

## Relocation Pre-Decision Assessment

### A Structured Planning Tool for Workforce Mobility

Use this assessment to clarify feasibility, risk, and readiness before confirming a relocation decision. You may complete all sections or only those relevant to your current stage.

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#### 1. Assignment Context

*What is this move trying to achieve?*

- What role or function is this relocation intended to support?
- What would make this assignment clearly successful for the organization?

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#### 2. Key Risks Identified

*What could realistically derail this assignment?*

- What are the top three risks (operational, people, financial, regulatory)?
- Which of these risks would be hardest to reverse once committed?

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#### 3. Timing Constraints

*Where is the schedule fragile?*

- Which dates are truly fixed, and which are negotiable?
- What dependencies (permits, project phases, school years, notice periods) drive timing?

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#### 4. Housing Considerations

*How will location and housing affect viability?*

- What assumptions about housing type, cost, and availability?
- Is temporary accommodation required, and for approximately how long?

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## 5. Budget Assumptions

*What are you assuming about cost exposure?*

- What cost elements are in scope (travel, temporary housing, support services, allowances)?
- Where are you most concerned about variance or overruns?

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## 6. Family Considerations

*Who else does this decision impact?*

- Are there family, caregiving, schooling, or partner-employment factors tied to this move?
- What conditions would make the assignment unsustainable for the household?

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## 7. Regulatory Factors

*What rules or approvals could slow or block this move?*

- Are there immigration, licensing, credentialing, or jurisdictional requirements?
- What uncertainty exists around these (timelines, outcomes)?

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## 8. Contingency Planning

*What happens if assumptions fail?*

- If housing, timing, or regulatory conditions shift, what is your fallback plan?
- Who needs to be involved in revisiting the decision if key assumptions change?

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