

positive (+) solutions

MARKETING + PUBLIC RELATIONS

Project Management Services

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More than a decade of experience
serving clients big and small.

Congratulations!

**Your company has decided to relocate to new office space.
That's great news.**

We have even better news – Positive Solutions' Project Management will help you with this important move.

We understand that you have a lot going on, and this is a task that we can assist with and take off your plate. We have you covered.

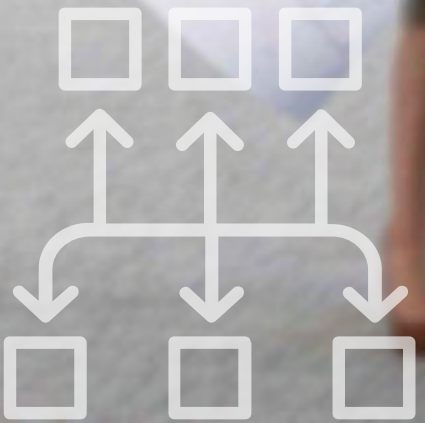
By utilizing Positive Solutions' Project Management, you will be in the know, but the day to day tasks will be handled by the Project Coordinator.

Positive Solutions will help save you time and avoid the challenges that come with making a relocation or setting up your office for the first time.

We will help you find the best vendors and contractors for the project and provide you with status updates to keep you, your CEO and other team members in the loop at all times.



When you want to
GROW YOUR BUSINESS,
THINK POSITIVE.



Who Needs A Project Manager?

- ▶ Are you busy running your company?
- ▶ Is your business growing?
- ▶ Have you decided it's time to make a change to your office space to attract talent and retain the ones you've hired and trained?
- ▶ Is your lease expiring in the next 6-18 months?
- ▶ Do you hate the thought of relocating or renovating your existing facilities?
- ▶ Do you need more time in the day to make these things happen?



5 Reasons to Hire a Positive Solutions Project Manager

1. Realize broader ambitions and goals

- ▶ We will listen to you and collaborate with you to maximize the potential of your business for the brand, culture, recruitment and retention of employees.

2. Save time and focus

- ▶ As your coordinator, we'll guide you throughout each step in the process, allowing you to focus on your day-to-day business responsibilities.

3. Save money

- ▶ We will leverage our relationships with all potential vendors for your company, which can give you the upper-hand in cost-savings throughout the process, and ensure your money is well spent on the right services.

4. Manage the process

- ▶ We'll review the process with you at the beginning of the project, and plan through potential challenges that may arise.

5. Prevent scope creep

- ▶ Once your plan and vision are in place, we will assist in keeping you and your team focused on the original plan, helping to minimize changes that could delay the project timeline.

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It was great to know we had a seasoned professional, using Positive Solutions Project Manager, to help us identify trusted vendors and resources. Andrea *brought the expertise that we didn't have in-house,* and she helped us achieve quality results.

– David Hertgen, President –
WiLineNetworks Inc.

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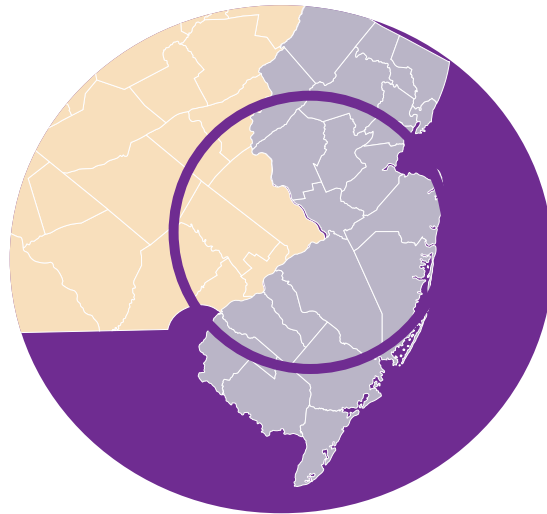
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Positive Solutions

When you choose to work with us at Positive Solutions, you choose to work with the best. In addition to being highly skilled experts in our field, our team is passionate about what we do.

