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## AV Needs Analysis

Date: \_\_\_\_\_

Project: \_\_\_\_\_

Engineer: \_\_\_\_\_

### Overview

- Identify project type
- Project schedule
- Identify major project applications required for end users operations
- Identify user groups and functions

### Identification of owner and end-user vision and style

### Differentiation of AV system functionality vs. AV equipment

- 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

### Current Technology

#### Review Existing Documents, facilities and Infrastructure

- Review pertinent parts of architectural program
- Review any existing AV program information
- Tour existing facilities

### Identify User Functions

- Existing functions
- Anticipated functions



**+ Identify Overall User Standards and Requirements**

- Standards
- Benchmarks
- Known connectivity requirements
- Known basic audio-video requirements
- Internal tech support availability
- ADA and section 508 issues

**+ Discuss Each Space Area**

- Identify each area requiring systems
- Space –by-space functional review
- Functions required for each space
- Operational requirements (day, night, remote monitoring)

**+ Identification of AV tasks and parameters for each area**

- Identify major equipment requirements (number of images required, room size and seating, conferencing required, audio and video sources)
- Identify potential impact on infrastructure
- HVAC
- Security
- Electrical
- Lighting
- Data/telecom

**+ Owner furnished equipment**

**+ Budget issues and priorities**

**+ Conclusion**

- Identify key individuals and contact information for follow-up
- Identify follow-up meetings
- Discuss schedule for completion and distribution of report