



project management

Office furniture isn't simple. Today, it has to do more. Even the simplest wood desk has technology running through it which makes it part of the space, not just something in it. Purchasing furniture depends upon a complex set of decisions about the way furniture meets business needs, how it works with the environment, and how it gets to where you want it. That's why the process needs to be managed.

Our Project Management Services bring common sense to workplace furniture. It's about planning and process.

Working side by side with you and your account executive, the project manager plans the entire process, coordinating the efforts of everyone involved. We follow a detailed checklist, customized to each project. It sets specific milestones—roughly 35 or so—that need to be completed. It's all documented.

The Process

It starts with understanding the project goals and the players. We create a communication plan, make contact lists, and prepare schedules. In this “just-in-time” world, scheduling is very important. Making any trade wait—electrical, cabling, contractors, installers—increases costs and delays completion. The project manager coordinates the schedules of all trades involved with the furniture.

A job packet is created, containing information on the project, furniture manufacturers, delivery, installation, and schedule. Accessible to everyone involved with the project, the project manager sees that the information is accurate, updated, and alerts the team to changes.

Throughout the furniture manufacturing process, the project manager monitors the schedules for delays or changes. When the furniture ships, packing lists are verified with the order, assuring the installation team that everything is on the way. The project manager also supervises the installation, troubleshooting any problems that might arise. Together with the client, they walk the space and if necessary, prepare a punch list of items needing resolution.

Furniture Integration Planning

- Pre-installation and ongoing meeting coordination
- Project scope identification and documentation
- Resource planning and integration
- Project timeline and schedule planning
- Delivery and installation planning
- Specification and order audit
- Permit and certificate of insurance coordination

Scheduling, Monitoring, and Tracking

- Project timeline development
- Product manufacturing tracking and coordination
- Product, delivery, and installation scheduling
- Coordination with subcontractors
- Site Coordination
- Pre-installation site inspection
- Electrical/data access point verification and coordination
- Building management coordination
- Furniture installation management
- Site conditions assessment
- Delivery and installation access mapping
- On-site delivery and installation supervision and coordination
- Project issue resolution
- Field change order documentation and coordination

Post-installation and Project Closeout

- Furniture installation walk-through
- Open-issue reporting, follow-up, and coordination
- Project closeout coordination

For more information, contact us today (800) 899.4324 or visit us at www.oneworkplace.com.