

Need a Jump Start?



You know that feeling when you are sitting at your desk and you have been given a new assignment or project and you have no idea where to start? If that is you with a newly assigned real estate project, we can help with that.

Really, how hard can it be? You throw up some walls, put furniture in, plug in phones and whalah...you have an office. I wish it was that easy. In our experience companies wait too long to start planning for a real estate event. Getting

out of the starting gate quickly and cleanly will make all of the difference for your team.

When we get sick we often try to self-diagnose our illness, if it is nothing major we can get by with playing doctor. In case of a major illness you go to your medical experts for advice and treatment. The same should be true for real estate projects. Real estate related costs are typically in the top 5 expenditures of companies. Don't you want to be credited with using those funds wisely and efficiently?

Our Jump Start program will help:

- Clearly define project objectives
- Perform detailed analysis of current vs future space needs and validate your square footage requirements
- Help you develop the project schedule
- Develop a budget or validate your projected budget
- Develop your Communications plan
- Provide a project checklist

Depending upon the size of your project we will set up a 1 or 2 day meeting to review and develop a customized plan for your real estate project. If you are using an internal team to manage the process they will have a clear road map to work from at the end of the meeting. We include 4-8 hours of follow up consulting to answer their questions and give them a **Jump Start** on your project.

For more information about this program, contact me at tvoltin@cosourceinc.com.

Tracy M Voltin
President

