning of the data and voice cable access jacks.

> "Measure twice and cut once!" Ensure the blueprints reflect all the power, data and telecom access jacks on walls that are coordinated with the furniture placement.

- <u>Site Visit Verification</u>: Site visits to the new site if accessible will help to avoid the mistake of underestimating the space and end up with crowed spaces or inefficient technology asset placements. i.e. A shared copier should be centrally located and accessible to the team that utilizes it.

- <u>IT /Telecom Room:</u> The space to be used for running the telecom and IT equipment should be planned out in regard to space, cabling, power requirements and proper ventilation.

  o Air conditioning vents and returns should be an integral part of a server room since heat will build up without proper ventilation.

  o Servers have higher power needs and the electricians should be informed of the power requirements of the equipment. The Managed Service Provider can provide that information.

  o Networks typically are routed to this room and a cable management system is utilized to organize the cabling. It is important to implement the network cabling well before the move date and is typically done concurrently with the office buildout.

  o Wireless access should be planned given the new space and may require new network appliances to cover the new area, especially if it is larger than the current site.

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4. Backups, Backups, Backups!

A company should already have a solid data protection practice but before a move, it is extremely important to create multiple backups and to document the location and content of these backups.

- Any industry standard backup media should be encrypted but ensure this is being done before a move in case the media is lost for some reason.
- A test of the backup is highly recommended.
- Avoid data changes by ensuring the data is backed up with no employees accessing the data before shutting down the server.
- A move plan should include who will move the backups and how to ensure they arrive safe. The backup media should be in a sturdy container safe from moisture.

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5. Pre-move Network Test

Prior to moving, a test of the new site network infrastructure should be tested to ensure no downtime. Any network issues should be reported to the appropriate vendor and corrected well before the move date. Your Internet service provider will be testing the site to ensure all but the last step is done to migrate your internet data access.

6. Pre-Move IT Packing

Your moving company or your Managed IT Service Provider will disassemble and pack your IT assets to ensure a safe trip to the new site. Proper labeling of the equipment boxes and bags will ensure a faster deployment once onsite.

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7. Move Day

- Your IT assets along with your company's furniture are moved. The IT assets are unboxed and deployed using your plans and site map. Ensure each telephone, cabling IT equipment is in the correct location.

- Initially your Managed Service Provider will be assembling the server while your workstations are being unpacked and reassembled.

- Your Internet service provider will be migrating your Internet data access to the site.

- The telecom vendor should have brought up the telephone system. Check that each phone number will call in or out along with the fax lines. All numbers must be checked to ensure they were forwarded to your new site. Test your telephone system for full functionality.

- Check that incoming and outgoing emails as well as website access and perform a bandwidth speed test.

- On the first day of resuming company business, the Managed Service Provider should be onsite to ensure that all employees are up and productive.

Moving to a new site can unleash the full potential of a company once the unpacking is done and the newly deployed IT infrastructure is humming.

The main takeaways to this checklist are:
- When moving, a company should reassess and ensure their IT needs that are current keeping the next 3 to 5 years in mind. This is a good time to upgrade IT assets for the goal of a faster, safer, reliable and a more productive and profitable environment will exist.

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- With the speed of technology advancing faster each day, most will need outside help from a well-established Managed Service Provider to guide the company to the best solution with the company's budget in mind. Better technology is at hand that can achieve what was only dreamed about years ago..

Crescent IT Systems has been providing stress-free IT to our clients for over 24 years with our proven Managed Services, data protection, cloud solutions and network designs and implementation.

Call today with your questions on your move or to receive our free assessment and an introductory 1 hour of free IT service to introduce our services. Let us fix that issue that has been a thorn in your foot today!

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