



# DB SCHENKER*move* Consulting

We will either find a way or we make one!



# Competence Center We are here for you

No zone for meetings?  
New offices and conference rooms to plan?  
**Time to renovate again?**

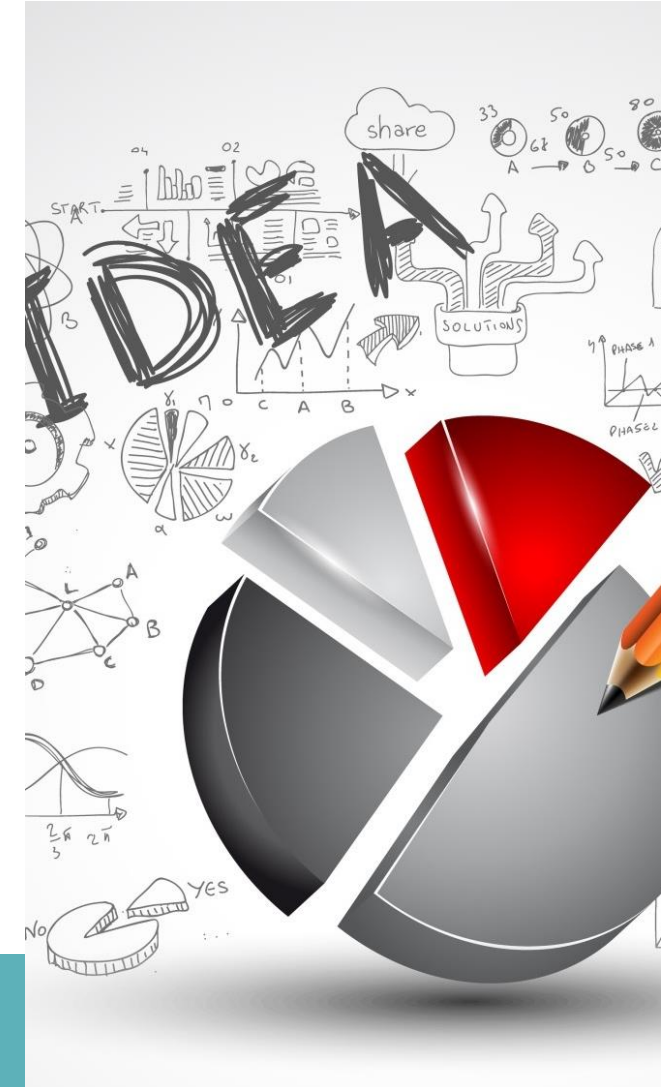
No more space on the desk?  
**No room for employees?**

Buildings  
too old?



DB SCHENKER*move*

**Does this give you headaches?**  
No problem - we take care of it!



1

Plans and a system are important. From **experience**, however, we know how they constantly need to be adjusted to reality.

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2

**Flexibility** – is our focus – without insisting on enforcing the systematics we find ways to match them to the requirements.

