

London Hub Communications Timeline

2021

March

Announcing the move

Notification to Studio Building people that we are relocating to London Hub at Huckletree

April

Structure for the move

- 12 April. Communicating London Hub features
- w/c 19 April.
 - Monthly Project Hub update
 - FAQ platform
 - Manager and individual “moving packs”

June

Realising the new normal

- Implementation of Hot desking
- Implementation of 2 days per week in the office
- Manager finalise pack up, redistribution and disposal with their teams
- Monthly Project Hub update
- Schedule for all items to go to London Hub at Huckletree

May

Preparation for pure Hot Desking & Packing

- Managers use “moving packs” to coordinate:-
 - Clearing of desks
 - Pack up, redistribution and disposal with their teams
- Monthly Project Hub update
- Finalisation of London Hub layout

July

“The Final Countdown”

- Transfer all items to go to London Hub at Huckletree
- Implementation of new London Hub layout
- Schedule of people move during August
- Open Days at Elephant Space
- Monthly Project Hub update

August

Moving in

- London Hub opens!
- Induction schedule for London Hub based on phased move programme
- Monthly Project Hub update

September

Settling In

- Discovering the local area and community
- Celebrating the new space

