

Space Optimization Relocation & Support Plan

A Structured Communications & Operational Readiness Framework to Support
Impacted Campus Departments Through Wave Transitions



Active Support via Move Champions

Minimizing Departmental Disruption

The Move Champion is the department's dedicated bridge to FD&O and SJSU IT, reducing leadership burden so units focus on core operations during relocations.

Champions are empowered with communication templates, checklist resources, and direct channels to coordinate move preparation and work station relocations, supporting clear communication channels with the FD&O and IT teams.

Centralized Resources



Dedicated Website

Housed directly on the FD&O Website, this self-service center includes master Gantt charts, upcoming wave status matrices, and search features to find local department Move Champions.



Tactical Guides

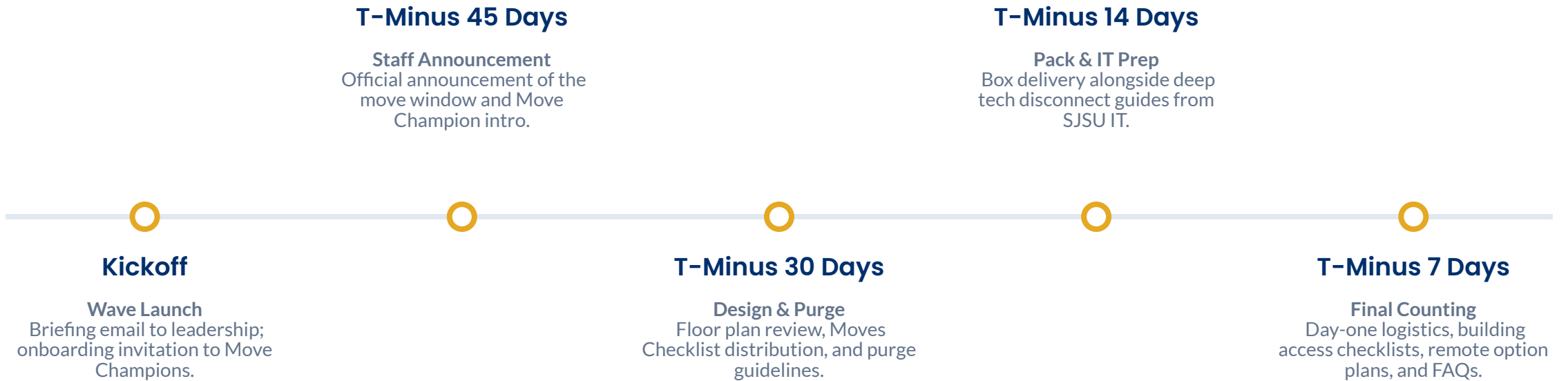
Step-by-step documentation on workspace preparation, including detailed packaging parameters, labeling standards, records retention policies, and computer disconnecting instructions.



Toolkit & Communications

Access customizable communication templates, email drafts, and milestone checklists to streamline departmental coordination and support teams throughout transitions.

Chronological Communication Flow



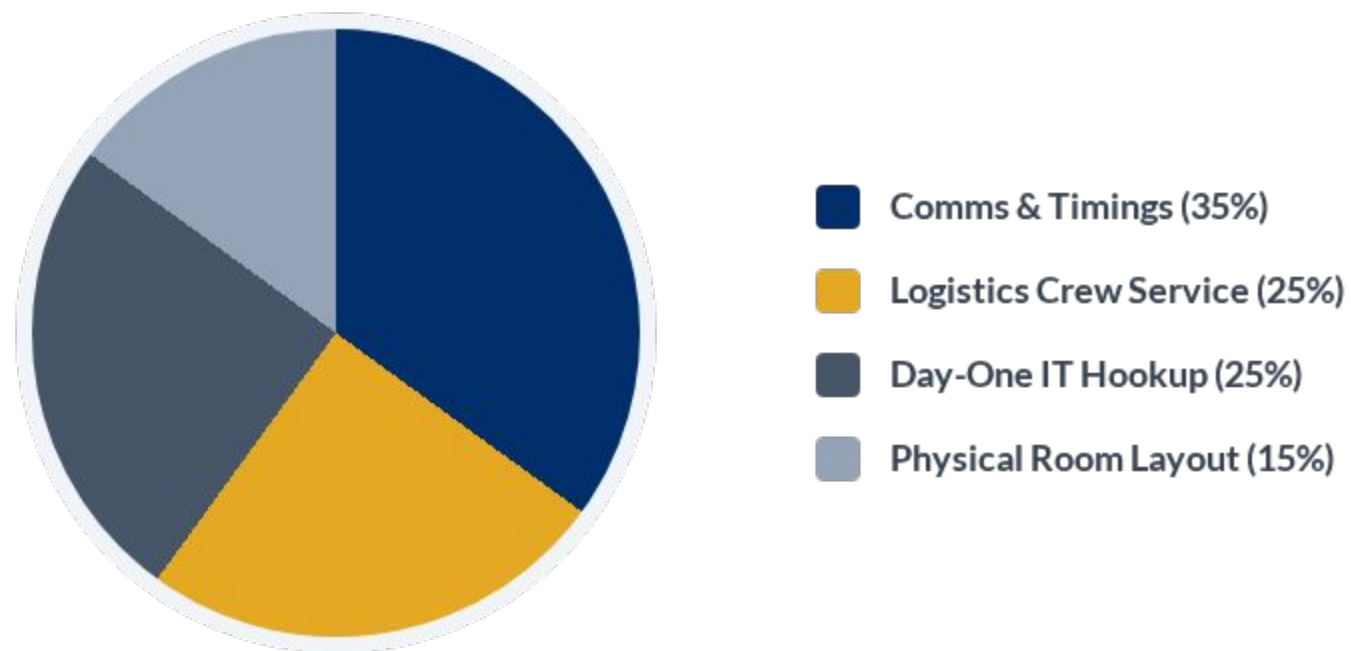
Structured Checklist For Moving Staff

-  **Phase 1 (T-30 Days) - Purge & Declutter:** Conduct digital cleanup, shred outdated physical papers, route older devices to campus e-waste, and send personal items home.
-  **Phase 2 (T-14 Days) - Physical Packing:** Secure moving boxes/crates, fill out standardized color-coded destination labels on all four sides, and pack non-essential references.
-  **Phase 3 (T-7 Days) - Technology Preparation (Joint IT Protocol):** Unplug monitors and dock nodes. Bundle/bag auxiliary cables using identification tags for immediate IT relocation.
-  **Phase 4 & 5 (Day-0 to T+7) - Landing & Setup:** Department Heads will determine the ideal work modality plan for their teams. Test computer and phone setups on day-one.

2-Year Campus Transition Map

Yearly Timeline	Relocating Department Wave Units	Primary Buildings & Co-Location Targets
2025 (Completed)	Administration & Finance, IT, Career Center, Academic Senate, University Marketing, Student Wellness, Dean of Students	Clark Hall, Student Union, and Instructional Resource Center. Dedicated focus on administrative consolidations.
2026 (In Progress)	Undergraduate Education, Finance & Business Services, Personnel, Research & Innovation, Graduate Studies, Project Rebound	Clark Hall, Administration Building, and Student Services Center. Focus on core operational alignments.

Post-Move Feedback Focus Zones



*Surveys are dispatched at ****T+7 Days**** to evaluate these core operational categories. Real-time feedback metrics allow the joint team to optimize timelines and logistics for future wave rollouts.*

Thank you

Ensuring smooth, collaborative, and IT-integrated transitions for our campus teams.

Facilities Development & Operations Project Office