Relocation of IT Staff

When relocating the workstation of an employee (e.g., office transfer or change of department), the respective team leaders coordinate the move and agree on a relocation date.

The following workflow diagram shows the process:

Process 3.30.10.16
"Relocation of an IT
Employee"

relocation of an IT
employee has been
requested

IT administration
comissions the
responsible IT
department

request form from
personnel department

relcoation of user
account

preparation of
client workspace

relocate
user account
3.30.10.16. WF01

prepare client
workstation
3.30.10.16. WF01

setup administrative
rights
3.30.10.16. WF02

tasks of
departments are
completed

inform personnel
department

change operational
matrix

operational matrix

relocation of the
IT employee is
complete

legend

function | process path

event | - - - - → control flow

document