

Project Manager and Point Of Contact (POC) Move check list:

- Date being requested for the move _____ Notify **Project Manager(s)**
- Marcia Driscoll x1298 or Kris Tharp x7605
- Project Manager** will contact Chris Croy for maps of current and new locations.
- Project Manager** will request from Point of Contact listing of names, current location and new location room numbers for each person moving. (See template)
- Project Manager** for Technology Services will email move request form(s) to Point of Contact (POC)
- Project Manager** for Technology Services will schedule a meeting date with move team and POC: Lynda Nelson, Mark Zuber, Craig O'Brien, Allan Schau, Dana Lighthall, Darren Zabloudil, Jim Withrow, Sharon Fordice, Chris Croy, Jon Neff, Kris Tharp, POC, Dean of the Department, and SMG.
- Move Date and Time will be determined at this meeting Date: _____ Time _____
- Meeting will be scheduled with SMG, Darren Zabloudil, Jon Neff, Dana Lighthall, Alicia Christians-SMG to determine printer/copier/fax needs: Ordering of Ricoh Equipment needs to follow the Printer Process.
- Project Manager** will post on the web the most current map of the moving departments showing People, Location and Phone Number. (See template)
- Project Manager** will send all forms for move to POC to fill out and submit. See attachment(s)
3 School dude(s) required for each person moving
 - 1 School Dude # _____ Problem Type: Phone **-(IT)**
 - 1 School Dude # _____ Problem Type: Computer **-(IT)**
 - 1 School Dude must be done to SMG to have printer/fax machines moved **-(IT)**
you will need the serial and model number of each printer for this school dude. School Dude # _____
*****Note SMG MUST move the printer(s) not Facilities or any Kirkwood employee. If SMG doesn't move the printer(s) it voids Kirkwood's contract with SMG.**
 - 1 School Dude # _____ Problem Type: Facilities – move personal items
- Each person moving will mark their new desk location with drawings or sticky notes with location of computer, mouse, keyboard, and printer. This needs to be done prior to Desktop Support moving of equipment. Please leave your wastebasket for Desktop Support to use during move.
- Project Manager** will notify Telecom and AV with Furniture, carpet installation and move dates.
- Project Manager** will send to POC the Caution sheet about Network and telephone jacks behind the furniture for distribution to their staff.
- Project Manager** will get PDF of WAP locations from Susan Bowersox. Need to send email to Susan requesting these maps. Information from Susan goes to Shannon Bowen.
- Project Manager** will create School Dude for Technology request about E-pop Alert notification with names of people moving with from and to locations.

Last updated 2/5/09

Project Manager will Notify: Amy Ashlock to add building to R25 and Carrie Meyer if building needs added to Kirkwood Community College online directory.

Project Manager will remind Office Coordinator and POC that the online directory will need to be updated the day before the move with current location and phone numbers. It is recommended that a moving announcement should be placed in the Tempo to notify the rest of the College of your change.
Project Manager will do a walkthrough of current location. Date and Time _____

Desktop support will be responsible for bringing extra:
- ISO bars – Project Manager will provide estimated number to Dana or Kathy
- Additional cables in switch area at new site for plugging in equipment
- Patch Panels and Labels

Project Manager will talk with Darren to see if beverages or food is necessary.

Project Manager will do a Quality Check of New area to check and see if everything is working satisfactorily.

Project Manager and SMG will do walk through to verify that all Ricoh equipment is located/relocated into the proper location.