

Zurich New Office – Feller Strasse

Project Report N°27 - Wednesday 16 January 2013

34 Feller Strasse



P.2 Key points / Risk Chart / Budget

P.3 Overall Project Programme

P.4 Layout

P.5 Pictures

Key points

Move-in date: planned for Monday 23 March 2014 for all staff

Key points:

Achieved:

- Letter to CP's regarding address change sent on Mon 14/01
- Agreed on shutting IT connectivity on Friday February 01 at 15:00, office will remain open until 24:00
- IT: Mail migration complete for OSS, started users migration and hardware change

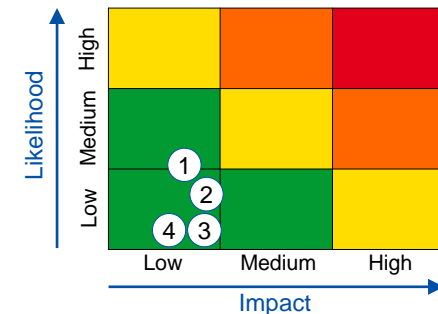
Planned:

- Registration to the Commercial Registry to be effective 23.03.14
- Continue on site works, end of work planned on 25/02 - Snagging up to 1/03
- IT: Continue with user migration into new IT environment Phase out BBM leased lines Begin configuring Firewalls in Av. Feller St
- Communication message:
 - Message 2) to be sent two weeks prior the move (Mon 10/03) practical info regarding packing, office access, parking
 - Message 3) to be sent Sun 3 February to all staff users to get started in the office (change Linus signature, set-up printers,...)
 - Message 4) to be sent on Mon 4/02 to all staff users; info about the new address for the Zurich office
- Temporary additional desks to be installed to host employees during transition period.

Problems / Escalations / Decisions:

- Nothing to report

Risk Chart



- 1) General Fit-out works
- 2) IT Set-up
- 3) Move-in
- 4) Surrender Albert St

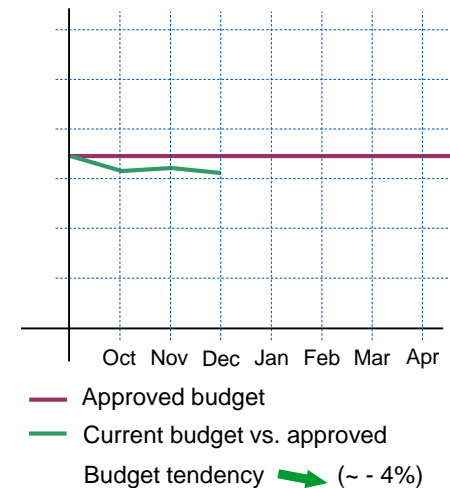
ACTION NEEDED

Supervise

Observe, act if necessary

Acute need for action

Budget

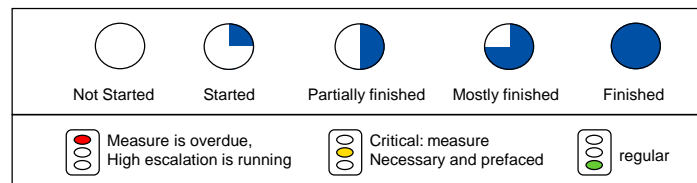
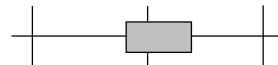


