



TRANSITION PROJECT PLAN

LOCAL EXPERTISE.
NATIONAL REACH.
WORLD CLASS.

Step	Action Item	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15
1	Business Strategy & Organizational Structure / Corp. Objectives	█														
2	Strategic Program / Lease Analysis	█														
3	Programming Criteria / Space Analysis		█	█												
4	Preliminary Market Survey			█	█											
5	Preliminary Relocation Cost Assessment			█	█	█	█									
6	Preliminary Feasibility Studies - 10% Statistical Error					█										
7	Solicit Proposals / Engage Current Landlord					█	█	█	█	█						
8	Preliminary Space Planning (If Necessary)					█	█									
9	Review Market Survey & Shortlist Options						█									
10	Tour Market						█									
11	Narrow Selection / Second Tour							█								
12	Solicit Proposals / Engage Prospective Landlords								█	█	█	█				
13	Preliminary Space Planning								█	█						
14	Financial Analysis										█					
15	Agree to Terms											█				
16	Request Lease Documents / Review												█			
17	Negotiate Lease Document													█		
18	Review & Execution of Final Space Plan														█	
19	Review & Execution of Final Lease Doc.															█
20	Preparation of Construction Drawings for City															█
21	Plan Check / Approval of Construction Drawings by City															█
22	Construction															█
23	Relocation Logistics Planning															█
24	Furniture Acquisition															█
25	Telephone / Data Cabling of New Premises															█
26	Punchlist Items Completed															█
27	Acceptance of Premises															█
28	Physical Relocation															█