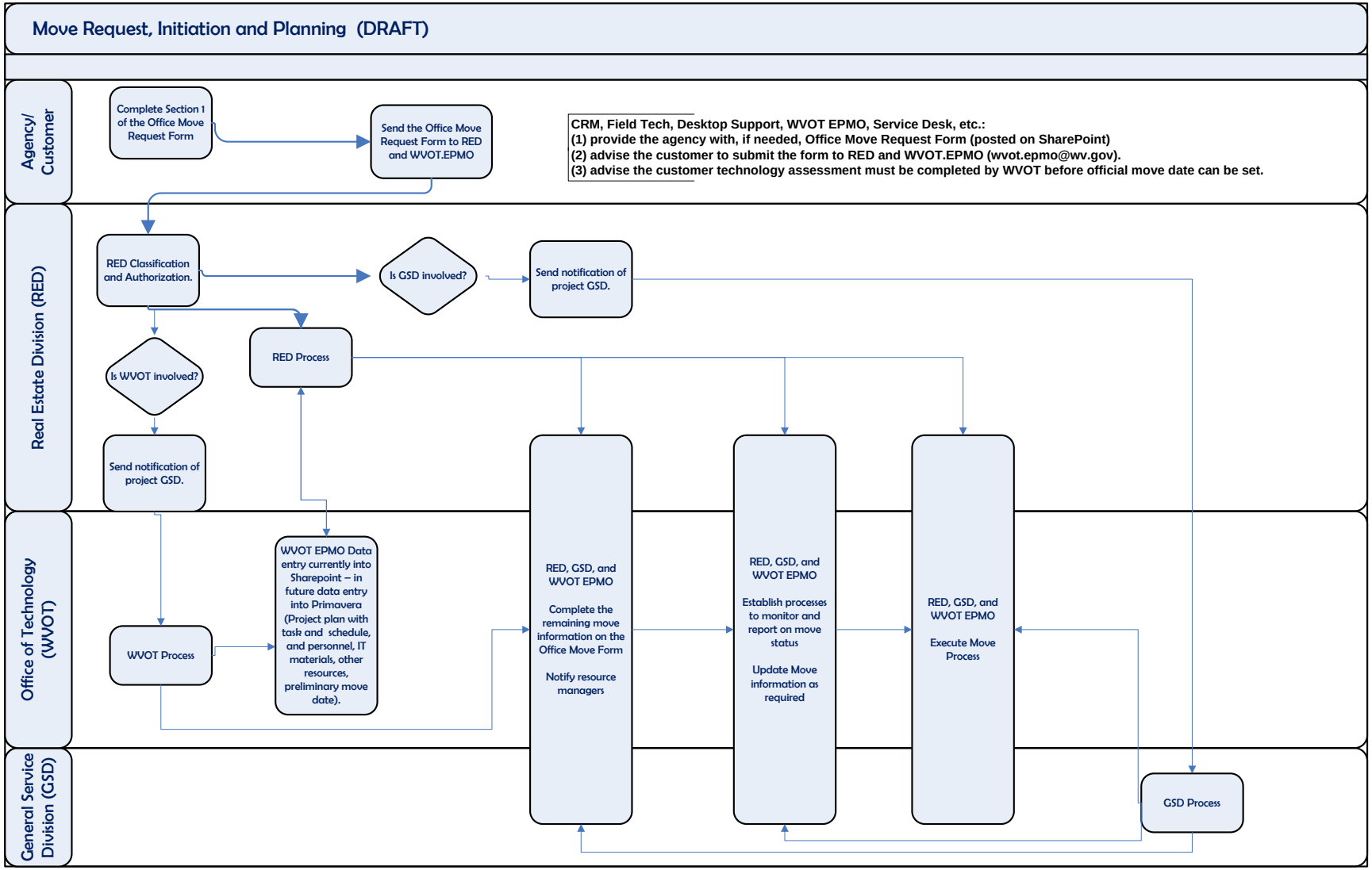
Move Request, Initiation and Planning (DRAFT)
Agency/ Customer
Real Estate Division (RED)
Office of Technology (WVOT)
General Service Division (GSD)
Complete Section 1 of the Office Move Request Form
Send the Office Move Request Form to RED and WVOT.EPMO
CRM, Field Tech, Desktop Support, WVOT EPMO, Service Desk, etc.:
(1) provide the agency with, if needed, Office Move Request Form (posted on SharePoint)
(2) advise the customer to submit the form to RED and WVOT.EPMO (wvot.epmo@wv.gov).
(3) advise the customer technology assessment must be completed by WVOT before official move date can be set.
RED Classification and Authorization.
Is GSD involved?
Send notification of project GSD.
Is WVOT involved?
RED Process
Send notification of project GSD.
WVOT Process
WVOT EPMO Data entry currently into Sharepoint – in future data entry into Primavera (Project plan with task and schedule, and personnel, IT materials, other resources, preliminary move date).
RED, GSD, and WVOT EPMO
Complete the remaining move information on the Office Move Form
Notify resource managers
RED, GSD, and WVOT EPMO
Establish processes to monitor and report on move status
Update Move information as required
RED, GSD, and WVOT EPMO
Execute Move Process
GSD Process