General status of the project

Project Status



-25% On track +25%



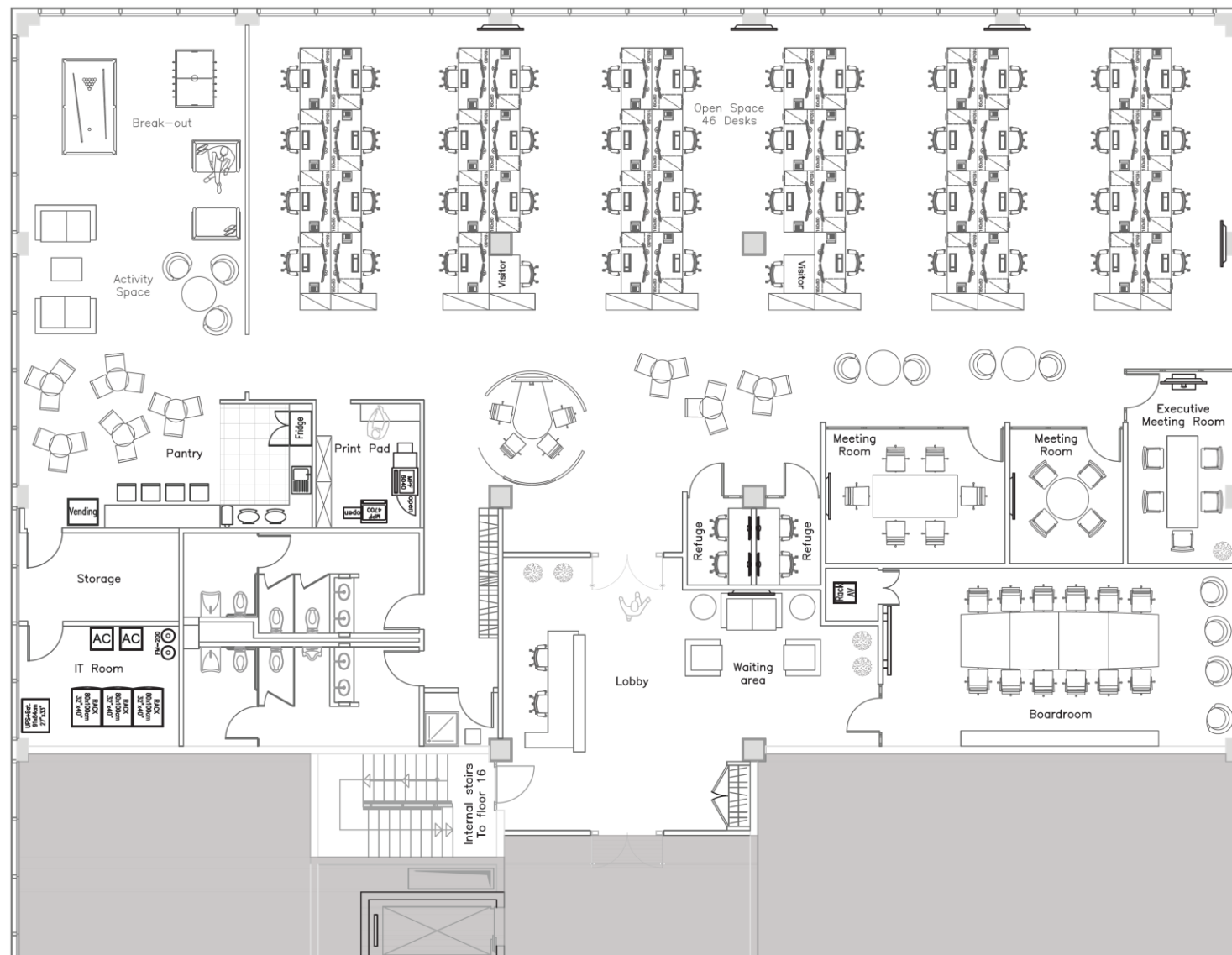
Overall Project programme

Project: New office Zurich 2013

TODAY MOVE-IN

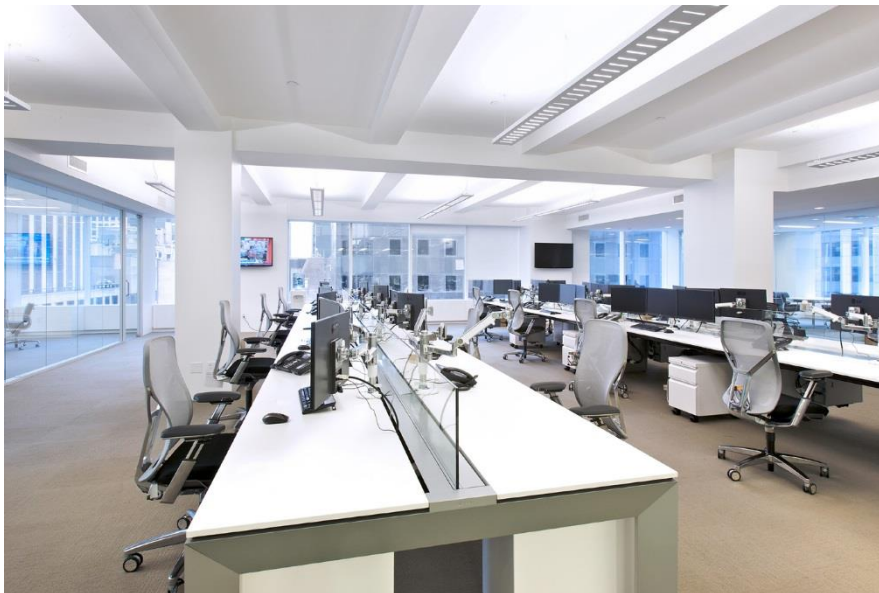
Date:	October 2012				November 2012				December 2012				January 2013					February 2013				March 2013			
	41	42	43	44	45	46	47	48	49	50	51	52	1	2	3	4	5	6	7	8	9	10	11	12	13
Description	8.10 12.10	15.10 12.10	22.10 26.10	29.10 2.11	5.11 9.11	12.11 16.11	19.11 23.11	26.11 30.11	3.12 7.12	10.12 14.12	17.12 21.12	24.12 28.12	31.12 4.01	7.01 11.01	14.01 18.01	21.01 25.01	28.01 1.02	4.02 8.02	11.02 15.02	18.02 22.02	25.02 1.03	4.03 8.03	11.03 15.03	18.03 22.03	25.03 29.03
Lease Amendment																									
Feller Strasse new lease																									
Buidling Disposal (end of lease: 28.02.13)																									
Pre-construction																									
Design																									
