OFFICE LEASE PROCESS | PROJECT LIFE CYCLE

13 WEEKS — DETERMINE PROPERTY NEED

ACTION ITEM	DURATION
CREATE A REAL ESTATE BRIEF	**13 WEEKS**
Growth Projections	
Space Size	
Space Program	
Organization Value	
Cost Parameters	
Timing	
Identify Decision Makers	

12 WEEKS — EVALUATE MARKET ALTERNATIVES

ACTION ITEM	DURATION
EVALUATE MARKET ALTERNATIVES	**12 WEEKS**
Market Survey	
Initial Property Tour	
Evaluate & Prepare Short List	
Create Test Fits	
Prepare RFP	
Submit RFP	

17 WEEKS — REVIEW PRICING

ACTION ITEM	DURATION
REVIEW PRICING	**17 WEEKS**
Summarize and Review Proposals in Comparison Matrix	
Prepare Counter Offer for One (1) Property	
Prepare & Submit Detail Specification Drawing	
Submit Counter Offer	
Finalize LOI	
Finalize Lease	

19 WEEKS — PROJECT ADMINISTRATION

ACTION ITEM	DURATION
PROJECT ADMINISTRATION	**19 WEEKS**
Review and Approve Drawings	
Execute Data Circuit / ISP Contract (IT Project Lead)	
Review and Approve Construction Bids	
Secure/Review/Approve Construction Schedule	
Construction Vendor & Installations	
Commencement of Construction	
Construction Prep: Mobilize, MEP Safe & Demo	
Demo Assessment, Move Management, Local Office Audit & Critical Dimensions	
Construction Rough-In: Layout & Framing (one-sided), Coring & Electrical Rough-In, Plumbing Rough-In	
Rough-In Access Control, A/V & Cabling	
Hanging Drywall, Finishing & Sanding Walls	
Turnover IT Closet (2nd Conduit from riser, plywood & surface mounted power)	
Data Circuit Installation & Testing (IT Project Lead)	
Hardware Install (Access Control & Cabling Termination)	
Hardware Install (Audio,/ Video & Sound Masking)	
Ceiling Close-In	
Wall Finishes, Flooring & Millwork	
(Phase #1) Furniture Installation	
Door and Hardware Installation	
Punch Walk-thru & OT Coordination	

3 WEEKS — GO LIVE WEEK

ACTION ITEM	DURATION
FORWARD DEPLOYMENT	**3 WEEKS**
Deliver Crates & Dollies to Existing Space	
Pack Personal Items	
Furniture Installation	
Forward Deployment On-Site: Move Management Go Live	
Signage Installation	
IT Project Lead On-Site: Disconnect and Reconnect	
Disconnect Hardware Desktops, Audio/Video, etc.	
Pickup IT Hardware	
Deliver IT Hardware	
Reconnect & Test Hardware for Desktops, Audio/Video, etc.	
Pickup Office & Personal Items	
Deliver Office & Personal Items	
GO LIVE	

9 WEEKS — PROJECT CLOSE OUT

ACTION ITEM	DURATION
PROJECT CLOSE OUT	**9 WEEKS**
Pick up Crates & Dollies from New Space	
Decommission Vacant Space	
Compile & Distribute Close-Out Documents	
Collect Project Invoices & Close the Budget	