

## **Case Study : Oxford Media & Business School (OMBS)**

Oxford Media & Business School has long been recognised as Oxford's leading independent business/career college. Formerly known as St Aldates College, they offer courses in Executive PA Skills, Graduate Career Skills, Gap Year Training and Returner courses.

Over the last 30 years the college has earned an excellent reputation for high quality teaching, excellent student facilities and a proven track record of helping students find fantastic jobs when they leave.

With ongoing success came the requirement to relocate to larger premises in order to accommodate the needs of the ever-growing number of students. Whilst the close proximity of the new premises eased the move of furniture, the whole IT infrastructure still had to be relocated.

***"Within 2 days of our office move, our I.T. was up and running, with minimum disruption to our business!"***

When OMBS contacted Act Systems to assist with the forthcoming move, we re-assured them that the move would be no problem from a IT perspective and their requirement to move buildings during a 5 day half-term period was easily achievable. In fact, many of our clients require a 'same day' move with continuous working!

### **Technical Requirements:**

- Co-ordinate network cabling requirements for new office
- Co-ordinate procurement of internet and phone communications
- Relocate servers to new office
- Implement new data server
- Relocate 24 training workstation computers and 6 staff computer workstations
- Supply and install 15 new training workstations

***"I cannot thank you enough for making the move and transition into the building run so smoothly - you have a great team and we have been delighted with the help and support we have received from you."***

After two on-site visits, we agreed a plan of action with OMBS including a project timeline which is always critical to any relocation as the IT often has to fit in between many other activities such as decorating, furniture removals and electrics.

Leading up to the actual move date we carried a number of on-site visits to the new office to progress: the installation of the network cabling and electrics and to ensure all points were terminated as required; arranged and installed the required internet connections and co-ordinated with the OMBS long standing voice communications in respect to the installation of phone lines. In our workshop a flurry of activity behind the scenes took place preparing the 15 new workstations and new data server ready for installation.

The physical move happened over 2 working days which included everything from the kettle to the servers. Three ACT Systems engineers were on hand to ensure the servers were up and running in the new office by the first lunch break, giving internet and e-mail to the staff by the end of the second day. All the training computers, printers and the staff office and communications room were set up and running ready for the students to continue the term after their week break.

ACT Systems have the skills to co-ordinate and execute the relocation of all your IT and communications needs and the benefits were easily recognised by OMBS with the experience of an effortless move and more importantly minimal interruption to business, Andrea Freeman the director and head of OMBS wrote to us after the completion of the subsequent term:

*"our students left on Wednesday after a fantastic term. I cannot thank you enough for making the move and transition into the building run so smoothly - you have a great team and we have been delighted with the help and support we have received from you. The students love the new machines and the new data server means access for everyone has improved. We are delighted with everything you have done and so glad we chose your company to do the move - I will certainly be recommending you in the future. What I have liked is that everyone I have spoken to has been so helpful and knew what I was talking about - so thank you for that."*

*Andrea Freeman*

*Job Title, Oxford Media & Business School*