

Research and Assessment Stage

Questions:

- What kind of information do you exchange (product details, spreadsheets, multimedia, high security information)?
- Would it be helpful to see and speak to colleagues either at their desk or at their home office?
- Would you be communicating visually with suppliers, customers, partners, or anyone outside of your firewall?
- How many sites do you want to be able to connect in one meeting?
- How many people would participate in each type of meeting, in each location?
- How many calls might be occurring simultaneously?
- Do you require the true-to-life visual quality of High Definition videoconferencing?
- What bandwidth will be optimal for your communications?
- Do you want a fully integrated system or a set-top solution where you can use an existing monitor?
- Will you need to record or stream video calls such as CEO briefings or trainings, for those who were not in attendance?
- How do you want to integrate videoconferencing with your other communications tools (Instant Messaging, Scheduling applications, IP phones, 3G mobile phones, and existing videoconferencing systems)?
- How will you measure and report on your return on investment?
- How many rooms are you using? What is the room size?
- Is this a 24/7 or Critical Ops solution? When are your people working?

What type of room(s) are you planning? Check all that apply:

- Boardroom/Conference Room
- Auditorium
- Classroom or Training Room
- Council Chambers
- Medical or Operating
- Command/Control Center
- Other

Is the room:

- A renovation with new technology
- An addition to existing technology
- New construction

What type of user will be utilizing the room(s)? Check all that apply:

- Trainers or teachers
- Executives
- Sales & Marketing
- Technical
- General

What is the general presentation technology experience of the operator?

- Novice or beginner
- Intermediate
- Very experienced

How often will the room be in use?

- 24/7 Operation
- More than 20 hours a week
- Between 10 - 20 hours a week
- Less than 10 hours a week

Which of the following media or tools might be required by the presenters?

- Computer Presentation
- Video
- DVD
- Document Cameras
- Videoconferencing
- Audioconferencing
- Electronic Whiteboard
- Other

In the case of multimedia computer presentations, will each presenter bring in their own computer?

- Yes
- No

Would you like to include a dedicated computer for this system?

- Yes
- No

PERSONALIZED SCOPE

We are evaluating how the client currently communicates – is it through paperwork, email, im or phone. We are determining what a good “flow” of communications would be, and creating a process for it. Then we are using that process to create a system designed with the most current technologies to support those communications.