

UCSF CLINICAL SCIENCES BUILDING (CSB) MOVE MATRIX INSTRUCTIONS

November 25, 2020

- **Required to complete all columns at this time.**
- *NOTE: Columns 'Q' through 'T' and 'AH' through 'AL' are for project team member use only.*

Below is a short description for each required column within the Excel Move Matrix:

A. Change Agent column (first and last name) for this particular individual staff member.

B. Change Agent alternate and/or move contact for this individual's group (first & last name). The team wants these first two cells filled in for each person, so that if/when the spreadsheet is sorted or lines get deleted, the primary and secondary contact is not lost for any given staff member. The project team will use these contacts to coordinate during move planning, to ask questions concerning matrix responses, and for onsite coordination on move-day.

C. UCSF individual staff employee ID number is used for IT service tracking and coordination.

D/E. Last and First name of each individual are required for all personnel moving to CSB. These columns should also be filled-in for future hire (TBH) and new position placeholders for seat assignment, so that all move activity, furniture, and IT information is tagged for each individual location.

F. Individual staff email addresses are used for identification of staff with same or similar names; and also used for IT service tracking, as well as project-related communications.

G/H. Phone numbers and extensions to be transferred or changed in some way, and/or canceled as part of the project. Please insert cell phone number here if used as primary contact. Use columns 'AD' and 'AE' for new phone line information as needed.

I/J/K/L. Required to fill-in and/or confirm each individual's current location (origin) information, which will be used in all steps of the move planning process.

M. Required to provide the floor in which each individual will be located. For use in sorting and organizing location information.

N/O. These columns will be required to fill in at a later time, when all space assignments are complete. Column 'N' is for office room number and Column 'O' is for cubicle number. Refer to plan drawings for office and workstation numbers, when you have this information to provide to the project team.

P. **Skip this column** for room names. The move team will fill this out for you after workstation and office number locations are completed.

Q-T. For project team member use only.

U. Use this column for detailed comments/notes not covered anywhere else on the spreadsheet; and for noting whether an individual requests an over-file storage unit at their workstation, as well as any other general furniture or move-related items. Please use columns 'AB' and 'AE' for computer, printer, and phone notes.

V. (Yes or No) This individual is planning to utilize one of the common storage rooms in the building. This column flags this individual for further, detailed coordination with the project team for storing bulk items.

W. This individual has a UCSF Ergonomics-approved chair that will be moving to CSB (yes or no).

X. This column is to be left blank at this time.

Y. Please indicate the quantity of monitors for each individual. If the style of monitor for a particular staff member does not allow for a standard monitor arm mount, then please indicate this in the IT device notes, column 'AB'. If this is unknown, then please note this as well, so that IT personnel can survey and evaluate.

Z. Please fill in '0' or '1' or '2' for each individual, so that IT Services can have a quantity/count for each move day.

AA. Computer Host Name can either be found on the asset, identification sticker on the CPU itself or by right-clicking on the Windows icon (lower left corner of bottom task bar), then select 'System' (a window will come up and the Computer Host Name is listed towards the bottom of this window). This helps with IT Support.

AB. Please use this 'IT Device Notes' column for all special IT notes: including credit card machines, remote desktop set-up, APeX printing, scanners, etc. This helps the move team triage and provide direction to the correct team member(s) for response and action.

AC. If whole groups or individuals utilize a specific analog fax machine or want to program the new MFP devices with this fax line, please record the phone number in this column.

AD. If an individual staff member is required to change their current phone number or is planning *not* to move their current number in order to utilize a cell phone (or is just removing their old phone number), please record the new cell number here, or indicate "NEW" or "CELL" or "REMOVE OLD". For entire groups requiring new phone numbers, the IT Telephony group will fill in and notify the Change Agents of the new phone number list. **Input "Same" if utilizing the same phone number for the move-in.**

AE. Please utilize this column for all special phone line and voicemail-related notes, so that the project team can send this directly to the UCSF Telephony Services Group.

AF/AG. Please fill-in "yes" or "no" for each individual staff member. This helps flag workload and the type of IT technicians required for each move day.

AH -AL. For project team member use only.

Your participation and attention to detail when completing this Move Matrix is very much appreciated. This will enhance all of our efforts in working toward a successful and smooth move-in process.

Thank you!