

# Candidate 6 evidence

## Part 2 – Study

The aim of this report is to present my opinions and recommendations on the possibility of relocating the offices to a business park on the outskirts of the city.

### Cost for the company

There will be a significant investment on relocation eg. Labour, removal packaging, operations equipments (to dismantling and re-installing) and it could take so much time, can lead to weeks or months, this will affect <sup>directly</sup> with the operations team as they might have to stop the machines meanings ~~the~~ the company won't be able to produce the same ~~production~~ capacity as <sup>before</sup> ~~was~~ ~~it~~ will result of losing money or revenue to the company and ~~op~~ sell opportunities. To avoid the high cost of ~~relocation~~ ~~relocating~~ above I would suggest to ~~prepare~~ plan ahead and match <sup>relocating</sup> ~~relocating~~ <sup>dates</sup> with the shut down schedule from the operation team. During shutdown period, operations staff will be available we can use them to help on relocating and move some stuff, in the meantime the machines are stopped and would be ~~easy~~ easy to move.

## Outdoor Space & Facilities

~~The new location~~ The new location has a large outdoor space which can benefit the company in terms of <sup>further</sup> expansion ~~in the future~~ <sup>according to</sup> the master business plan of the company. ~~Until~~ Until the next expansion the space can be used for a sports field if needed. In addition, there will be no limit on the facilities meaning we will have more meeting/conference rooms, additional of smoking areas, larger canteen and plenty of car parking space, and more green areas.

Accessible for clients/visitors and ~~staff~~ employees.

Hence, the new location is on the outskirts of the city and there are limit number of public transport ~~options~~. It would make ~~it~~ <sup>them</sup> more difficult ~~for people~~ ~~to~~ travel. They need to travel ~~by~~ <sup>on</sup> ~~their own~~ <sup>their own</sup> transport either by ~~cars~~ or by bus ~~only~~ (only one bus operates ~~2~~ times a day). However, the company can provide shuttle bus between the city and the ~~company~~ company in new location. ~~This solution can be applied~~ ~~example~~ the shuttle bus leaving at scheduled time. ~~With~~ With this solution, can resolve the issue of accessing to the company.

With my opinion & recommendation above, I believe that it is possible to relocating to the new location with less time ~~consume~~, ~~less~~ less hassle and cost effective. I am certain that our employees will definitely love the new location.