



Program Phase

Date: _____

Project: _____

Engineer: _____

Project Overview and Vision


- Who are the key players to contact for obtaining information about the organizations visions for the future both organizationally and technologically?
- Is there currently a cohesive vision with regard to the future of technology in the organization?
- What are the primary goals for this facility/project?
- How will the AV and other technology systems proposed for this project support those goals?
- What is the overall application for the facility? (Teaching? General conference? Major convection? Video integration? Distance learning? Performance? etc.)
- What level of sophistication is desired for the facility? State-of-the-art? Middle-of-the-road? Basic?
- From a technological standpoint, are there any unique features to the organization's operation?
- What functions and tasks are performed by the end-users of the facility?
- How does the facility plan to grow in the years to come
- Are there specific allocations that need to be addressed for future expansion?
- What emerging technologies are considered by the owner and technology managers/end-users as desirable for the AV system?

Standards and Benchmarks

- Are there known benchmark facilities which should be used as a model for this project from an architectural or technological standpoint?
- Are there any examples of technology inside or outside the organization that reflect the vision for technology?
- Are there any established standards for technology that need to be followed with respect to:
 - AV System design
 - Furniture design
 - Control system user interface design
 - Audio and video conferencing system design
 - Data/telecom structured cabling system design
 - Other systems



- Is documentation available for any of the standards?
- Are there any known challenges or deficiencies in the currently installed technology that need to be addressed?
- Are there any pilot projects or funding requests that may have an impact on the facility or systems designs?

 **Budget and Schedule**

- Has a budget been established for technology systems?
- Are there any areas or systems which are higher or lower priority with regard to budget?
- What is the base building schedule for design and construction phases?
- When is this facility scheduled to open?
- What is the current status of the project as a whole?