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3

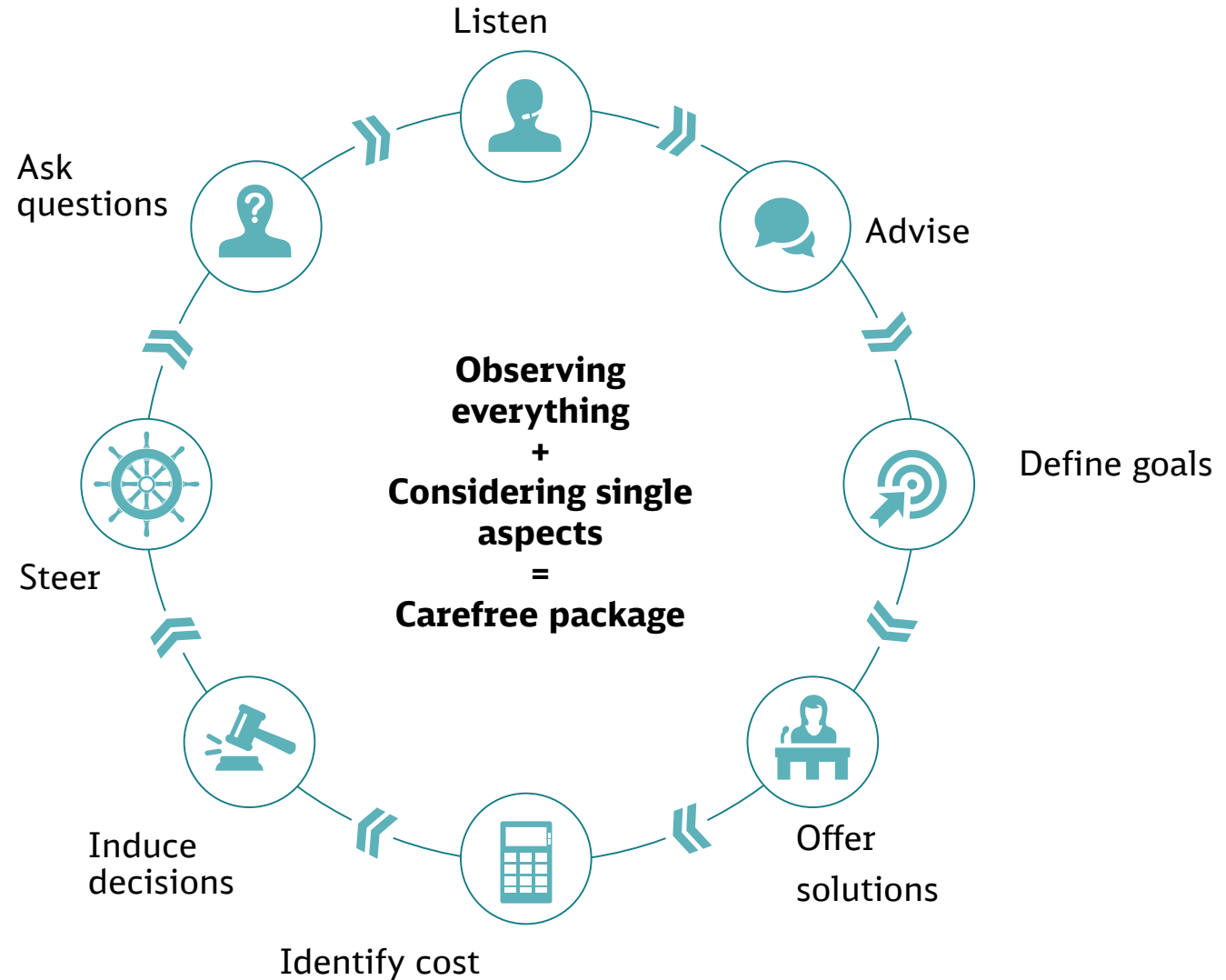
We do not leave a „**not possible**“ as a statement – but we also do not discuss finalized decisions.

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4

**Goal Orientation** – we ensure short communication channels between all parties.

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Our values are our strength - and our responsibility



