

	Project Plan for New Site Move					Project Plan for VRU			
	<b>Friday 4th November</b>								
	Confirmation of seating plan from Chuck								
	Must have tested the speed dial function on the SDX								
	Complete office layout plan in place								
	<b>Monday 6th November</b>								
	BT Engineers in to install Feature Line								
	Rental Phones should be delivered								
	Cable and RJ45 s' must be here								
	1 x analogue line installed								
	Cable Office								
	<b>Tuesday 7th November</b>					<b>Tuesday 7th November</b>			
	3 x Analogue lines installed					Analogue line for Modem in			
	Configure laplink machine								
	Cable Office								
	Purchase Microwave and Kettle								
	Purchase Fridge								
	Purchase some cheap cups								
	<b>Wednesday 8th November</b>								
	New Network Server arrives								
	Get an Electrician in to supply power points								
	Swap out server at Manor Court								
	<b>Thursday 9th November</b>								
	Give out boxes to staff that are relocating								
	Set Up Network Server								
	Configure Modem Server								
	Configure Laplink Server								
	<b>Friday 10th November</b>								
	Staff that are moving must have packed everything into boxes								
	Must have received Fax machine								
	Office Talk installation at new site								

Sheet1

	<b>Saturday 11th November</b>						
	Removal company moving desks and filing cabinets						
	Configure Speed Dial extensions for all staff that are moving						
	Configure email routing to the new site						
	Export all users and import them at new post office						
	<b>Sunday 12th November</b>						
	Removal company moving desks and filing cabinets						
	<b>Monday 13th November</b>						
	New Site Goes Live						
	PRAY!!!!!!!!!!!!						