

TRANSITION TASK MAP / CLIENT DELIVERABLE

Meridian Engineering Group — Montreal Relocation

150-person structural engineering firm relocating from Ville Saint-Laurent to downtown Montreal. Target occupancy date: 2026-09-15. Engagement scope: full management. This task map covers 168 items across Digital, Vendor, Regulatory, Internal, and IT categories. Excerpt below shows 28 representative tasks including critical-path items.

Total tasks: 168 / Critical path: 19 / Estimated duration: 22 weeks / Prepared by Strata / Revision 3 / 2026-04-02

ID	Task	Category	Owner	Deadline	Status	Deps
T-001	Confirm new lease execution and insured date	Internal	COO	05-10	Complete	—
T-002	Land survey and floorplan handoff to AV vendor	IT	IT Lead	05-24	In progress	T-001
T-003	Notify all active clients — project-specific letters [Critical Path]	Digital	Practice leads	06-14	Planned	T-001
T-004	Order of Engineers of Quebec — address update [Critical Path]	Regulatory	Compliance	06-21	Planned	T-001
T-005	CNESST declaration update	Regulatory	HR	06-21	Planned	T-001
T-006	Landlord insurance certificate reissue	Vendor	Office Mgr	06-28	Planned	T-001
T-007	Google Business Profile address edit and verification [Critical Path]	Digital	Marketing	07-05	Planned	T-001
T-008	Apple Maps, Bing Places, Yelp updates	Digital	Marketing	07-12	Planned	T-007
T-009	LinkedIn company page address update	Digital	Marketing	07-12	Planned	—
T-010	Update 34 engineering industry directories	Digital	Marketing	07-26	Planned	T-007
T-011	Bell Business fibre install at new site [Critical Path]	IT	IT Lead	08-01	In progress	T-002
T-012	Meraki network equipment procurement	IT	IT Lead	07-15	Planned	T-011
T-013	Move physical servers and storage [Critical Path]	IT	IT Lead	09-13	Planned	T-011, T-012
T-014	Update DNS A records for intranet [Critical Path]	IT	IT Lead	09-14	Planned	T-013
T-015	Update email signatures company-wide	Internal	HR	09-16	Planned	T-001
T-016	Notify 62 active vendors — contract address amendments [Critical Path]	Vendors	Procurement	08-15	Planned	T-001
T-017	Transfer Hydro-Québec service	Vendor	Office Mgr	08-22	Planned	T-001
T-018	Transfer Energir (gas) service	Vendor	Office Mgr	08-22	Planned	T-001
T-019	Dépôt légal address change, Revenu Québec [Critical Path]	Regulatory	Finance	09-30	Planned	T-001
T-020	Revenu Canada RC59 address update	Regulatory	Finance	09-30	Planned	T-001
T-021	Payroll provider (Nethris) address change	Vendor	HR	08-30	Planned	—
T-022	Update professional liability insurance [Critical Path]	Vendor	Finance	08-30	Planned	T-001
T-023	Print new business cards and letterhead	Internal	Marketing	09-08	Planned	T-001
T-024	Update intranet, wiki, HRIS with new address	IT	IT Lead	09-15	Planned	T-013
T-025	Change-of-address forms for 150 employees	Internal	HR	09-15	Planned	—

ID	Task	Category	Owner	Deadline	Status	Deps
T-026	Arrange physical move and insurance rider [Critical Path]	Vendor	Office Mgr	09-13	Planned	T-001
T-027	Post-move directory re-verification sweep	Digital	Marketing	09-22	Planned	T-007, T-008, T-010
T-028	Final decommissioning of old site	Internal	Office Mgr	09-30	Planned	T-013, T-017, T-018

Critical-path variance is reviewed every Friday with the COO. Tasks in red above drive the target occupancy date. Any slip in T-011 (Bell fibre) or T-016 (vendor notifications) cascades into a go-live delay.

CATEGORY SUMMARY

Distribution across 168 total tasks

Category	Count	Critical path	Avg duration (days)	Owner
Digital	58	4	3	Marketing
Vendor	39	5	5	Procurement / Office Mgr
Regulatory	22	3	7	Finance / Compliance / HR
Internal	31	3	2	HR / Practice leads
IT	18	4	4	IT Lead

METHODOLOGY

Tasks were identified through a two-day discovery with the COO, IT Lead, Office Manager, and the HR Business Partner. Strata cross-referenced the internal task list against our relocation baseline (214 standard items for 100 to 200-person professional services firms) and added 12 client-specific tasks tied to the Order of Engineers of Quebec compliance cycle.

Owners are role-level, not name-level, so the task map survives personnel changes during the engagement. Each task carries an explicit dependency chain so critical-path analysis updates automatically when a predecessor slips.

REVISION LOG

Rev	Date	Author	Summary
1	2026-03-18	Strata	Initial draft after kickoff
2	2026-03-25	Strata	Added 22 vendor tasks post-procurement review
3	2026-04-02	Strata	Critical-path recalculation after Bell fibre confirmation