

“Premis, Pinnacle and Pickfords are a good combination, offering specialist expertise and a real commitment to getting things right.”

Paul Way,
Facilities Manager LG



Lawrence Graham relocates to new premises

When London law firm Lawrence Graham (now LG) moved to a new, state-of-the-art building, it was part of a bigger re-branding project, which involved a complete re-think of its business.

So when it came to organising the relocation it was easy to see the commercial advantages of using Premis Transition Management and Pickfords Business Moving to help.

Pemis Transition Management is part of Moving Services Group UK Ltd. Although it is a sister organisation to Pickfords, the Premis team works independently to provide transition management consultancy services for business relocations.

Working with Premis ensured LG experienced no operational downtime while the relocation was being planned and managed. The office move marked the culmination of a three-year project.

Choosing the best

As part of a major re-branding exercise the office move had to exemplify the precision and

Transition objectives

The objectives of LGs relocation included:

- To relocate 500 staff from three different buildings around The Strand and in the City to one purpose-built office at More London Riverside.
- To deliver a phased relocation managed to a tightly defined project timetable, managing the move in stages over four weekends.
- To reduce the amount of personal and local files to be moved.
- To de-commission, move and then re-commission more than 500 desktop computers and peripherals.
- To relocate a reference library and the on-site critical original documentation.
- To relocate 1,300 linear metres of archive filing.

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attention to detail on which LG's reputation has been built. The relocation went out to tender and Premis Transition Management was one of four companies shortlisted for the project. The interview panel included relevant external consultants who were already helping with the move, including IT and archive specialists. The aim being that all the parties involved would work together effectively.

Premis were appointed to manage the project in December 2006. LG recognised the advantages of using Premis as the lead supplier to plan and co-ordinate the office move and manage its project partners. Specialist IT Relocation Company, Pinnacle Commercial Solutions was briefed to manage the relocation of LG's essential computer equipment, and national moving company Pickfords Business Moving was appointed to plan and move the contents of all three offices.

Project planning

LG already had a relocation timetable, and staff were motivated and looking forward to working in the new offices. Premis moved quickly to define the programme requirements, agree the logistics and prepare specifications. Premis appointed a Senior Project Manager and Assistant Project Manager from their team to oversee the project and manage the move partners. LG communicated the move activities and instructions through them, so reports and details were fed back quickly and efficiently. This streamlined approach was cost effective and simplified the planning and management processes and reduced administration.

Move coordinators

A key priority was to appoint a move coordinator in every LG department – someone who would represent their team and be the main liaison point. Premis worked closely with LG to produce a detailed job specification for the co-ordinators, which ensured the right people were appointed. Over the coming weeks, Premis held regular user group meetings with the move coordinators and the other specialists involved.

Reducing filing

As part of the move programme Premis looked at purging local and personal filing. With help from Premis and the move co-ordinators each department reviewed and purged its files before the move, and when packing was under way.

Briefing staff

As the move approached, the Premis Senior Project Manager met with every department. Premis had produced a briefing leaflet that included a detailed timetable, labelling instructions, advice on packing crates and packing filing and confidential material. To avoid confusion on the move days, the Premis project managers were nominated as the sole points of contact and all queries and problems would be channelled through them.

Attention to detail

As well as managing the removals, Pickfords Business Moving was responsible for protecting the new building during the relocation. The fixtures and fittings were brand new, so it was vital to protect the building. Careful measures

continued

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were taken to protect everything from paintwork and carpets through to marble, furnishings and artwork.

The relocation of IT equipment was essential to maintaining business continuity. De-commissioning and packing hundreds of desktop computers and other IT equipment is a complex process, which requires a high level of specialist expertise. Pinnacle worked closely with LG and its IT team throughout the planning stages, and then labelled, packed and crated equipment on the move days.

The move

To allow systems to be tested and potential problems to be addressed, a small number of LG support functions moved into the new building before the phased moves. Over the weekend of the 20th April 2007 the removals team lead by Premis packed LG's Information Unit and libraries, IT, Accounts and Catering departments.

The phased moves were managed over the first three weekends in May 2007. Packing teams reported for work each Thursday to assist individual departments move the office furniture. At 4.00pm each Friday the computer and telephone systems were shut down so equipment could be de-commissioned and packed. The bulk of the removals took place on Friday night and Saturday, while on Sunday the focus was to get everything ready for the next working week: the computers working, files in place, crates at the right desks.

In brief the move involved:

- 4 lorries/vans and drivers (per day)
- 10 men packing crews (per day)
- 22 porters (per day)
- De-commissioning and re-commissioning more than 500 desktop computers, 50 printers and other peripherals
- Packing and moving 3,000 filing crates
- Sequential packing and unpacking of two reference libraries comprising thousands of books and periodicals
- Sequential packing and unpacking of 1,300 linear metres of confidential archive files, including title deeds and wills.

The outcome

LG's move was never going to be just a logistical exercise because the relocation was a catalyst to change the way the firm worked. Like their spectacular new building, the exercise was a testament to LG's attitude and ambition.

LG prides itself on employing highly talented individuals, while valuing a strong team ethic – and they recognised the same qualities in Premis Transition Management.

For a virtual tour of Lawrence Graham's spectacular new building visit

www.lg-legal.com

For more information

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Pickfords Business Moving

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