

Ready? Set? GO!



**1 NOV
READY**

Ready Checklist

- Project Portal Update
- High level strategy information
- High level new building information



**15 NOV
SET**

- Set Checklist
- New location orientation - floorplans
- Move detailed program
- Storage Allocations
- FAQs: Sent to staff
- IT instructions



**1 DEC
GO**

- Go Checklist
- New systems or process training
- Move Guide
- Pre Move & Post Move timings
- Post move support model