



Records



Digital



Datashred



Relocation



Technology



Sector: Finance

Organisation: Rathbone Brothers plc

Location: London

01: The Challenge:

- Minimum disruption to Rathbone Brothers staff and operations prior to and after the core phase.
- To have all affected staff “up & running” and “ready to work” by a pre-agreed time on the Monday morning following the weekend relocation.

02: The Project:

- Flexible and adaptable approach to the move programme from day 1 to final project sign off – including provision of a dedicated Relocation Consultant and customer services team.
- Crew consistency with provision of specialist protection, packing, portage and IT personnel.



Case Study

03: Our Solution

Provision of cost certainty and transparency for the duration of the programme.

Identification of efficiencies and savings as the planned programme matured.

Safe and secure transit of all items with particular emphasis on IT and confidential filing.

Rathbone Brothers required the supply of removal services to relocate staff effects, materials and general business assets including chairs, packing, transport and unpacking of c. 1545 linear metres of filing (much of it highly confidential), safes, key safes, reproduction tables, credenzas (dismantle, move and reassembly) and various MFDs together with full desktop IT Decommission, audit, pack, move and place. All telephony equipment was also relocated and deep cleaned.

With a tight schedule to complete the move in a single

core phase over the course of one weekend every aspect of Harrow Green's thirty year move management experience and expertise was required to deliver the move on time and on budget.

Detailed pre-move planning, staff briefings and orientation visits for our move personnel ensured everyone involved in the move was fully prepared and aware of their responsibilities as well as understanding how the programme was to be delivered.

PROJECT STATISTICS

- Relocation of 300 personnel
- Minimum disruption to Rathbone Brothers staff
- To have all affected staff "up & running" and "ready to work"
- Provision of a dedicated Relocation Consultant and customer services team.
- Safe and secure transit of all items

"Just to say the large move went exceptionally well over the weekend. Thanks for attending the planning meetings, Daryl and his team worked well under pressure, and Louise in customer services turned round our additional requirements really quickly. We were all very impressed with the speed in which we were moved. Will definitely use you guys again.

John Keoah - Rathbone Brothers
Rathbone Brothers Project