Authenticity

**Openness**

Honesty

**Trust**

Transparency

**Respect**

Consequence

**Security**

Responsibility

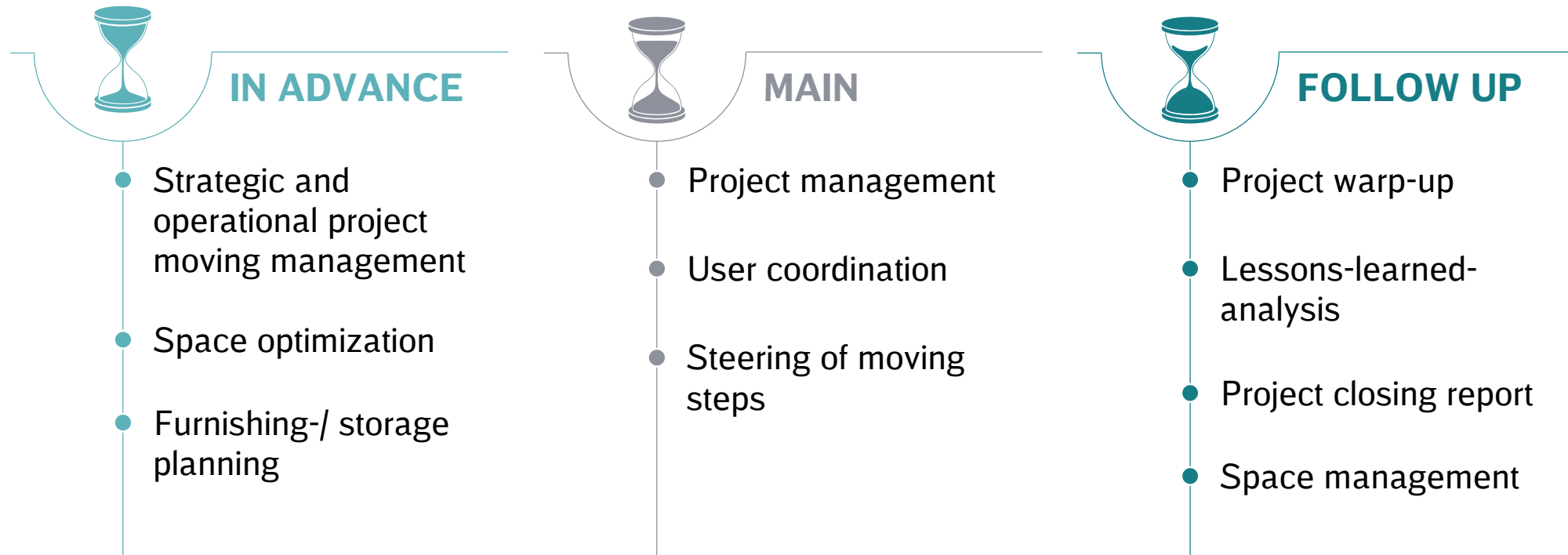
**Reliability**

That's what we also trust on your side!

Output	Reference	Customer's benefit
<b>Space Management</b>	<ul style="list-style-type: none"> <li>- <b>Space management</b> Municipal Services Düsseldorf, 2015, 300 workplaces</li> <li>- <b>Reconstruction &amp; location optimization</b> German Railways Systel, 2015</li> <li>- <b>Optimization of premises</b> <b>German Railways Enterprise,</b> 2014/2015, 2000 workplaces</li> </ul>	<ul style="list-style-type: none"> <li>- Economic analysis of sustainable utilization options</li> <li>- Systematization and standardization to reduce running costs</li> <li>- Individual development together with user and worker's committee</li> <li>- Architectural services</li> </ul>
<b>Strategic Project Moving</b>	<ul style="list-style-type: none"> <li>- <b>New construction of storage and office premises</b> German Railways Network, 2014/2015, 140 workplaces</li> <li>- <b>Pilot project Flex@Work</b> German Railways Real Estate 2013, 155 workplaces</li> </ul>	<ul style="list-style-type: none"> <li>- Evaluation of moving-relevant data</li> <li>- Definition of goals and time frame</li> <li>- Decision on office space, furnishing and storage planning</li> <li>- Generating of strategic moving supply chains</li> <li>- Analysis of inventory and new furniture or disposal</li> </ul>
<b>Operational Project Moving</b>	<ul style="list-style-type: none"> <li>- <b>Restructuring</b> German Railways Systel, Silvertower 2014, 1000 workplaces</li> <li>- <b>Renovation</b> German Railways Network, 2013-2014, 1200 workplaces</li> </ul>	<ul style="list-style-type: none"> <li>- Conception of physical moving und renovation</li> <li>- Joint decision on overall time schedule</li> <li>- Creation of „moving manual“ and moving guidance system</li> <li>- Approval of source and target area</li> </ul>



