Overview

A. Project Overview
   1. Identify project type
   2. Project schedule
   3. Identify major project applications required for end users' operations
   4. Identifiy user groups and functions

B. Identification of owner and end-user vision and style

C. Differentiation of AV system functionality vs. AV equipment
   1. Define expectations of the process
      • What is needed/expected from the design team?
      • What is needed/expected from the owner/user?
      • How will the design team and owner/user communicate?
      • System quality

D. Technology Trends

Review Existing Documents, Facilities and Infrastructure

A. Review pertinent parts of architectural program
B. Review any existing AV program information
C. Tour existing facilities

Identify User Functions

A. Existing functions
B. Anticipated functions

Identifiy Overall User Standards and Requirements

A. Standards
B. Benchmarks
C. Known connectivity requirements
D. Known basic audio-video requirements
E. Internal tech support availability
F. ADA and section 508 issues

Discuss Each Space or Area

A. Identifiy each area requiring systems

B. Space-by-space functional review
   1. Functions required for each space
   2. Operational requirements (day, night, remote monitoring)

C. Identification of AV tasks and parameters for each area
   1. Identify major equipment requirements (number of images required, room size and seating, conferencing required, audio and video sources)
   2. Identify potential impact on infrastructure
      • HVAC
      • Security
      • Electrical
      • Lighting
      • Data/telecom

D. Owner furnished equipment

E. Budget issues and priorities

Conclusion

A. Identify key individuals and contact information for follow-up
B. Identifiy follow-up meetings
C. Discuss schedule for completion and distribution of report

AV NEEDS ANALYSIS/ PROGRAM MEETING AGENDA SAMPLE

The AV Program Meeting may include some or all of the items for discussion as noted in this sample agenda. The process may require several meetings to interact with different stakeholder and end-user groups. This agenda should be used in conjuction with the sample AV Program Questions included in the Appendix.