

case study

Premis Transition Management University of Glasgow Relocation

Premis Transition Management was appointed by the University of Glasgow to project manage and coordinate the relocation of two of its research departments; Biomedical and Cardiovascular, into two new purpose-built research centres, situated adjacent to one another.

From appointment to completion, Premis assigned a full-time and on-site Transition Manager who commenced the planning of the project immediately. In-order to ensure that the main objectives were completed successfully the Transition Manager attended regular team meetings with the main user groups such as the University project team, department groups, IT, Telecom and the Construction/Design team.

Comprehensive project planning, including the development of an overall strategic programme and risk assessment was created by the Premis Transition Manager. A full checklist of procedures for moves, a budget plan and communication links were established.

A representative from each department was appointed so that communication between Premis and relevant departments was delivered quickly and efficiently implemented. An initial requirement was that a detailed Project Plan was put in place, including all the pre-move planning, specialist moves, coordination of IT departments,



decommissioning and recommissioning requirements, Health & Safety and contingency planning were all thoroughly communicated throughout. Premis also ensured that all insurances were in place with all relevant sub-contractors, who all adhered to a rigorous set of standards, which assured their suitability for the project. The IT team were also engaged so that they understood that all IT equipment was correctly identified for transfer, ensuring a full detailed mapping process was carried out.

Premis addressed and overcame many complications, which occurred during the move, such as the project falling behind due to construction delays. Measures taken to solve the complications included drafting contingency plans, which already pre-empted the delayed movement of staff and assets, this also helped to keep downtime to a minimum and allowed operational efforts to remain as unaffected as possible. Because of the nature and complexity of the departments, it was fundamental that Premis communicated the contingency plans early on with staff so that they were aware of changes to the operation that could occur.

“ I would confirm that the whole transition process went very smoothly. This was due mainly to the project management service offered by Premis. They clearly demonstrated a full understanding of our needs and worked very hard to achieve a satisfactory transfer. They manifested a very proactive approach and actively sought solutions. Their professionalism and commitment was obvious and has been recognised by the users. ”

Charles Mills,

Project Co-ordinator for Glasgow University.

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As well as administering the complete transition management, Premis wrote a comprehensive removal tender on behalf of the project and submitted to five national and local removal companies. Working alongside the University's Project Team, Premis helped to select an appropriate moving company and subsequently managed the chosen company throughout the entire project. Premis ensured the coordination of the two University departments, specialist sub-contractors and the removal company, so that tasks, moving dates, communication and responsibilities were completely understood by all parties. Throughout the project Premis managed the removal company to ensure that all elements required by the project were being provided, including crate management, correct labelling, parking, access and resource.

Premis was able to win the contract due to its competitive pricing but more fundamentally for its ability to display a sound level of experience in pure Transition Management. Maintaining the same Transition Manager throughout the process also ensured a well thought out, strategic plan which covered every aspect of the moving operation, including contingency plans for every phase – this, ultimately resulted in a successful relocation.