You face challenges – we present solutions.  
You decide – we perform

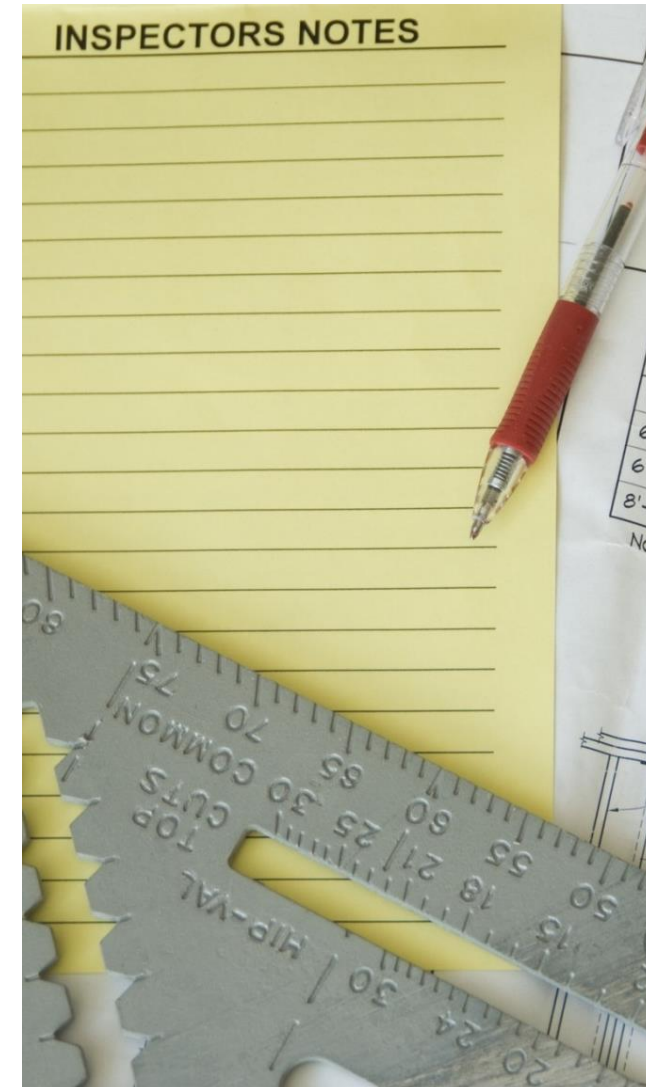




### IN ADVANCE

#### Strategic moving management

- Evaluation of all moving-relevant data
- Definition of project goals with the customer
- Fixing of time frame (max/min)
- Definition of teams
- Decision on office concept: e.g. cubicles or open space offices, new conception
- Generating of strategic moving supply chains
- Decision on inventory and new furniture, disposal or further utilization
- Decision on refurbishment and renovation
- Interim moving and intermediate measures





### IN ADVANCE

#### Operational moving management

- Identification of moving volume
- Concept for physical moving and milestones
- Overall time schedule for offices and interim moving
- Introduction of reporting system for all work packages and a regular reporting cycle
- Safety concept
- Workshops involving all departments
- Reconciliation on and integration of restrictions and specific features, depiction of critical paths
- Creation and und updating of moving identification list
- „Moving manual“ and moving guidance system







### IN ADVANCE

#### Space optimization

- Building-, renovation- and architectural services
- Efficient design of limited office space fitted to your business and personnel structure
- Sustainable reduction of operational costs, as well as user and rent costs by adapting intelligent room systems
- Introduction of dynamic workspace schemes, lean structures and short paths
- „Room“ for future and permanent space optimization throughout the life cycle of your property





### IN ADVANCE

### Furnishing planning

#### Recording

- Name specific recording of furniture with décor and size
- Verification of floor tanks
- Recording of wall and floor conditions for renovation
- Generating of IT-supported record lists
- Identification of As-Is situation by aligning object plans

#### CAD-Planning

- Based on available .dwg plans
- Measuring of rooms and space if requested
- Illustration of As-Is and target workplace assignment under consideration of work environment guidelines
- Displaying of target area with furnishing plans