Tenders																									
Construction																									
Start on site																									
Preparatory works																									
DC room works / delivery																									
Fit-out works																									
Furniture, desks equipment																									
Testing / Commissioning																									
Move-in (04.02.13)																									
IT																									
DC room delivery																									
Commissioning WAN/LAN																									
Test connectivity (Client testing)																									
Migration servers/ users																									
Users under new IT environment																									
Decommissioning Buidling DC																									

Latest Layout





Corridor, Meeting room



Open Space

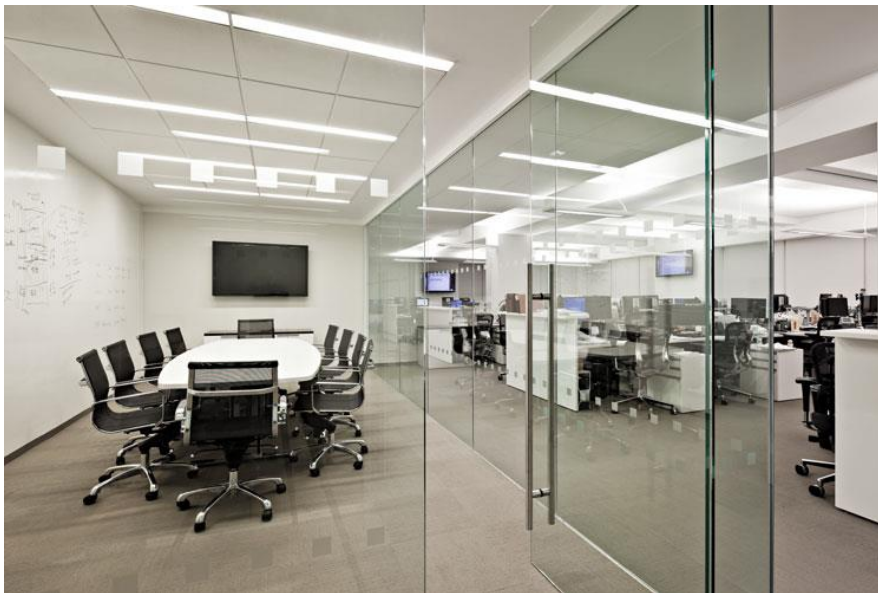


Meeting room

Meeting Room (to be built)



Meeting Room (to be built)



Reception / Lobby (to be built)



Pantry (to be built)

