

# AV PROJECT PLANNING FLOWCHART

## PROMPTING QUESTIONS

### User Needs

- What problems do our users have?
- What are their pain points?
- Which users are we helping?
- What tasks are we helping them complete?
- Can we reduce their frustration?
- Can we streamline their workflow?

### Organizational Needs

- What's the business need?
- Can we reduce risk?
- Can we increase performance?
- Can we provide specialty tools or methods?
- Can we reduce operating costs?
- Can we increase accessibility?
- Can we adapt to a new situation?
- How can we help a new line of business?

## PROBLEM STATEMENT

### Examples

- How can we build anticipation for our launch or special initiative?
- What entertainment options can we add to our game-day experience?
- How can we leverage our space to generate additional revenue?
- How can we communicate urgent messages across our facility?
- How do we keep our hybrid workforce connected and collaborating?

## AV CONSIDERATIONS

### Audio

#### Examples:

- How can we reach people with amplified audio?
- What are the audio sources?
- How many separate zones do we need?

### Video

#### Examples:

- Where can we reach people with visual content?
- How many screens?
- How big should they be?

### Control

#### Examples:

- Who needs to control the system?
- What do technicians need to control?
- What about non-technical users?

## FEASIBILITY ASSESSMENT

### Evaluate Possible Solutions

- Technical Feasibility
- Product Options
- User Experience
- Cost