Positive Solutions' mission is to provide our clients with a solutions-driven approach to solving their business objectives. We offer a fresh, creative perspective drawing upon insight gained from years of experience developing and executing for our clients.

Positive Solutions is a woman-owned, full service marketing and public relations agency committed to providing clients with a solutions-driven approach to solving their business objectives. We offer our clients exceptional communications strategy and deliver experienced communications counsel, sound communications programs, and meaningful results.



Our Services

The foundation of our Project Management service is the strength and depth of our specialists. Our clients depend on our ability to draw on years of direct experience in the local market. Our professionals know their communities and the industry inside and out. Whether you are a local firm or a global organization, we provide creative solutions for all your real estate needs.

- + Advertising
- + Brand Marketing
- + Brochures / Newsletters
- + Community Relations
- + Direct Mail
- + Event Planning
- + Graphic Design
- + Media Buying
- + Media Relations/ Public Relations
- + Printing
- + **Project Management Services**
- + Promotional Marketing
- + Service and Employee Recognition Programs
- + Social Media
- + Web Design/SEO



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**Surround yourself with
*a trusted and
loyal team.*
It makes all the difference.**

– Alison Gelb Pincus,
entrepreneur and tech leader

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Our Process



Listen



Collaborate



Tour



Plan



Implement



Coordinate

A project manager provides you peace of mind, delivering value by helping to transform a space into a place where people live, work and play. Having a Positive Solutions project manager on your team will help you achieve your goals.

Implementation

1. Meet to discuss your needs and timing
2. Assess benefits and challenges
3. Provide vendor choices
4. Arrange vendor meetings for IT, design, furniture, move, etc.
5. Implement plan
6. Attend vendor meetings
7. Assist with floor plans and space designs
8. Coordinate the move -furniture delivery, IT, signage, etc.
9. Review and discuss final timeline

“

We were working on a short time window, and the knowledge and experience Andrea brought to the table was very helpful. She helped to keep us on task so that we were not feeling rushed at the end. Everything was completed and ready for us to move in on time.

– Lyn Blandi, CFP, CLU, ChFC
Director of Operations, Turning Point Financial

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TIMELINES



Typical Construction Timeline

Size: 0 –10,000 SF Office Space | Timeline: 4 –6 Months

START	
Initial project discussion	Week 1
	Week 2
Architect kick-off meeting	Week 3
	Week 4
	MONTH 1
Submit application to Comcast/Verizon	Week 5
	MONTH 2
<ul style="list-style-type: none"> ▪ Furniture proposals ▪ Select furniture 	Week 9
	MONTH 3
<ul style="list-style-type: none"> ▪ HVAC/electrical/fire sprinklers ▪ Rough framing ▪ Utilities/plumbing 	Week 13
	Week 15
<ul style="list-style-type: none"> ▪ Light fixtures ▪ Insulation/drywall 	MONTH 4
<ul style="list-style-type: none"> ▪ Cabling and IT Services/AV -request proposals, select vendor, sign contract 	Week 17
	Week 19
<ul style="list-style-type: none"> ▪ Painting ▪ Carpet ▪ Data line for IT 	MONTH 5
Furniture installed	Week 21
	<ul style="list-style-type: none"> ▪ Final inspections ▪ Final clean and punch list ▪ Keys to space received ▪ Move in

Typical Paint & Flooring Timeline

Size: 0 –10,000 SF Office Space | Timeline: 1 -2 Months

START	
Initial project discussion	Week 1
	Week 2
	Lease signatures
<ul style="list-style-type: none"> ■ Submit application to Comcast/Verizon ■ Permits ■ Proposals for furniture 	Week 3
	Week 4
	<ul style="list-style-type: none"> ■ Paint/carpet ■ Install data lines
MONTH 1	
<ul style="list-style-type: none"> ■ Furniture delivered/ installed 	Week 7
	<ul style="list-style-type: none"> ■ Final inspections ■ Final clean and punch list ■ Keys to space received ■ Move in
	Week 8
MONTH 2	



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