

Stakeholder Alignment & One-Page Brief

Give decision-makers a clear snapshot: location, costs, timeline, risks.

Attach this page to your completed checklist before sign-off.

Core Project Info

- ☐ Project name / code
 - ☐ Target move-in date
 - ☐ Office size & layout chosen (m² + headcount)
 - ☐ Key contacts (internal lead, facility manager, IT lead)
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Location & Access Summary

- ☐ Nearest station(s) + door-to-desk minutes
 - ☐ Parking availability (staff + visitors)
 - ☐ Hotel / café / support services nearby
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Cost & Lease Terms

- ☐ Total cost model: rent + CAM + utilities + fit-out + telecom + move-in
 - ☐ Lease term length (short vs multi-year)
 - ☐ Security deposit and first month rent ready
 - ☐ Renewal / exit options noted
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Fit-Out & IT

- ☐ Interior plan approved (furniture, meeting rooms, booths)
 - ☐ IT/telecom plan approved (fiber, power, server room)
 - ☐ Vendor timeline confirmed (fit-out, internet, moving company)
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Timeline Snapshot

- Week 1–2: Inquiry & tours
 - Week 3: Proposal review
 - Week 4–6: Agreement & design
 - Week 7–10: Fit-out works
 - Week 11: IT setup
 - Week 12: Move-in
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Risk & Mitigation

- ☐ IT delays (mitigation: confirm providers & access upfront)
 - ☐ Fit-out overruns (mitigation: phased plan, buffer budget)
 - ☐ Stakeholder misalignment (mitigation: weekly check-ins, one-page briefs)
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Sign-Off

- ☐ Leadership approval received
 - ☐ Finance approval received
 - ☐ Facilities/IT approval received
 - ☐ Final version shared in team drive
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Tip: Keep this brief to one page—leaders won’t read more. Update weekly until move-in.