



NIVID LTD

rely on **IT SPECIALISTS** to minimise downtime, increased ROI, and faster turnaround times.

nivid
TECHNOLOGY SOLUTIONS

IT RELOCATION

Specialist in offering complete IT Relocation and Project Management solutions.

SERVICES OVERVIEW



It is often the case that when moving your office, you are moving more than just desk and filing cabinets. A large part of any business move today involves the relocation of fragile and expensive IT equipment.

It is for this reason that many businesses will use external agencies to assist in relocations, rather than attempting it themselves. NIVID LTD has an experienced team of relocation specialists with the ability to move anything from a small department through to a large head office.



NIVID's Relocation Department have designed our services in order to provide our customers with a dedicated relocation team. The IT Relocation Project Manager combined with a Senior Relocation Technical Consultant will work alongside your organisation throughout the period of change, coordinating the many diverse activities that need to be accomplished and actively managing any identified risks and threats to ensure that the transfer of your business systems occurs seamlessly.

Below we have identified an assortment of tasks that would be catered for under NIVID's Relocation Services scheme:

- Design and refurbishment of IT server rooms
- Design & implementation of electrical requirements
- Specification and installation of air conditioning in line with BTU's
- Design & implementation of a structured cabling / wireless solution
- Secure storage of equipment
- IT Consultancy - Operating Systems & Bespoke Applications
- Provision of internet connectivity
- Design and relocation of telecommunications



In addition to the regular relocation services we are also available to prepare your organisation for the move and can implement change management, inventory management and stringent hardware and software control processes to regulate your environment in readiness for the transfer.

NIVID's Relocation Services Business Benefits:

- Fully Project Managed relocation service
- Single point of contact for all aspects of relocation
- Destination site preparation
- Minimise risks to business continuity
- Time & Cost Saving
- Stringent adherence to industry standards
- Access to our product portfolio of skills and experience project team
- Premier to consolidate all activities into single project plan
- Professional Insured handling of equipment Technicians are security vetted to government standards
- Assurance in having the equipment properly collected and installed ready for use
- Minimal disruption to users
- Service delivery available 24x365
- Secure storage of equipment overnight in bonded warehouse

faster response times.
faster response times.

risk mitigation.
risk mitigation.

DEDICATED TELECOM AND IT RESOURCES

NIVID LTD has an experienced team of I.T. specialists with the ability to move anything from a small department through to a large head office. From initial project meetings, liaising with other 3rd party suppliers on your behalf. E.g. ISP, Electricians and BT. We can help you to plan the move & minimise stress & downtime. Our engineers will commence IT testing and decommissioning to relocation, installation and testing, we can manage the entire project on your behalf, to ensure that your business is running effectively as soon as

We have a highly skilled team of trained and certified telecommunications engineers. Their job is to ensure that your service is installed quickly and correctly with the minimum possible disturbance, and that it is fully set-up to your specifications and requirements for start of business. You can visit www.nivid.net and visit the **TELECOM** section for more information on our service offerings on **Telecom**.



specialised teams. project management. committed.
specialised teams. project management. committed.



PROJECT PROCESS

Businesses need to remain focused on their core skills and strengths to compete in the demanding business world. By outsourcing their moves/changes and relocations, they are able to concentrate on generating revenue and remain focused on the core business.

Being a complementary organizations, we will work with you to achieve the desired results, we are happy to liaise on your behalf with your current vendors or we'll source vendors for the specific project.

THE PROCESS

We will meet with you to discuss and gain a full understanding of your needs and requirements, taking into account business, time and cost constraints for the project.

We will then draw up an extensive project plan taking into account the constraints outlined. We then await your approval or any amendments.

Once signed off, we begin execution and provide status reports at pre-agreed intervals.

Just some of the critical services we can provide for you are: the physical moves of IT and telephony equipment, patching and cabling work if required.

To discuss any of your issues in greater detail, please get in touch with us on info@nivid.net or call us on 0207 101 9233

IT RELOCATION

Our IT Relocation process is divided into four phases to approach the IT Move with a organised and structured approach.

- Define
- Plan
- Implement
- Complete

1. DEFINE

- Objectives, strategy and budgets
- Options, programme implementation
- Scope of IT Relocation and review destination site
- Fine-tune arrangements
- IT Relocation project scope, delivery and schedule

2. PLAN

- Milestones and Targets
- Phasing and Timing
- Logistics
- Specifications

3. IMPLEMENT

- Domain record updates
- Data backup and implementation of business continuity
- ISP Liaisons
- Network security implementation
- Network installation
- VPN Installation
- VOIP and Telephony implementation

4. COMPLETION

- Loose ends and IT Administration
- Sign off and Evaluation
- Restoring data, Servers and workstations to their original and required settings.

THE NIVID ADVANTAGE

- Project management methodologies based on PRINCE2
- Founding team's competency in IT and Telecom
- SME team and Corporate team for diversified and customised approach
- Highly qualified and specialised ICT Infrastructure Relocation and Installation
- Disaster recovery and Business continuity at the heart of the Relocation and Installation

Strategic **IT RELOCATION** solutions tailored to your business needs and requirements





NIVID LTD

rely on **IT SPECIALISTS** to minimise downtime, increased ROI, and faster turnaround times.

IT RELOCATION

**Specialist in offering complete
IT Relocation
and Project Management
solutions.**

nivid
TECHNOLOGY SOLUTIONS

NIVID LTD

Lutomer House
100 Prestons Road
Canary Wharf
London - E14 9SB

T: +44 (0)207 101 9233

F: +44 (0)207 719 8484

E: info@nivid.net

W: www.nivid.net

Disclaimer

This brochure in whole or in part may not be duplicated, reproduced, stored or retransmitted without prior written permission of NIVID Ltd and its author. All opinions and estimates herein constitute our judgment as of this date and are subject to change without notice. Any product names mentioned herein may be trademarks and/or registered trademarks of their respective companies.