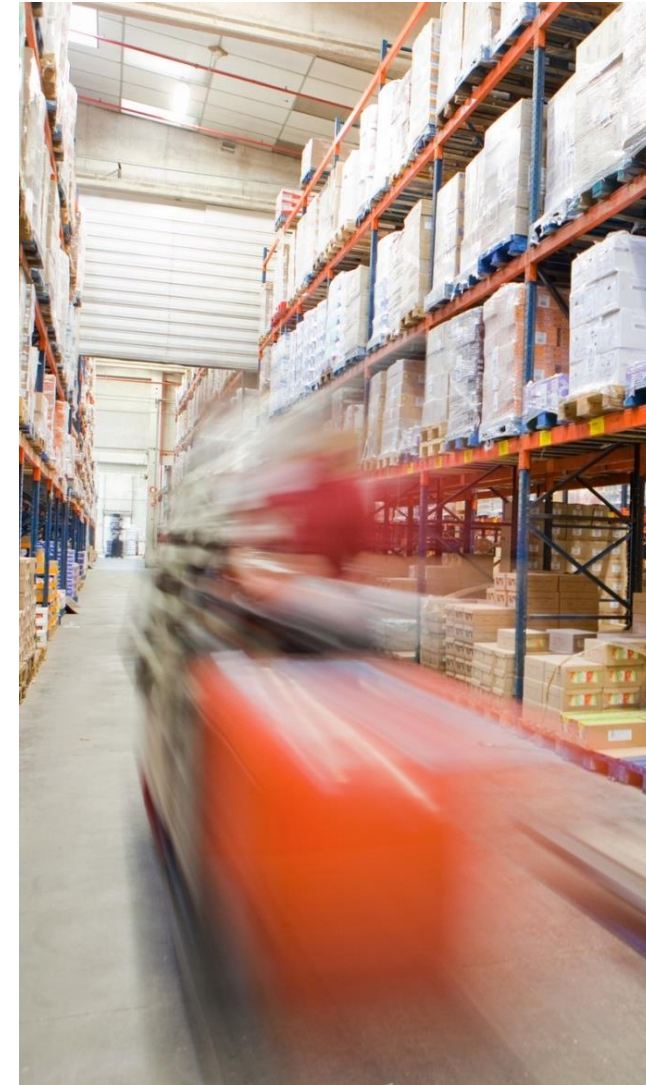




### IN ADVANCE

#### Store planning

- Clarifying objectives
- Recording As-Is situation of storage structure and storage goods, work processes and logistic procedures
- Presenting implementation alternatives which serve as decision basis
- Development of target concept under consideration of technological and economic reasoning
- Planning of storage layout and equipment
- Providing of detailed specification sheet
- Integration of storage processes into the infrastructure of your organization

