Registry Service Relocating

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Overview

• How we plan
• How we execute
• How we test
• Our experience
• Achieving best value
Relocation Planning

- Assign an internal officer to co-ordinate this move and
- Plan tentative date
- Source, meet, brief and get quotation from vendors
- Select and assigned vendors for
  - Office interior
  - Power
  - Network caballing
- Communicate with ISP and confirm the tentative move date
- Prepare time schedule for each task
Executing Plan

- IT Infrastructure & Telecom Equipment Review
- IT Service Relocating Preparing
- Preparing New Site
IT Infrastructure & Telecom Equipment Review

- Identify all IT equipment's & Telecom Service
- Inventory each piece of IT & Telecom equipment
- Check ISP capability of providing high speed data links Ex: Fiber, ILL
- Order equipment's base on the evaluation
- Short list equipment that needs upgrading or replacing
IT Service Relocating Preparing

Contact List
(List of everyone involved in the move)

Backups
(VMs, Firewall Conf, DB etc.,)

Inventory
(Software, Hardware, Servers, PCs, Firewall)

IT and Data Consideration

Labeled
(Ensure all cables are labeled with relevant equipment)

Telco Services
(ILL, SIP, ADSL etc)

Disconnect Services
(Assist with the disconnect of services at the old Place)
Preparing New Site

- Review configuration plan of new office
- Decide server and UPS room and other areas and work out where need power outlets, telephone & network cabling place
- Assess the existing voice, data & networks and identify the modification
- Decide optimum location for printers, faxes, copiers, modems and scanners
- Confirm whether minimum requirements for the server room are met (electrical, cooling, dimensions & security)
New Office Test Plan

- Ensure all cabling, IT equipment and phones are in the right place
- Test every aspect and feature of servers firewalls and ISPs links
- Check incoming and outgoing emails
- Check website, registration system, intranet and extranet
- Technical team need to guide to users first few days
Our Experience

- Office move scheduling loan weekend, may not get the ISPs support
- Proper planning staffs are not exhausted
- Need to closely work with vendors to achieve milestones/goals OR meet dead lines.
- Give priority to plan and implement the cabling infrastructure well in advance. It will make your IT relocation so much easier and hassle-free
Achieving Best Value

- Opportunity to review all of their IT and Telecom equipment, vendors and service agreements
- Re-arranging office with more collaboration with internal team.
- Opportunity to apply new equipment for network infrastructure.
Questions....
Thank you

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