



National Science Foundation
OFFICE OF INFORMATION & RESOURCE MANAGEMENT

Business and Operations Advisory Committee

Relocation Project Update

Brian MacDonald, OIRM/NRO Relocation Project Manager

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Agenda

- Project Status
- Move Logistics
- Strategic Communications and Employee Engagement
- Staff Support During the Move



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Video Tour

[Welcome to NSF!](#)

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Exterior construction of NSF's new is HQ complete!



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Project Status

- Interior buildout on budget and slightly ahead of schedule
- Data Center Relocation is 95% complete, with the fork lift move of equipment over July 4th weekend
- All phases of Union relocation negotiations are complete
- Six-week move of staff begins on August 24, 2017



Move Logistics

- Pre-moves for operational readiness begin June 29
- Physical Move of staff begins August 24, according to the six-week schedule
- Staff pack workspace by Thursday, 3 pm, of move week
- Staff report to new building on the following Monday



Panel/Conference Center Hiatus



Monday, August 28 – Monday, September 4

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***How are we communicating and
engaging staff?***

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To ensure a successful relocation ...

- NSF Internal Communications
 - Weekly Wire articles, NRO Website updates (videos, photos, info)
- Directorate branding effort
- Town Halls and Directorate Liaison meetings
- Special Events: Vendor Fair, DAS Commuter Fair, Grand Opening Ceremony
- Employee training (both in Arlington and Alexandria):
 - Orientation; DAS Security exercises; job aids; handouts, etc.
- Ongoing employee tours of new HQ
- Developing an NSF Information Guide – desktop reference



Supporting staff during the move ...

- Move Command Center
 - Coordinated effort among OIRM resources; partnering with NSF offices & representatives
- Daily “Hot Washes”
 - AM & PM meetings for critical support staff to address issues associated with the relocation
 - Assessment of what’s working/what’s not
 - Ideas about how to approach particular issues
 - Timeline for addressing issues
 - Opportunity for incremental improvement with each succeeding move



Q & A



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