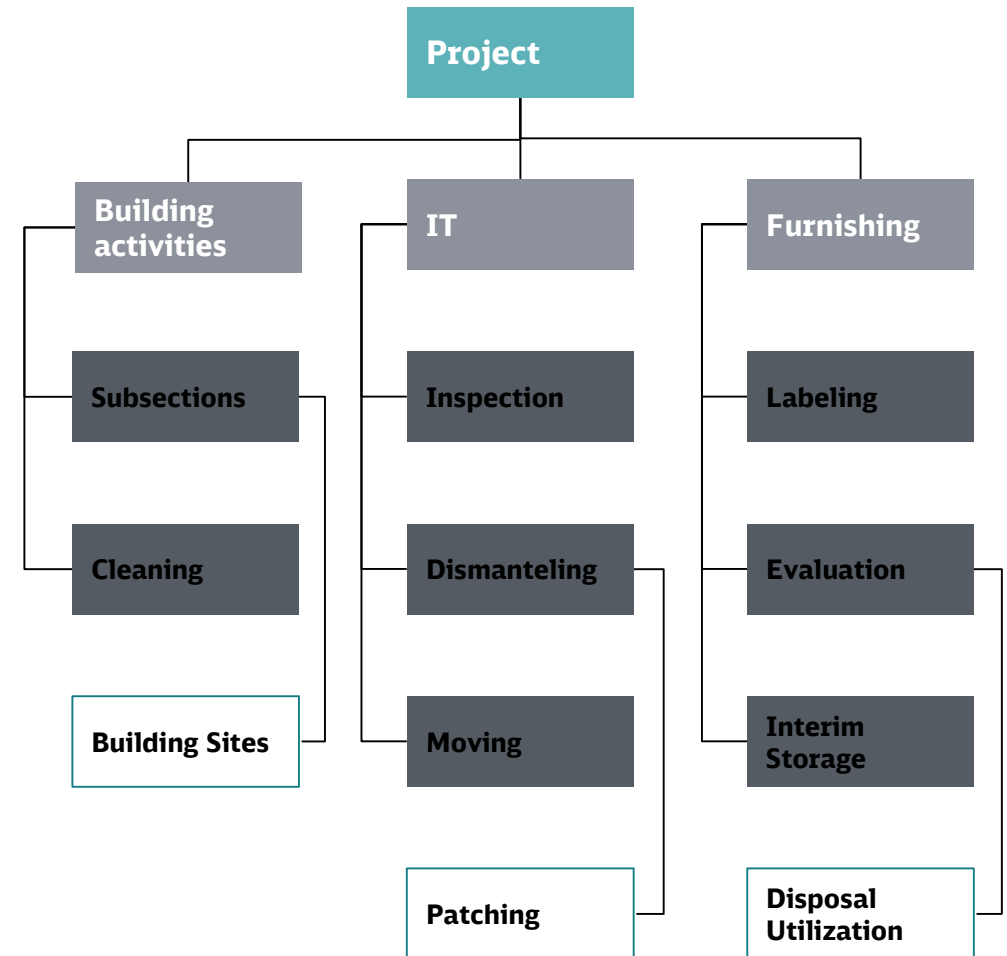




MAIN

Project Management

- Steering and control of subsections
- Definition of communication structure
- Adopting the role of a mediator within decision-making processes
- Chairing of goal conflicts
- Creation of Project Structural Plan (PSP)
  - Time and workflow planning
  - Resource and cost structuring
  - Illustration of all activities
  - Allocation of definite responsibilities
  - Elimination of gratuitous, cost-intensive interfaces and delays





MAIN

User coordination

- **Kick-Off-Meeting**
- Handover of all work packages to sub-project leaders
- **Informative meeting** with appointed moving representatives of the affected departments and organizational units (OU), recording all moving-relevant data and time restrictions
- **Fine adjustment** planning with every single OU with defined workplace standards







### MAIN

#### Steering of moving steps

- Creation of implementation concept:
  - Resource and process planning for each moving step with employees, material, equipment and vehicles
  - Detailed planning of security forces
  - Determination of protective measures for the property
  - Ensuring access to relevant buildings, accessibility of all area and availability of freight elevators
  - Display of employee information on moving activities and rules of conduct
  - Leading and signing of moving clearances
  - Approval of source and target area

The final task assignment is determined by your specifications





### FOLLOW UP

#### Project wrap-up

- Lesson-learned-analysis after every moving step
- Organization und leading of project closing session:
  - Project execution within time, budget and quality requirements?
  - Did we reach all of our defined goals?
  - Are floor walkers necessary?
- Development and forwarding of the project closing report
- Extensive documentation for traceability of all project activities, also well after conclusion
- Cost transparency and invoice verification
- Provision of contact person after project closing
- Can we offer further services?





### FOLLOW UP

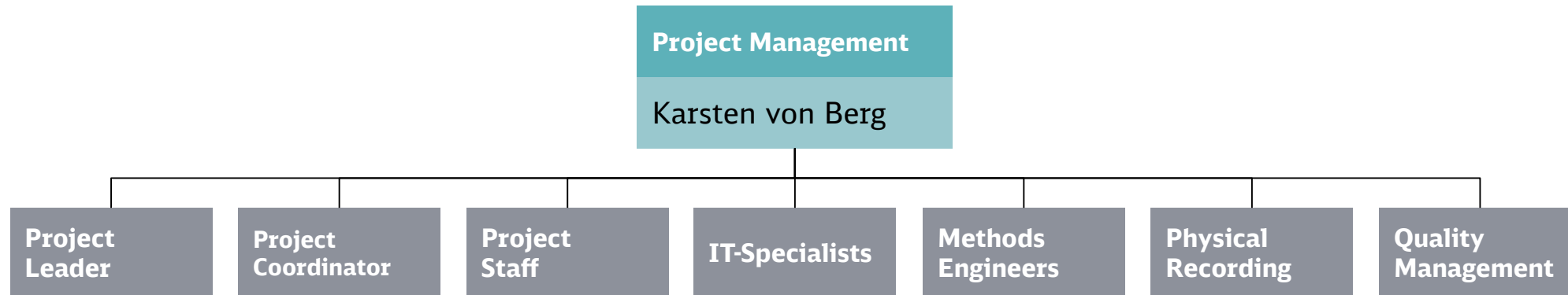
### Space Management

- Frequent process reviews for quality assurance
- Continuing capacity management
- Systematization and standardization to reduce running costs
- Analysis of utilization options and development of usage concepts under changing frame conditions
- Individual development together with user and worker's committee



# Competence Center – DB SCHENKER *move* Consulting

## Our team



Proven contacts and personal cooperation – at the project site and in the project office.

# Competence Center – DB SCHENKER *move* Consulting

We look forward to hearing from you!



Karsten von Berg  
Your Contact

**Contact**

[Karsten.VonBerg@dbschenker.com](mailto:Karsten.VonBerg@dbschenker.com)



Karsten.VonBerg@  
dbschenker.com

Data Center?  
DB Schenker??

Call Karsten  
for ICT

Appointment  
DB Schenker  
Jour Fix  
02.10

Install  
Hotline  
DB Schenker



# Thank you!