How to Successfully Move Your Office IT Infrastructure without Losing Production?

The eventual aim of any business is to expand and grow throughout its lifetime. Especially in the digital age when companies are no longer restricted by logistics and technology, every business has its eyes set on quick and sustainable growth.

However, a natural consequence of such ambitions is that businesses begin to require more resources and space with time. One of the key challenges in expanding business operations is shifting company offices from one location to another. Moving locations requires moving IT infrastructures as well which are set up painstakingly. Thus, businesses tend to lose productivity and incur significant costs when shifting office IT infrastructure.

The following report provides a brief overview of the basic challenges which businesses face when moving from one location to another and how they can most effectively plan their IT infrastructure shift during such a stage so as not to suffer from productivity loss.

Challenges in Shifting Office IT Infrastructure

The decision to shift an office is a big one in the lifetime of any business. There are a number of challenges that any business owner has to contend with, from cost estimations to reallocation of resources. But by far, the greatest challenge while shifting any office location is setting up the office IT infrastructure again. Here are just some of the challenges businesses face when shifting office IT infrastructure.

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1. Loss in Productivity

The first and foremost challenge in shifting the office IT infrastructure is losing out on productivity. Every business relies on IT to some extent and disruption in this space can cause massive inefficiencies and loss of productivity. From communication to customer support, IT plays an important role in every sector of the economy.

That's why most business owners are reluctant to switch office locations because the loss of productivity due to displacement of IT infrastructure can be difficult to overcome. However, this report shows how to overcome such challenges later on.

2. Space Planning

Another major challenge in shifting office IT infrastructure is planning out how the new office space would accommodate existing equipment. Oftentimes, when businesses decide to shift locations it is because they are looking to expand their operations. This entails buying new IT equipment and moving to a space that can accommodate it.

However, planning for the new office space means hiring additional resources such as architects and IT engineers who can work out best how to utilize the space. This is an expenditure most business owners are unwilling to incur and so end up remaining in the same space for years on end.

3. Risk of Data Loss

What's the most important resource in the 21st century? Data. Whether its data regarding company's own operations or client information, data reigns supreme. And IT infrastructure is where that data is housed. Relocating offices presents a valid risk of data loss. Any damage to hardware could lead to significant data loss and in turn, doom the organization to failure.

As such, businesses continue to operate in outdated office spaces because the management is unwilling to take the risk of data loss. However, with careful planning and by following the steps outlined in this report, businesses can overcome these challenges.

Steps to Shift Office IT Infrastructure

Despite the challenges mentioned above, millions of businesses shift office spaces every year and move IT infrastructure successfully. From the success of these businesses, it is easy to outline a process that can be effective in shifting office IT infrastructure. This process is detailed below.

1. Start with a Thorough Evaluation of Existing IT Infrastructure

The first step in successfully shifting office IT infrastructure is to take stock of where you stand. This entails detailing existing hardware and software that your company uses to perform operations and maintain client relations. In addition, a thorough evaluation of existing IT infrastructure may reveal surplus equipment that could be discarded to increase efficiency. Moreover, pinpointing excess capacity and getting rid of it before initiating the shifting process can increase efficiency of the office moving process.

2. Identify Business-Critical Operations Impacted by Shift

To mitigate the biggest challenge of office shifting (productivity loss), it is essential to identify business-critical operations. This is because if management and staff is unaware of the operations that are most vital for business success, they would be unable to protect against productivity loss.

In particular, it is essential to understand those business processes that are heavily dependent on IT infrastructure. Once such business-critical processes are identified, it gives management time to devise counter measures against productivity loss.

3. Plan Ahead for the Next Location IT Infrastructure Blueprint

The next office space will hopefully be bigger. That means existing IT infrastructure (identified in step 1) will have plenty of space to fit into. However, smart businesses plan ahead for the next office space by utilizing the office blueprint. This stage is where you need to get architects and IT engineers involved and take their advice into consideration about how to plan for the office move.

Executing this step successfully would not only utilize the new office space to its maximum potential, but also leave room for the addition of new IT infrastructure if need ever arises. You should also plan for ventilation, cooling systems and servicing areas in this step so that there is adequate space for operability of IT infrastructure.

4. Pay Special attention to Data Privacy During Shift

Keeping data secure is one of the biggest concerns businesses have nowadays. In the chaos of shifting office spaces, sensitive data may be exposed to hackers or other outside parties. As such, it is imperative to keep track of data privacy and keep up protection services while shifting office locations. The best way to do so is to appoint a data privacy officer and set up special IT infrastructure in the new office before moving in the rest of the equipment.

5. Keep Service Providers and Vendors in the Loop

Your service providers and vendors have to be an integral part of the office shifting plan if it is to succeed. This is because they need to know where you are moving and how you need to plan out your entire move. IT engineers and internet service providers are among the most important in this step as they can either make the process more efficient or inefficient.

6. Develop a Comprehensive Cost Plan

Finally, you need to develop a comprehensive cost plan that takes into account contingency costs as well. Contingency costs include taking into account costs for damages and unforeseen service expenses. In addition, devising a cost plan can also help in shifting IT infrastructure as it allows future planning regarding finances for acquiring additional IT equipment.

Bonus Tip

Take Advantage of Office Shift to Upgrade IT Infrastructure

Here's a bonus tip; take advantage of shifting office location to upgrade IT services and infrastructure. That's because as your team grows, your business will require advanced IT capabilities and infrastructure. The process outlined above should also help your business in enhancing IT capabilities as long as business owners take care to plan ahead for additional IT infrastructure that is to be added in the future.

How Firmament Solutions can Help?

Firmament Solutions is an expert in data communication and providing IT services that help you set up office IT infrastructure. Here's three ways we can help you shift office IT infrastructure with the help of experts without incurring extra costs.

1. Structure Cabling

Any new office needs a sound cabling network that's both secure and sophisticated. Firmament Solutions provides extensive structure cabling services with experts who come up with the best solution to integrating office IT infrastructure.

2. Security Services

As discussed above, ensuring data security is one of the main aspects of a successful office shifting process. Firmament Solutions prevents security lapses in your office's IT infrastructure during and after the shifting process by customizing state of the art security solutions for your business. This includes everything from installing state of the art security cameras, providing specialized access control to organization staff and installing keycard entry systems on all office doors to keep your office IT infrastructure secure under all circumstances.

3. Network Operation

It's not easy getting the new IT infrastructure up and running without expert help. That's why Firmament Solutions provides extensive network infrastructure services including reinforcing WAN, providing load balancing technologies and enhancing network management systems.

So contact Firmament Solutions today to successfully move your office IT infrastructure without losing out on productivity and maximizing infrastructure capabilities.